Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
October 4, 2016

Administrative Control Board regular meeting called to order: 6:37 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 Eric Hales, BC Zwirn, Training Captain Pete Emery, CFO Del Barney, HR Officer Patti Berry, IT Officer Dave Dorsey, and Admin. Asst. Debbie Colgan

Additional Attendees: Captain Winder

I.   Approval of September 6, 2016 Meeting Minutes

Board Member Walker was not present at the September 6 meeting and had a question regarding the work session minutes. In those minutes there was an item noted regarding social security numbers appearing for two of the ACB members on the PCFD documents Chase Bank had prepared. Chair Miller replied the numbers appeared on the check signing documents (the signature page) and it was made clear to the Chase Bank representative present during that meeting that those numbers were not to be released. Treasurer Howard added that the numbers most likely appeared on the documents because the two members in question probably had personal accounts with Chase already.

Treasurer Howard made a motion to approve the minutes of the September 6, 2016 Administrative Control Board meeting. The motion was seconded by Vice Chair Dyal and passed unanimously, 3-0. Secretary Thomas and Board Member Walker abstained from voting as they were not present at the September 6, 2016 meeting.

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

There were no questions about the financial reports.

IV.   Old Business

There was not any old business.

V.   New Business

A. Approval for the Park City Fire Service District to enter into an Interlocal Cooperation Agreement for County Services (2017-2026) with Summit County

Treasurer Howard made a motion to grant approval for the District to enter into an Interlocal Cooperation Agreement for County Services (2017-2026) with Summit County. The motion was seconded by Board Member Walker and passed unanimously, 5-0.

B. Possible Approval to Recommend Policies to the Governing Board for Final Approval

Secretary Thomas made a motion to recommend policies to the governing board for final approval. The motion was seconded by Treasurer Howard and passed unanimously, 5-0.

VI.   Staff Reports and Input

Chief Hewitt commented that it was a busy month, and Chief Zanetti said the call volume is still going up. Treasurer Howard asked if it would be possible to indicate call volumes for the months during the previous year along with the present year to date in the call volume graph so we can see how the call volume has changed month by month. Chief Zanetti replied he could do this. Chief Hewitt commented that past data is also available in SharePoint.

VII.   Discussion of Possible Future Agenda Items/Additional Comments

There were no future agenda items to discuss beyond those already addressed in the work session. CFO Barney asked if we should begin the work session earlier next month since we will be reviewing the budget, and it was agreed that the work session will begin at 5:15 p.m. on November 1.

IX. Adjournment

Treasurer Howard made a motion to adjourn, it was seconded by Vice Chair Dial and passed unanimously, 5-0. 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 November 1, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____