

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
November 5, 2013

Chairman Michael Howard called the public meeting to order at 6:35 p.m.

Commissioners Present: Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Christina Miller, Commissioner Liza Simpson, and Commissioner Dianne Walker

Commissioners Absent: None.

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Eric Hales, BC Patrick Harwood, Bryan Grohoveva, Patti Berry, David Dorsey, Traci Madson, and Bill Pyper.

Public Present: Bill Silva

I. Approval of Previous Meeting Minutes: Chairman Howard called for a motion to approve the October 1, 2013 minutes, moved by Commissioner Walker, seconded by Commissioner Simpson, passed by all. Commissioner Miller abstained from voting due to absence from last meeting.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received several thank you letters and donations from the public.
- B. Financial: All bills have been reviewed and signed.
- C. Other:

IV. Old Business:

- A. Approval of compensation committee recommendations. Chairman Howard called for a motion to approve the compensation committee's recommendations, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all.

V. New Business:

- A. The following policies were discussed during the work session and will be posted for review for two weeks: III-A-800 Americans with Disabilities Act (ADA) Reasonable Accommodation, III-A-900 Sexual Harassment or Other Unlawful Harassment, III-I-300 Family and Medical Leave Act (FMLA), III-J-300 Workplace Violence, III-L-100 Compensation. These policies will be approved at the December meeting.
- B. W-2 vs. 1099 for ACB. This will be reviewed and approved at the December meeting.
- C. Review of Tentative Budgets for General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund. The budgets were discussed during the work session.

VI. Dismiss as PCFSD Administrative Control Board and convene as Local Building Authority Board of the Park City Fire Service District, Utah.

- A. Chairman Howard called for a motion, and Commissioner Simpson moved to dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, Utah, seconded by Commissioner Walker, passed by all.
- B. Bill Pyper reported during the budget review that he does not expect there to be any activity with the Local Building Authority fund.

VII. Dismiss as the Local Building Authority for the Park City Fire Service District, Utah, and reconvene as PCFSD Administrative Control Board.

- A. Chairman Howard called for a motion, and Commissioner Walker moved to dismiss as the Local Building Authority of the Park City Fire Service District, Utah and reconvene as the PCFSD Administrative Control Board, seconded by Commissioner Dyal, passed by all.

VI. Staff Reports and Input.

- A. The Holiday Party will be December 13th at 6:00 p.m.
- B. The Task Performance Test “Kickoff” meeting will be December 16th with actual test development. Implementation of this program will be in 2014.
- C. The recruit graduation ceremony will be held Thursday, December 5th at 5:30 p.m.
- D. “Wills for Heroes” will be held on November 16th. This will give firefighters free legal access to create wills.
- E. The Park City Fire District crews will participate in a community blood drive on November 21st.
- F. Sean Briley and Matt Meinhold will be promoted to Captain effective January 1, 2014.
- G. Fire District crews participated in several mass casualty drills with Salt Lake Valley fire departments in October.

VII. Discussion of Possible Future Agenda Items/Additional Comments:

- A. None.

VIII. Adjournment: With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all. The Public Meeting was adjourned at 6:42 p.m.

IX. Closed Executive Session: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct. There was no Closed Executive Session held.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held December 3, 2013, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: _____

Date: _____

Prepared by: Traci Madson