

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
March 3, 2015**

Chair Liza Simpson called the regular meeting to order at 6:37 p.m.

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

District Personnel Present: Chief Paul Hewitt, BC Bob Evans, AC Bob Zanetti, AC Scott Adams, BC Eric Hales, BC Ray Huntzinger, Patti Berry-Human Resources Officer, Dave Dorsey-IT, Bill Pyper-Chief Financial Officer, Brittany Kener-Administrative Assistant,

I. Approval of Prior Meeting Minutes

Board Member Howard made a motion to approve the minutes of the January 6, 2015 and February 3, 2015, Administrative Control Board meeting as written. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

Chair Simpson acknowledged the letter written congratulating the firefighters on saving the friend of a Houston firefighter.

B. Financial

There were no questions about the financial reports.

IV. Old Business

A. Possible Approval of Policies: III-E-100 Job Descriptions, III-L-300 Time Keeping (previously numbered as IV-I-100), IV-B-100 Contracts, Loans, Checks and Deposits, III-L-200 FLSA Compliance

Board Member Miller made a motion of approve Policies III-E-100, III-L-300, IV-B-100 and III-L-200 FLSA Compliance. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

V. New Business

A. Review Policy: II-B-500 Scheduled Public Meetings

These policies will be published prior to adoption at a future Board meeting.

B. Possible Deletion of Polices: IV-F-500 Financial Services – Determination of Funding Source, IV-F-600 District Funds, IV-F-700 Checking Accounts, IV-J-100 Pay Records, IV-D-100 Cash Receipts, V-A-600 Riders in or on PCFSD Vehicles and Apparatus, IV-C-200 Society and Association Participation

Board Member Walker made a motion to delete Policies IV-F-500, IV-F-600, IV-F-700, IV-J-100, IV-D-100, V-A-600, IV-C-200. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

VI. Staff Reports and Input

BC Bob Evans commented on the plaque we received from IMC congratulating PCFD on 100% compliance on the STEMI program. This is a treatable type of heart attack that can be diagnosed in the field. Patients bypass emergency room and go straight to a cath lab after assessment.

Chair Simpson talks about innovation program with the city. One employee with the MARC wanted to put defibrillators around town and wanted Chair Simpson to bring it up at this meeting. He should contact BC Hales to work on this.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chair Simpson will arrange to have someone come and do a 15 minute presentation on what is going on with Mountain Accord at the next ACB meeting.

Board Member Walker wants to go on record regarding the process of the ACB for reviewing a Chief, CEO, etc. and not receiving 3rd party input on the review.

VIII. 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.

Board Member Miller made a motion to convene in executive session for the purpose of discussing Chief Hewitt's review. The motion was seconded by Board Member Howard and passed unanimously, 5 to 0.

The Park City Fire District Administrative Control Board convened in closed session for the purpose of discussing Chief Hewitt's review from 7:01pm to 7:44pm. Those in attendance were Chair Liza Simpson, Board Members Jay Dyal, Michael Howard, Christina Miller, and Dianne Walker.

Board Member Dyal made a motion to dismiss from executive session for the purpose of discussing Chief Hewitt's review. The motion was seconded by Board Member Howard and passed unanimously, 5 to 0.

X. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:46 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 7, 2015, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____