

**Park City Fire Service District
Administrative Control Board- Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Rd. Park City, Utah 84098
July 7, 2015**

Chair Liza Simpson called the regular meeting to order at 6:30

Board Members Present: Chair Liza Simpson, Dianne Walker, Christina Miller

District Personnel Present: Chief Paul Hewitt, Bill Pyper- Chief Financial Officer, Bob Evans, Eric Hales, Sean Briley, Curt Peterson, Bob Zanetti, Ray Huntzinger, Scott Adams, Zach Smith, Derek Hoke, Dave Dorsey

Additional Attendees: Bill Silva
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I. Approval of June 2, 2015 Meeting Minutes

Correction to minutes: 2nd paragraph of page 2- change from “you fit the bill” to “you pay the bill” as identified by Chair Simpson.

With those changes, Board Member Dianne Walker moves to approve the minutes from the June 2, 2015 Administrative Control Board meeting. The motion was seconded by Board Member Christina Miller and passed unanimously.

II. Public Input

Chair Simpson opened for public input.

No public input

Chair Simpson closed for public input.

III. Commission Reports and Business

A. Correspondence

When scanning documents for the packet, ensure they are all saved in the right-side-up position to make reading and referencing easier.

B. Financial

Questions regarding several entries on register for checks to the Live Well Center. Bill Pyper explained the name of the institution in charge of billing has changed. Checks used to be made to Intermountain Medical Center, but now are made out to the Live Well Center. The services, annual physicals, have remained the same.

IV. Old Business

none

V. New Business

Review 3 III-E-300 Task Performance Test: this was on the agenda for the work session but we did not get to it. This was discussed last month. Changes have been made in red. The document will be going up for review on SharePoint, and at the next meeting action will be taken. There is one typo correction: under “F Intervention Support” there is a sentence listing who could be present. In the list is written “firefighters Battalion Chief” which should read “firefighter’s Battalion Chief.” There were no other comments or questions about this item. It will be put on SharePoint for review and be acted on at the next meeting.

VI. Staff Reports and Input

There were multiple items relating to this that had been listed on the work session meeting agenda that we did not get to. It was brought up by Chief Hewitt that, in reference to the work session agenda, according to LeGrand Bitter, it was appropriate to be very general in the items listed. Though an item may not be specifically needed, it should be listed in case it does get brought up. Chair Simpson posed that there should not be anything on the agenda that is not going to be discussed. Chief Hewitt clarified that it leaves a window open for possible discussions that may occur and need to be noted on the agenda.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Action on policy 3 III-E-300 Task Performance Test will be discussed at the August meeting

Department at the color run went very well. Thanks to those involved: Neil Inquist, Scott Rapshus, and Chad Wick

VIII. Closed Executive Session

There was no closed session

IX. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held August 4, 2015 beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Rd., Park City, Utah 84098.