

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
March 1, 2016**

Administrative Control Board regular meeting called to order: 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 Bob Zanetti, AC/FM Scott Adams, BC Bob Evans, BC Eric Hales, BC Steve Zwirn, Patti Berry Human Resources Officer, Dave Dorsey IT, Del Barney CFO, Debbie Colgan Administrative Assistant

Additional Attendees: John Taylor and Jill Snyder of Newmark Grubb ACRES, and Bill Silva

I. Approval of February 2, 2016 Meeting Minutes

Board Member Miller made a motion to approve the minutes of the February 2, 2016 Administrative Control Board meeting. The motion was seconded by Board Member Howard and passed unanimously, 5-0.

II. Public Input

Bill Silva commented that the public is happy with the renovation of Station 32.

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. Approval of Fleet Services Land Purchase

This item is tabled to the April 2016 meeting.

B. Review of Policies

There was no discussion of policies beyond that which was discussed in the work session.

C. Elect Auditing Committee Members

Del Barney will prepare a committee charter for approval by the Board members. A question was raised as to whether we want to reach out to the business community to get someone outside the Board involved as part of the Auditing Committee. The Board generally agreed that it would not be preferable to do so; we are not a large corporation and a fire district works a little differently, it might be difficult for someone outside the organization to understand some of our policies and procedures. A recommendation was made to have a committee of 3 members. Del will prepare the charter and formation of the committee will be an action item for the April meeting.

D. Approval to Close Accounts (7)

The Board agreed to close the accounts discussed in the work session. A motion was made by Board Member Walker to approve the closing of the following accounts: SRF Checking, CPF Checking, GF Petty Cash, GF Emp Medical, CPF Trust, LBA PTIF, and PCFD SOP Trust. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Miller and Chair Simpson mentioned they will be gone on April 5. AC Zanetti and Board Member Dyal added they will also be gone the week of April 4-8. Since we will be reviewing policies in April, the next Board meeting will be held on April 12 so a quorum will be present.

HR Berry commented that we need to arrange for the annual open meetings training. Last year we did it in May, but it was suggested we do it in June this year. HR Berry will contact Legrand Bitters to see if he is available in June. Chair Simpson asked Chief

Hewitt to reach out to Tom Fisher to see if they are going to do an all-hands session again in case someone cannot be there, and the Chief agreed. Chair Simpson also requested HR Berry to see if Legrand Bitters can send the training in an on-line format.

VIII. Closed Executive Session

Board Member Howard 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 for the fleet services building from 6:45 p.m. to 7:22 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, CFO Del Barney. Also present were John Taylor and Jill Snyder from Newmark Grubb ACRES.

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 Howard and passed unanimously, 5 to 0.

X. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:22 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 12, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____