

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
May 3, 2016**

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

**Board Members Present:** Christina Miller, Jay Dyal, Michael Howard, Jack Thomas

**District Personnel Present:** Chief Paul Hewitt, AC Bob Zanetti, AC/FM Scott Adams, BC Eric Hales, BC Ray Huntzinger, Paramedic Ashley Lewis, CFO Del Barney, HR Officer Patti Berry, IT Officer Dave Dorsey, Administrative Assistant Debbie Colgan

**Additional Attendees:** David Robertson of Lewis, Young, Robertson & Burningham, and Bill Silva

**I. Approval of April 12, 2016 Meeting Minutes**

Board Member Howard made a motion to approve the minutes of the April 12, 2016 Administrative Control Board meeting. The motion was seconded by Board Member Dyal and passed unanimously, 4-0.

**II. Public Input**

Bill Silva commented he likes that the District is saving money.

**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**

**A. Policies for Possible Approval**

- i. 4 IV-C-100 Travel Expenditures
- ii. 4 IV-H-100 Administrative Service Fees
- iii. 5 V-A-200 District Vehicles – Assignment and Use
- iv. 6 VI-C-100 Patient Requests for Protected Health Information

- v. 6 VI-C-200 Privacy Training
- vi. 6 VI-C-300 Access Security and Disclosure of PHI
- vii. 6 VI-C-400 Medical Records of Employees
- viii. 6 VI-C-600 Staff Member Verification

Further review and possible approval of the policies listed above have been tabled to a future Administrative Control Board meeting.

## **V. New Business**

### **A. Election of Administrative Control Board Members**

During the last meeting, it was discussed that Christina Miller that would take over as Chair, Jay Dyal would become Vice Chair, Jack Thomas would become Secretary, and Michael Howard would become Treasurer.

Board Member Dyal made a motion to elect the Board members into the positions listed above. The motion was seconded by Board Member Thomas and passed unanimously, 5-0.

### **B. Approval of Auditing Committee Members**

Chair Miller commented that during the last meeting, it was discussed that all five Board members would comprise the Auditing Committee. CFO Barney stated the committee must have at least three members and could have as many as all five members. The committee will work with the auditors through the audit process and other matters dealing with finances. Chief Hewitt asked whether it is acceptable or not for three members of a five-member committee to attend the Auditing Committee meetings in the event some cannot attend, and CFO Barney replied it is. There must be three members present to have a voting quorum. Consequently, it was decided that having a five-member committee would be best.

Board Member Thomas made a motion to elect all five Administrative Control Board members to the Auditing Committee. The motion was seconded by Board Member Howard and passed unanimously, 5-0.

### **C. Approval of Banking Services Change**

The bank change proposal was discussed during the work session and there were no further questions regarding this matter.

Board Member Dyal made a motion to change banking services to Chase in June. The motion was seconded by Board Member Thomas and passed unanimously, 5-0.

**D. Approval of Build America Possible Approval of Build America Bonds Refinance and Signing of the “Agreement for Financial Advisory and Consulting Services” for the period throughout the bonding process**

As discussed during the work session, it will be about a two-month processing for closing. There were no further questions regarding this matter.

Board Member Dyal made a motion to approve the refinancing of the Build America Bonds and the signing of the Agreement for Financial Advisory and Consulting Services. The motion was seconded by Board Member Thomas and passed unanimously, 5-0.

**E. Approval of 2016 First Quarter Financials and Budget Review**

There were no questions regarding the first quarter financials.

Board Member Howard made a motion to approve the first quarter financials. The motion was seconded by Board Member Thomas and passed unanimously, 5-0.

**VI. Staff Reports and Input**

Chief Hewitt made a comment to Board Member Thomas that we have a Chair and Vice Chair on the Board, and Board Member Thomas is welcome to call or meet them with regarding any questions he has. Chief Hewitt meets with the Chair and Vice Chair twice a month, and he welcomes any Board member to visit or call him any time. Board Member Thomas asked how many members are considered a voting quorum, and Chief Hewitt replied it is three.

Chair Miller stated everyone received an email from Alexis inviting all of the Board members to special training. Liza Simpson was still on the list and Chair Miller replied to her stating Liza is no longer on the Board and Jack Thomas now is. Alexis sent another email today regarding training, and Chair Miller said there is some information in this upcoming training that we may not get at the next meeting. She turned the time over to Board Member Howard for further explanation.

Board Member Howard then commented that Legrand Bitters of the UASD will be providing training to the Board at the next ACB meeting regarding the Open Meetings Act. The training that is coming up next week is in response to a request Board Member Howard received from Service Area No. 3, which is Silver Creek, to talk about financials and other aspects of record retention. This training is not received on an annual basis, so if Board members are interested in taking that training, they are welcome to attend. The training has been opened up to everyone in the County. Ryan Roberts of the State Auditor’s Office is coming in addition to Legrand Bitters, and they will make their

presentations at the Health Building next Tuesday at 7:00 p.m. Members could attend just the portion Ryan Roberts presents and then leave if they wanted since we will have the open meetings training presented by Legrand Bitters at the June ACB meeting.

Chair Miller asked Board Member Howard to notify the Board of any future trainings such as this, and he agreed. Board Member Howard encouraged anyone who is not familiar with some of the financial procedures to attend Ryan Roberts' presentation next Tuesday.

## **VII. Discussion of Possible Future Agenda Items/Additional Comments**

Board Member Miller asked if anyone had anything they would like to have on the next meeting agenda, and the response was no. There is no need for a closed session at this time.

Board Member Miller reminded everyone that next month's meeting on June 7 is scheduled to begin at 4:30 p.m. There was a short discussion and it was agreed that we could probably do a 30-minute work session at the next meeting. Consequently, we could begin at 5:00 p.m. to have an hour training session and then a quick 30-minute work session. What we do not cover in June we can cover in July. Therefore, the training session on the Open Meetings Act on June 7 will begin at 5:00 p.m.

## **VIII. Adjournment**

Board Member Howard made a motion to adjourn and it was seconded by Board Member Dyal. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:42 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 7, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

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

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