

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Fire District Administrative Office Building  
December 3, 2013

Chairman Michael Howard called the public meeting to order at 6:30 p.m.

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

**Commissioners Absent:** Commissioner Liza Simpson

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

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Howard called for a motion to approve the November 5, 2013 minutes, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.

**II. Public Input:**

**III. Commission Reports:**

A. Correspondence: The Fire District received several thank you letters and donations from the public. Promontory awarded a grant to all of the fire districts involved in the Rockport fire.

B. Financial: All bills have been reviewed and signed.

C. Other:

**IV. Old Business:**

A. Chairman Howard called for a motion to approve III-A-800 Americans with Disabilities Act (ADA) Reasonable Accommodation, moved by Commissioner Miller, seconded by Commissioner Dyal, passed by all.

B. Chairman Howard called for a motion to approve III-A-900 Sexual Harassment or Other Unlawful Harassment, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.

C. Chairman Howard called for a motion to approve III-I-300 Family and Medical Leave Act (FMLA), moved by Commissioner Dyal, seconded by Commissioner Walker, passed by all.

D. Chairman Howard called for a motion to approve III-J-300 Workplace Violence, moved by Commissioner Miller, seconded by Commissioner Dyal, passed by all.

E. Chairman Howard called for a motion to approve III-L-100 Compensation, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.

F. 1099 vs. W-2 for ACB. Chairman Howard called for a motion to go with the W-2, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all. Bill

Pyper explained the advantages of going with a W-2; it will save money on personal returns.

**Budget Hearing Opened:**

- G. Approval of the Final 2013 and Initial 2014 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund Budgets. Chairman Howard called for a motion to open the Budget Hearing, moved by Commissioner Walker, seconded by Commissioner Miller, passed by all.
  - H. Chairman Howard called for a motion to approve the Final 2013 and Initial 2014 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund Budgets, moved by Commissioner Miller, seconded by Commissioner Dyal, passed by all.
- V. 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 to dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, Utah, moved by Commissioner Dyal, seconded by Commissioner Walker, passed by all.
  - B. Adoption of Final 2013 and Initial 2014 Budgets for the Local Building Authority of the Park City Fire Service District, Utah. Chairman Howard called for a motion to approve the adoption of the Final 2013 and Initial 2014 Budgets for the Local Building Authority of the Park City Fire Service District, Utah, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.
- VI. 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 to dismiss as the Local Building Authority of the Park City Fire Service District, Utah and reconvene as the PCFSD Administrative Control Board, moved by Commissioner Dyal, seconded by Commissioner Walker, passed by all.

**Budget Hearing Closed**

**VII. New Business:**

- A. The following policies were discussed during the work session and will be posted for review for two weeks: III-J-200 Disciplinary Action Grounds and Procedures, III-J-501 Grievance Procedures, III-J-502 Appeals Procedures. III-J-500 Appeals-Grievance Policies & Definitions will be deleted. Patti will post these policies for two weeks for comments, and then the revised policies will be posted again. Commissioner Walker asked Patti if she received comments back from employees regarding policies. Patti reported that she does not receive a lot of comments but does occasionally. Sometimes she doesn't receive any comments at all. Commissioner Walker asked specifically about FMLA. Patti reported that she did receive one comment on the FMLA and she did respond back. Patti reported this particular comment was not practical because the employee wanted the Fire District to redo how they calculate the FMLA entitlement. The employee did not understand how and why FMLA entitlements are calculated by the Fire

District. Patti explained it and the reason it is done that way. Patti also reported that another comment was not to run FMLA and paid leave concurrently. Patti explained that federal law allows employers to require employees to use paid leave for FMLA qualifying events prior to any unpaid leave and that the District has chosen that option.

**VIII. Staff Reports and Input.**

- A. The Holiday Party will be December 13<sup>th</sup> at 6:00 p.m.
- B. The Task Performance Test “Kickoff” meeting will be December 16<sup>th</sup> with actual test development. Implementation of this program will be in 2014.
- C. The recruit graduation and captain promotional ceremony will be held Thursday, December 5<sup>th</sup> at 5:30 p.m. Two new paramedics will also be recognized.
- D. Chief Hewitt and at least ten firefighters will compete in the Fight for Air Stair climb in Salt Lake City to benefit the American Lung Association. This will take place February 22, 2014.
- E. Chief Hewitt and seven firefighters will compete in the 2014 Scott Firefighter Stair climb in Seattle to benefit the Leukemia and Lymphoma Society. This will be held on March 9, 2014.
- F. Park City Medical Center hosted a thank-you breakfast for the crews on November 18 and 20.

**IX. Discussion of Possible Future Agenda Items/Additional Comments:**

- A. None.

**X. Adjournment:** With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting, moved by Commissioner Miller, seconded by Commissioner Walker, passed by all. The Public Meeting was adjourned at 6:35 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 January 7, 2014, 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*