

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

Chair Michael Howard called the regular meeting to order at 6:40 p.m.

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

**Excused:** Liza Simpson

**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. Approval of Prior Meeting Minutes**

Board Member Miller made a motion to approve the minutes of the November 4, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0.

**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**

Chair Howard acknowledged the letter from a woman in Pinebrook.

**B. Financial**

There were no questions about the financial reports.

**IV. Old Business**

**A. Possible Approval of Policies: III-I-100 Holidays – Full-Time Administrative Personnel, III-I-600 Paid Leave**

Board Member Dyal made a motion to approve Policies III-I-100 and III-I-600. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0.

**V. New Business**

**A. Adoption of Final 2014 and Initial 2015 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund Budgets**

Board Member Miller made a motion to approve the final amended budget for 2014. The motion was seconded by Board Member Dyal and passed unanimously, 4 to 0.

Board Member Dyal made a motion to approve the 2015 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund budgets as presented. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0.

**B. Resolution to appoint member and alternate member to Utah Association of Special Districts Board of Representatives**

Board Member Miller made a motion to appoint Bill Pyper as member and Patti Berry as alternate member to the Utah Association of Special Districts Board of Representatives. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0.

**VI. Dismiss as PCFSD Administrative Control Board and convene as the 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, 4 to 0.

**A. Adoption of Final 2014 and Initial 2015 Budget for the Local Building Authority of the Park City Fire Service District, Utah**

Board Member Miller made a motion to approve the final amended 2014 budget for the Local Building Authority of the Park City Fire Service District, Utah. The motion was seconded by Board Member Dyal and passed unanimously, 4 to 0.

Board Member Dyal made a motion to approve the 2015 budget for the Local Building Authority of the Park City Fire Service District, Utah. The motion was seconded by Member Walker and passed unanimously, 4 to 0.

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

Board Member Dyal 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, 4 to 0.

**VIII. Staff Reports and Input**

There were no comments on the staff reports and input.

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

Chair Howard noted that elections will need to be held at the January meeting for a new Chair, Vice Chair, Treasurer, and Secretary for both the PCFSD Administrative Control Board and the Local Building Authority of the Park City Fire Service District and requested that be included on the agenda.

Chief Financial Officer Bill Pyper noted that they need to discuss the purchasing policy in the work session. Human Resources Officer Patti Berry explained that they will need to adopt the purchasing policy from the Utah Association of Special Districts.

**X. Closed Executive Session**

There was no closed session.

**XI. Adjournment**

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 6, 2015, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_