

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

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

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

**District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, Mont Cooper, BC Eric Hales, BC Bob Zanetti, BC Steve Zwirn, Casey Vorwaller, Patti Berry—Human Resources Officer, Dave Dorsey—IT, Randy Oveson—Interim CFO, Debbie Colgan—Administrative Assistant, Karen McLaws—Secretary

**I. Approval of October 6, 2015, Meeting Minutes**

Board Member Dyal made a motion to approve the minutes of the October 6, 2015, Administrative Control Board meeting. The motion was seconded by Board Member Howard and passed unanimously, 4 to 0. Board Member Walker abstained from the vote, as she did not attend the October 6 meeting.

**II. Public Input**

Bill Silva commented that Station #32 is looking like a fire station. Chair Simpson requested a tour of the station when it is completed. Chief Hewitt noted that they will have an engine there full-time.

**III. Board Member Reports and Business**

**A. Correspondence**

There was no discussion of the correspondence.

**B. Financial**

There were no questions about the financial reports.

**IV. Old Business**

There was no old business.

**V. New Business**

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

**B. Policy for Review: III-L-100 Compensation Program**

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

**A. Review of Tentative Budget for Local Building Authority**

There were no questions about the budget which was reviewed in work session.

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

**VIII. Staff Reports and Input**

Chief Hewitt reported that the chiefs have been meeting to do strategic planning, and that process starts with Chief Zanetti's monthly reports. The results of that planning will be available to the Board Members soon.

Ms. Berry reminded the Board that the holiday party is scheduled for December 5 at Newpark. She will get an invitation to the Board Members when everything is finalized.

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

Chair Simpson reported that the Wildland Fire Policy working group held its final meeting last week, and they are working with the Utah Association of Counties and Special Service Districts Association to write the legislation. She requested that this item be placed on next month's agenda so she can provide an update on what is proposed prior to the legislative session.

**X. Closed Executive Session**

Board Member Howard made a motion to convene in closed session for the purpose of discussing property acquisition. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

The Administrative Control Board met in closed session to discuss litigation from 6:40 p.m. to 6:50 p.m. Those in attendance were: Chair Liza Simpson, Vice Chair Christina Miller, Board Member Jay Dyal, Board Member Michael Howard, Board Member Dianne Walker, Chief Paul Hewitt, Chief Scott Adams, and Interim CFO Randy Oveson.

Board Member Howard made a motion to dismiss from closed session and to adjourn as the Park City Fire District Administrative Control Board. The motion was seconded by Christina Miller and passed unanimously, 5 to 0.

## **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 December 1, 2015, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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