

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
September 6, 2016**

**Administrative Control Board regular meeting called to order:** 6:42 p.m.

**Board Members Present:** Chair Christina Miller, Vice Chair Jay Dyal, and Treasurer Michael Howard

**Board Members Absent:** Secretary Jack Thomas and Member Dianne Walker

**District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, BC Eric Hales, BC Ray Huntzinger, Training Captain Pete Emery, Captain Ashley Lewis, Paramedic Dirk Grow, Paramedic Shelly Vetterli, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

**Additional Attendees:** Bill Silva and Jack Tidrow

**I. Approval of August 2, 2016 Meeting Minutes**

Treasurer Howard asked to change "...the District can enter into contracts..." to "...the District can enter into personnel contracts" on page 3, paragraph 5 of the work session minutes. Treasurer Howard made a motion to approve the minutes of the August 2, 2016, Administrative Control Board meeting with the change noted above. The motion was seconded by Vice Chair Dyal and passed unanimously, 3-0.

**II. Public Input**

There was no public input.

**III. Commission Reports and Business**

**A. Correspondence**

There was no discussion of the correspondence.

**B. Financial**

Treasurer Howard inquired about a \$14K check issued to CPS HR Consulting, and HR Berry replied it was for the validation and administration of our captain's testing process. Representatives from CPS were involved with the testing process from its inception through execution. Treasurer Howard acknowledged this explanation.

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

There was not any old business.

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

##### **A. Approval for the District to Enter into a Contract with HGAC (Houston-Galveston Area Council) and an Agreement with NJPA (National Joint Powers Alliance) for Cooperative Purchasing**

Vice Chair Dyal made a motion granting approval to the District to enter into a contract with HGAC (Houston-Galveston Area Council) and an agreement with NJPA (National Joint Powers Alliance) for cooperative purchasing. The motion was seconded by Treasurer Howard and passed unanimously, 3-0.

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

Chief Hewitt commented that it was a very busy month.

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

The budget will be discussed in greater detail at the next meeting. Chair Miller asked when the Board will approve the budget, and CFO Barney replied the preliminary budget will be reviewed in the November meeting. If there are no changes between November and December, the budget will be approved by the Board in the December meeting. The budget will then be presented to the County Council the following week in December for approval. CFO Barney said the public meeting will be held at the PCFD Administration Building in December.

A question was raised if more time for the November meeting should be scheduled given the number of items to review, and Chief Hewitt replied that during the October meeting we can gauge how much time we will need for November. Chair Miller commented that we will probably want a longer work session in October so the work session will start at 5:00.

Chair Miller asked if we will have the new policies from the County at the October meeting, and Chief Hewitt replied we are waiting to hear when they will be ready because that is when he will need Chair Miller to attend the meeting with the County Council. HR Berry added that there were a few other policies that needed minor revisions. Chair Miller asked if the only restriction was the policies need to be approved by the end of the year, and this was confirmed by Chief Hewitt.

### **VIII. Adjournment**

Treasurer Howard made a motion to adjourn, it was seconded by Vice Chair Dial and passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:48 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 4, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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