

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
September 2, 2014**

Chair Michael Howard called the regular meeting to order at 6:40 p.m., noting that Christina Miller is excused, and Board Member Simpson has her proxy if it is needed.

Board Members Present: Chair Michael Howard, Jay Dyal, Liza Simpson, Dianne Walker

Excused: Christina Miller

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, BC Eric Hales, BC Steve Zwirn, Patti Berry—Human Resources Officer, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Public Input

Chair Howard opened the public input.

Mike Quinones of the Summit Park HOA thanked the Board for extending the chipping program and stated that they have taken full advantage of it.

Chair Howard closed the public input.

II. Approval of Prior Meeting Minutes

Board Member Walker made a motion to approve the minutes of the July 1, 2014, Administrative Control Board meeting. The motion was seconded by Board Member Simpson and passed unanimously, 4 to 0.

Board Member Walker made a motion to approve the minutes of the August 5, 2014, Administrative Control Board meeting. The motion was seconded by Board Member Howard and passed unanimously, 3 to 0, with Board Member Simpson casting Board Member Miller's proxy vote. Board Members Dyal and Simpson abstained from the vote, as they did not attend the August 5 meeting.

III. Board Member Reports and Business

A. Correspondence

Board Member Simpson asked what the District donated to the Montessori School. Chief Hewitt did not know but believed the District may have done some education at the school or provided some fire hats for the children.

B. Financial

There were no questions about the financial reports.

IV. Old Business

A. Possible Approval of Policies: III-H-700 Housing Allowance, III-J-100 Standards of Conduct, III-H-1000 Post Employment Health Plan

Board Member Walker made a motion to approve Policies III-H-700, III-J-100, and III-H-1000. The motion was seconded by Board Member Simpson and passed unanimously, 4 to 0.

V. New Business

A. Policies for Review: V-C-400 Use of Telephones and Cellular Phones, V-C-300 Use of Electronic Communication Technology, III-L-500 Reduction in Force Policy, III-L-700 Exit Interviews, III-L-600 Termination – Separation of Employment, III-C-500 Use of Social Media and Social Networking

There were no comments on these policies which were reviewed in work session. Chair Howard announced that these policies will be on the agenda for approval next month except for the Social Media and Social Networking policy which will be discussed in work session at the next meeting.

VI. Staff Reports and Input

There were no comments on the staff reports and input.

VII. Discussion of Possible Future Agenda Items/Additional Comments

No future agenda items were requested.

VIII. Closed Executive Session

Board Member Dyal made a motion to convene in closed session for the purpose of discussing personnel. The motion was seconded by Board Member Simpson and passed unanimously, 4 to 0.

The Administrative Control Board met in closed session from 6:45 p.m. to 7:50 p.m. for the purpose of discussing personnel.

Board Member Walker made a motion to dismiss from closed session. The motion was seconded by Board Member Simpson and passed unanimously, 4 to 0.

IX. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 7, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____