

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
November 4, 2014**

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

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

District Personnel Present: Chief Paul Hewitt, BC Bob Evans, BC Ray Huntzinger, Patti Berry—Human Resources Officer, Dave Dorsey—IT, Bill Pyper—Chief Financial Officer, Sarah May—Secretary

I. Approval of Prior Meeting Minutes

Board Member Simpson made a clarification to the October 7 minutes that, when she talked about the average ambulance run times being longer for Eastern Summit County she was referring to the age of the patients, not to the age of the paramedics and that they respond to more remote locations.

Board Member Simpson made a motion to approve the minutes of the September 2, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0. Board Member Miller abstained from the vote, as she did not attend the September 2 meeting.

Board Member Simpson made a motion to approve the minutes of the October 7, 2014, Administrative Control Board meeting as amended. The motion was seconded by Board Member Miller and passed unanimously, 3 to 0. Board Members Dyal and Walker abstained from the vote, as they did not attend the October 7 meeting.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

There were no comments on the correspondence in the packet.

B. Financial

There were no questions about the financial reports.

IV. Old Business

A. Possible Approval of Policies: 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/Social Networking

Board Member Simpson referred to the Task Performance Test policy, Section B Test Administration, Paragraph 5, which relates to reporting in writing any irregularities in the administration of the test and requested that the policy indicate to whom the irregularities should be reported. Chief Hewitt explained that they would report to the training chief, and that language was inserted into the policy.

Ms. Berry noted that she made a few changes to the Physical Examination policy and explained that the physical exams will be scheduled for the employees rather than leaving it up to the employees to schedule them. She confirmed that this procedure seems to be well received by PCFD members. No changes were made to the Workers Compensation policy since last month's work session. She reported that the Light Duty Assignments policy was changed to better comply with the guidelines from the EEOC issued in July of this year. The Use of Social Media policy also did not change from the original presentation. Board Member Simpson noted that the word "himself" in this policy should probably be changed to read "themselves." She also questioned whether they could actually adopt Policy I. under Employee Use of Social Media. Chair Howard stated that this type of policy is common among the clients he deals with, and such policies are in place to prevent disparagement. Chief Hewitt explained that he receives articles about this from fire districts across the nation, ~~and employees are disciplined on this almost on a daily basis.~~ and it is quite common in the fire industry. Board Member Simpson verified with staff that this policy does not apply to Board Members.

Board Member Simpson made a motion to approve Policies III-E-200 Physical Examinations, III-H-100 Workers Compensation, and III-I-800 Light Duty Assignments as shown in the packet. The motion was seconded by Board Member Walker and passed unanimously, 5 to 0.

Board Member Simpson made a motion to approve Policies III-E-300 Task Performance Test and V-C-500 Use of Social Media/Social Networking as amended in the discussion. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

V. New Business

A. Policies for Review: III-I-102 Holidays – Full-Time Administrative Personnel, III-I-600 Paid Leave Policy (draft), III-I-600 Vacation Periods (current)

B. Policies for Deletion: III-E-1100 Use of Cell Phones While Driving, III-I-100 Holiday Suppression

Ms. Berry explained that the current policy states that employees accrue time as they work, but that time has been given up front, because the District did not have a per-pay-period accrual process. They are now moving to per-pay-period accrual, which is already being done with sick leave. They had designated certain hours for vacation and certain hours for holidays with different rules attached, but they do not feel there is a need for different rules, so it will now all be called paid leave. The paid leave accrual rates for suppression include the hours that used to be included in holidays, and she has requested deletion of the holiday policy for suppression. She has put out guidelines for transitioning from vacation and holiday into paid leave on an accrual basis. ~~She confirmed that the overall reception of the policy is good.~~ She noted that they did not roll the holiday hours into paid leave for administration, because they actually take the holidays off. However, the floating holiday for administration is now incorporated into the accruals and has been deleted from the holiday policy.

Chair Howard suggested that Ms. Berry highlight and underline “suppression” and highlight and underline “~~non-exempt~~administration” to call attention to the difference between the two policies.

Board Member Miller asked if they need a policy regarding borrowed paid leave hours so that, if an employee ~~is terminated~~ separates before the borrowed hours are returned to the District, they will be taken out of the employee’s last paycheck. Ms. Berry noted that the employee may owe the District more hours on a final paycheck than the District can legally withhold, because they must pay at least minimum wage on the final paycheck. Board Member Simpson noted that this would be a one-year problem and it may not be worthwhile to worry about it.

Ms. Berry noted that she neglected to have the Board delete the existing policy on use of cell phones when they approved the new cell phone policy.

Board Member Walker made a motion to delete Policy III-E-1100 Use of Cell Phones While Driving. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

Board Member Dyal made a motion to delete Policy III-I-100 Holiday Suppression. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

C. Review of Tentative Budgets for General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund

This item was reviewed in work session.

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

Board Member Walker made a motion to dismiss as the PCFSD Administrative Control Board and to convene as the Local Building Authority Board of the Park City Fire Service District, Utah. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

A. Review of Tentative Budget for Local Building Authority

This item was reviewed in work session, and there were no further questions or comments.

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

Board Member Simpson made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the PCFSD Administrative Control Board. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

VIII. Staff Reports and Input

There were no comments on the staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

There were no additional comments or agenda items.

X. Closed Executive Session

There was no need for an executive session.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:00 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be December 2, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____