

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
January 12, 2016**

Administrative Control Board regular meeting called to order: 6:30 p.m.

Board Members Present: Chair Liza Simpson, Vice Chair Christina Miller, Clerk/Secretary Dianne Walker, Treasurer Jay Dyal, and Board Member Michael Howard

District Personnel Present:

Chief Paul Hewitt
AC/FM Scott Adams
AC Bob Zanetti
BC Bob Evans
BC Eric Hales
BC Patrick Harwood
Captain David Marsella
Firefighter/Paramedic Ashley Lewis
Firefighter Wesley Holmes
Patti Berry Human Resources Officer
Dave Dorsey IT
Del Barney CFO
Debbie Colgan Administrative Assistant

I. Approval of December 1, 2015 Meeting Minutes

Correction to the work session minutes: 2nd paragraph of page 2, change “response, prevention, and litigation” to “response, prevention, and mitigation” as identified by Chair Simpson.

With this change, Board Member Miller made a motion to approve the minutes of the December 1, 2015 Administrative Control Board meeting. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

II. Public Input

There was no public input.

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

We do not have any news yet from the ISO audit, we may get the results in April and will then have one year to make any changes.

V. New Business

A. Approval of Fleet Services Land Purchase

This item is tabled to the February 2, 2016 meeting.

B. Review and Approval of Financial Auditing Services Proposals

CFO Barney finds the two companies who submitted financial auditing proposals, Larson Certified Public Accountants and Eide Bailly, to be equally qualified. Larson is less expensive, however.

A motion was made by Board Member Howard to approve the selection of Larson Certified Public Accountants for financial auditing services for three years. The motion was seconded by Board Member Dyal.

It was pointed out that the proposal from Larson was for five years, not three. A question was then raised as to whether the proposals had to go through the State bidding process, and CFO Barney replied they did not.

An amended motion was made by Board Member Howard to select the auditing services proposal submitted by Larson Certified Public Accountants for five years. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

C. Resolution of Support for CFO Del Barney to continue serving on UASD Board

CFO Barney is required by the UASD to obtain a resolution from the District to allow him to continue serving on the UASD Board.

Correction to the Resolution: 2nd paragraph, change “District will support and have expressed interest” to “District will support and has expressed interest” as identified by Board Member Howard.

With this change, Board Member Howard made a motion to approve the Resolution of Support for CFO Del Barney to continue serving on the UASD Board. The motion was seconded by Board Member Walker and passed unanimously, 5 to 0.

D. Elect Administrative Control Board Members: Chair, Vice Chair, Clerk/Secretary, and Treasurer

The current roles of the Administrative Control Board members are as follows:
Chair Liza Simpson, Vice Chair Christina Miller, Clerk/Secretary Dianne Walker,
Treasurer Jay Dyal, and Board Member Michael Howard.

Board Member Howard made a motion to re-elect Liza Simpson as Chair, Christina Miller as Vice Chair, Dianne Walker as Clerk/Secretary, Jay Dyal as Treasurer, and Michael Howard as Board Member for 2016. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 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. Elect Local Building Authority Board Members: Chair, Vice Chair, Clerk/Secretary, and Treasurer

The current roles of the Local Building Authority Board members are as follows:
Chair Liza Simpson, Vice Chair Christina Miller, Clerk/Secretary Dianne Walker,
Treasurer Jay Dyal, and Board Member Michael Howard.

Board Member Walker made a motion to re-elect Liza Simpson as Chair, Christina Miller as Vice Chair, Dianne Walker as Clerk/Secretary, Jay Dyal as Treasurer, and Michael Howard as Board Member for 2016. The motion was seconded by Board Member Dyal 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 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 Dyal and passed unanimously, 5 to 0.

VIII. Staff Reports and Input

There was no discussion of staff reports or input.

IX. Discussion of Possible Future Agenda Items/Additional Comments

There will be periodic updates of the legislative session during upcoming meetings. The session will finish in mid-March, after which a more comprehensive discussion can be held.

Board Member Howard mentioned that there will be a County Council meeting on January 13, 2016, at which there will be changes in the ordinances coming forth. One of them is that the final budget approval will be conducted by the County Council, and the second is that any sort of outside legal counsel needs to be approved through Robert Hilder, the County Attorney. These items are up for adoption at the meeting. A discussion of the upcoming County Council meeting items ensued.

X. Closed Executive Session

A closed executive session was not needed.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:00 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 2, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____