

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

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

Board Members Present: Chair Liza Simpson, Jay Dyal, Michael Howard, Dianne Walker, and Christina Miller (via phone)

District Personnel Present:

Chief Paul Hewitt,
AC/FM Scott Adams,
BC Eric Hales,
BC Patrick Harwood,
Captain Dave Marsella,
Engineer Pete Emery,
Del Barney—CFO,
Patti Berry—Human Resources Officer,
Dave Dorsey—IT,
Debbie Colgan—Administrative Assistant

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

I. Approval of March 1, 2016 Meeting Minutes

Board Member Howard made a motion to approve the minutes of the March 1, 2016 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

Board Member Howard had a question regarding an expense for Brinkerhoff, and CFO Barney explained the expense was for stairs on the training tower. Chief Hewitt added that Brinkerhoff's bid was about half of other bids they received from outside parties for the same work. Board Member Howard had another question regarding an expense for LCM Consulting. Chief Hewitt replied that it is CPS Consultants, which is the company that is providing validation of the captain's process.

IV. Old Business

A. Policies for Possible Approval

- i. 4 IV-A-100 Financial Services
- ii. 4 IV-B-100 Contracts Loans Checks and Deposits
- iii. 4 IV-C-300 Employee Business Expense Accounts
- iv. 4 IV-C-400 Tuition Assistance Program
- v. 4 IV-E-100 Capitalization of Fixed Assets

Board Member Howard made a motion to approve the five policies listed above. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

B. Policies for Possible Deletion

- i. I-A-100 Policies and Procedures Definitions and Development Process
- ii. II-A-100 History and Formation

Board Member Dyal made a motion to delete the two policies listed above. The motion was seconded by Board Member Walker and passed unanimously, 5-0.

V. New Business

A. Election of Administrative Control Board Members

Chair Simpson addressed an email sent to the Board by Board Member Miller earlier in the week, in which it was suggested to appoint interim officers and have the election next month when everyone is present. Chair Simpson relayed to Board Member Miller (who was attending via phone) a question Board Member Walker had asked in the work session regarding why Jack Thomas was not stepping into the Chair's seat since it is Chair Simpson's seat he is taking. Since it was not what happened when Chair Simpson came on the Board and took Kent's place, the group determined that it made more sense to do those elections next month. The Board members concurred with this statement.

Consequently, just as if Chair Simpson were absent, Christina Miller will be the Interim Chair, Jay Dyal will be the Interim Vice Chair, and Jack Thomas will move into the Interim Secretary's position. The Board members concurred with these interim appointments.

A motion was made by Board Member Howard to continue the election of Board officers to the May 3, 2016 meeting. The motion was seconded by Board Member Walker and passed unanimously, 5-0.

B. Approval of Auditing Committee Charter

Board Member Howard made a motion to approve the Auditing Committee Charter. The motion was seconded by Board Member Walker and passed unanimously, 5-0.

C. Election of Auditing Committee Members

A suggestion was made to elect members during the next meeting when everyone is in their position. A motion was made by Board Member Howard to continue the election of the Auditing Committee members to the May 3, 2016 meeting. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

D. Approval of 2015 Audit

Board Member Dyal made a motion to approve the 2015 audit. The motion was seconded by Board Member Howard and passed unanimously, 5-0.

E. Approval of Fleet Services Land Purchase

For Board Member Miller's benefit, Chief Adams briefly summarized the land purchase discussion that was held during the work session. The purchase price is \$850K with conditions that we need to get the general warranty deed and the title search, which we have received. We also needed the Phase I Environmental Study, as we had some concerns that the property might have been impacted by tailings from mine sites. We received that study today and it addressed our concerns, the property is not impacted and everything looks good. The only thing we are missing is the final appraisal report. Jill Snyder stated that the survey will be done this Friday and confirmed the appraisal report is the last item in the addendum that the District is waiting on. In summary, Chief Adams said everything looks good and we are comfortable in recommending that the Board members grant approval for our \$850K purchase for the fleet services building.

Board Member Dyal made a motion to move ahead with the land purchase at the price of \$850K pending receipt of documents listed in the addendum. The motion was seconded by Board Member Howard and passed unanimously, 5-0.

F. Review of Policies

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

VI. Staff Reports and Input

There was a short discussion regarding the TPT numbers provided, such as which numbers are good if they are increasing and which are good if they are decreasing. Also, some of the abbreviations are hard to decipher. It was suggested that perhaps next month a sheet could be provided along with the TPT numbers that explains what all of the numbers and abbreviations mean, including which numbers should go up and which should go down. Chief Hewitt agreed to address this next month.

VII. Discussion of Possible Future Agenda Items/Additional Comments

A question was raised as to whether Legrand Bitters will be providing training in June, and HR Berry replied that Legrand will be getting back to Patti regarding this. HR Berry stated that the auditor's office requires training to come from either the auditor or the UASD regarding governance and open meetings. The all-hands County meeting in October does not qualify for meeting the requirements for open and public meetings training as set by the auditor's office. Chair Simpson suggested that Tom Fisher should be made aware of this.

Board Member Miller thanked Chair Simpson very much for her service to the Fire District and the Board. The rest of the Board members seconded this sentiment.

VIII. Closed Executive Session

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

The Administrative Control Board met in closed session to discuss land acquisition and personnel issues from 6:48 to 7:41 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, Board Member Christina Miller (via phone), Jack Thomas, Chief Paul Hewitt, HR Berry, and CFO Barney (beginning part only).

IX. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:43 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 3, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____