

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
August 2, 2016**

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

**Board Members Present:** Chair Christina Miller, Vice Chair Jay Dyal, Treasurer Michael Howard, Secretary Jack Thomas, and Member Dianne Walker

**District Personnel Present:** Chief Paul Hewitt, AC Bob Zanetti, AC/FM Scott Adams, BC Huntzinger, Training Captain Emery, CFO Del Barney, Human Resources Officer Patti Berry, IT Officer Dave Dorsey, Admin. Asst. Debbie Colgan

**Additional Attendees:** Bill Silva and Mike Quinones

**I. Approval of June 30 and July 12, 2016, Meeting Minutes**

Chair Miller asked if all of the Board members had a chance to review the June and July meeting minutes. Board Member Walker replied she had and she has problems with the June meeting minutes. Board Member Walker stated she had told Chair Miller about her concern with the June minutes prior to this meeting and the June meeting minutes had not been changed. Chair Miller asked Board Member Walker to state on the record what her concern was.

Board Member Walker replied that during the June meeting, Chair Miller described her conversation with Secretary Jack Thomas differently than what is reflected in the June meeting minutes. Chief Hewitt commented that Chair Miller does not put the meeting minutes together; rather, Chief Hewitt and Admin. Asst. Colgan prepare them. Board Member Walker clarified her statement by stating that what she heard Chair Miller say in the June meeting is different from what the minutes reflect.

Chief Hewitt replied that this is the first he had heard of it and we can certainly amend them if needed. Board Member Walker said Chair Miller's statement in the June meeting had to do with the Chief's contract, in which Chair Miller characterized Secretary Thomas' position as voting against it or would vote against it, and in the minutes it does not say that. Admin. Asst. Colgan replied that this statement by Chair Miller was taken out of the meeting minutes.

HR Berry commented that she thinks the statement was not put in the minutes because it was conjecture on how Secretary Thomas would vote. Secretary Thomas replied yes, he was going to say the same thing, that it was speculative. HR Berry continued by saying it was speculation so it was not included in the meeting minutes. Chair Miller agreed, she said Secretary Thomas did not give her a vote one way or the other. Treasurer Howard said Secretary Thomas was not present at the June meeting to vote so it does not matter. Chief Hewitt commented that he agreed, you would not put a speculative vote in meeting minutes.

Chief Hewitt said he is fine either way, and Chair Miller also said she is fine either way, it is probably more up to Secretary Thomas. Secretary Thomas replied he did not specifically say he would or would not [vote to approve the Chief's contract], so he does not want to reply one way or the other, he was not present at the June meeting to participate.

Chair Miller said she apologizes because we did not address it. She continued by saying based on that, other than the concern Board Member Walker has raised, are there any other points of interest with the June and July meeting minutes. There were none. As some members were absent for these meetings, the approval of the June and July meeting minutes were split into two motions.

Board Member Howard made a motion to approve the minutes of the June 30, 2016, special session of the Administrative Control Board meeting. The motion was seconded by Board Member Dyal and passed unanimously, 4-0. Secretary Thomas abstained from voting as he was not present for the June 30 meeting.

Secretary Thomas made a motion to approve the minutes of the July 12, 2016, Administrative Control Board meeting. The motion was seconded by Board Member Walker and passed unanimously, 3-0. Vice Chair Dyal and Treasurer Howard abstained from voting as they were not present for the July 12 meeting.

## **II. Public Input**

There was no public input.

## **III. Board Member Reports and Business**

### **A. Correspondence**

Board Member Walker asked if it was a quiet July, and Chief Zanetti replied no. Board Member Walker said it did not look as busy as some according to Chief Zanetti's report. Chief Zanetti said we are up about 50 calls. He said he used to think skiing was a dangerous sport, and now biking is a dangerous sport. Secretary Thomas asked if we document e-bikes versus regular bikes, and Chief Zanetti replied no. Secretary Thomas said it would be interesting to know that. Chief Zanetti said June and July were extremely busy, and he expects August to break records as well.

### **B. Financial**

There were no questions about the financial reports beyond the issues raised during the work session.

#### **IV. Old Business**

There was not any old business.

#### **V. New Business**

##### **A. Approval of Final Selection of Architectural Firm for the Design and Construction of Fleet Services Building**

Chief Adams asked the motion to state that we can go to our second- and third-choice firms if Archiplex does not work out. Think Architecture and MHTN Architects are tied as the second-choice firm. These secondary firms would be brought back for additional interviews if Archiplex does not work. Treasurer Howard asked what “not working out” meant, and Chief Adams replied that would happen if we cannot come to an agreement on the contract or price. Chief Zanetti said we will be spending more time with Archiplex once they are awarded to make sure it is the right fit.

Board Member Walker made a motion to approve the final selection of Archiplex as the architectural firm for the design and construction of the fleet services building with the option of going with Think Architecture or MHTN Architects if Archiplex does not work out. The motion was seconded by Board Member Dyal and passed unanimously, 5-0.

##### **B. Approval of 2016 First Quarter Financials and Budget Review**

There is no approval necessary, the information was presented for informational purposes only.

##### **C. Oath of Office to be taken by Administrative Control Board Members**

All Board members took the following oath:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

#### **VI. Staff Reports and Input**

There was no input on staff reports.

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

Chief Hewitt said there are some budgetary questions Board Member Walker raised in the work session and they will be addressed at the next meeting. He will make sure the questions get to the Board members in a document, and Board Member Walker said she put checkmarks next to the items she had questions about and she will pass that information on to Chief Hewitt.

## **VIII. Adjournment**

Vice Chair Dyal made a motion to adjourn, seconded by Secretary Thomas and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

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

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

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