

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
October 7, 2014**

Chair Michael Howard called the regular meeting to order at 6:35 p.m.

Board Members Present: Chair Michael Howard, Christina Miller, Liza Simpson

Excused: Jay Dyal, Dianne Walker

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Patrick Harwood, Captain Dave Marsella, Patti Berry—Human Resources Officer, Dave Dorsey—IT, Bill Pyper—Chief Financial Officer, Brittany Kener—Administrative Assistant

I. Approval of Previous Meeting Minutes

Approval of the minutes was postponed to the next meeting, as there was not a quorum of Board Members present at the September 2 meeting available to approve the minutes.

II. Public Input

Chair Howard opened the public input.

There was no public input.

Chair Howard closed the public input.

III. Board Member Reports and Business

A. Correspondence

There was no discussion of the correspondence.

B. Financial

There were no questions about the financial information.

IV. Old Business

A. Possible Approval of Policies: III-L-500 Reduction in Force, III-L-600 Termination-Separation of Employment, III-L-700 Exit Interviews, V-C-300 Use of Electronic Communication Technology, V-C-400 Use of Telephones and Cellular Phones

Board Member Simpson made a motion to approve Policy III-H-500. The motion was seconded by Board Member Miller and passed unanimously, 3 to 0.

Board Member Miller made a motion to approve Policy III-I-600. The motion was seconded by Board Member Simpson and passed unanimously, 3 to 0.

Board Member Simpson made a motion to approve Policy III-L-700. The motion was seconded by Board Member Miller and passed unanimously, 3 to 0.

Board Member Miller made a motion to approve Policy V-C-300 with the changes made in work session. The motion was seconded by Board Member Simpson and passed unanimously, 3 to 0.

Board Member Miller made a motion to approve Policy V-C-400 with the changes discussed in work session. The motion was seconded by Board Member Simpson and passed unanimously, 3 to 0.

V. New Business

A. Policies for Review: III-E-200 Physical Examinations; III-E-300 Task Performance Test, III-H-100 Workers Compensation, III-I-800 Light Duty Assignments, V-C-500 Use of Social Media and Social Networking

These items were reviewed in work session.

VI. Staff Reports and Input

Board Member Simpson referred to the ambulance time runs and asked if the times for the North Summit and South Summit runs are longer because there is a higher average age. Chief Zanetti and Chief Hewitt replied that it relates to efficiency, training, and a number of other factors.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Financial Officer Bill Pyper reported that he would have a tentative budget ready for the next meeting. Chair Howard requested that the budget be considered in work session and suggested that they keep the policy reviews lighter so they can focus on the budget.

VIII. Closed Executive Session

There was no closed session.

IX. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 4, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____