

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
December 1, 2015**

Administrative Control Board regular meeting called to order: 6:32 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, AC Bob Zanetti, BC Bob Evans, BC Patrick Harwood, Eng. Chaz Ray, Inspector Casey Vorwaller, PM/FF Eric Wagstaff, Patti Berry Human Resources Officer, Dave Dorsey IT, Randy Oveson Interim CFO, Del Barney New CFO, Debbie Colgan Administrative Assistant

I. Approval of November 3, 2015 Meeting Minutes

Board Member Howard made a motion to approve the minutes of the November 3, 2015 Administrative Control Board meeting. The motion was seconded by Board Member Walker and passed unanimously, 5-0.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

There were no questions or comments regarding the correspondence.

B. Financial

1. Quarterly Review of Financial Reports

There were no questions or comments regarding the financial reports. The board members thanked Interim CFO Randy Oveson for all of his hard work.

IV. Old Business

A. Policy for Possible Approval: III-L-100 Compensation Program

Board Member Walker made a motion to approve Policy III-L-100 Compensation Program with the changes noted in the work session. The motion was seconded by Board Member Howard and passed unanimously, 5-0.

V. New Business

A. Adoption of Final 2015 and Initial 2016 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund Budgets

Board Member Walker asked about the difference in prior year 2014 for line item 14. Interim CFO Oveson replied it was the result of adding the actual numbers in. He was utilizing what former CFO Bill Pyper had in before, so for the final budget he loaded the actual 2014 numbers. Board Member Walker then commented he also did this for the 2015 budget, so was the actual less because of the capital outlay? CFO Oveson replied that the actual difference is because of the capital outlay and also due to a large grant that we had assumed we would get and did not, so the revenue will be slightly lower because of that. The overall contribution to the fund balance is also down. Interim CFO Oveson said he had taken three months of 2015 and tried to forecast it out along with some encumbrances to make sure we were in good shape. He also commented that we have a lot set aside for next year in the capital budget, so it seemed to make sense to pull it down to a realistic level.

Board Member Walker then commented that salaries and wages had been reduced between the two budgets. Interim CFO Oveson replied that this was due to an allocation. The portion that belonged to North Summit and South Summit in the original budget was allocated under operations, and it has now been more correctly allocated for the final year under salary and wages. Board Member Walker acknowledged this explanation and thanked Interim CFO Oveson again for his work on the budgets.

Board Member Howard made a motion to approve the Final 2015 General Fund, Initial 2016 General Fund, Special Revenue Fund, Capital Projects Fund, and Debt Service Fund budgets as presented. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

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 CFO Del Barney as member and HR Officer Patti Berry as alternate member to the Utah Association of Special Districts Board of Representatives. The motion was seconded by Chair Simpson and passed unanimously, 5-0.

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 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 Dyal and passed unanimously, 5 to 0.

A. Adoption of Final 2015 and Initial 2016 Budget for the Local Building Authority of the Park City Fire District, Utah

Board Member Dyal made a motion to adopt the Final 2015 and Initial 2016 budgets for the Local Building Authority of the Park City Fire District, Utah. The motion was seconded by Board Member Howard and passed unanimously, 5 to 0.

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 Miller 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 Dyal and passed unanimously, 5 to 0.

VIII. Staff Reports and Input

There were no questions or comments regarding the staff reports and input.

IX. Discussion of Possible Future Agenda Items/Additional Comments

There were no future agenda items.

X. Closed Executive Session

Board Member Miller made a motion to convene in closed session. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

The Administrative Control Board met in closed session to discuss property acquisition from 6:43 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 Walker 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 Board Member 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 January 12, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____