

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
November 1, 2016**

Administrative Control Board regular meeting called to order: 6:33 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, BC Eric Hales, BC Patrick Harwood, Training Captain Pete Emery, CFO Del Barney, Human Resources Officer Patti Berry, IT Officer Dave Dorsey, Admin. Asst. Debbie Colgan

Additional Attendees: Captain Marsella, Bill Silva

I. Approval of October 4, 2016 Meeting Minutes

Vice Chair Dyal made a motion to approve the minutes of the October 4, 2016, Administrative Control Board meeting. The motion was seconded by Secretary Thomas 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

There were no questions about the financial reports.

IV. Old Business

There was not any old business.

V. New Business

A. Review and Possible Recommendation of the 2017 Tentative Budget and 2016 Amended Budget to the Governing Board for tentative approval

Treasurer Howard made a motion to recommend the 2017 tentative budget to the Governing Board for tentative approval. The motion was seconded by Secretary Thomas and passed unanimously, 5-0.

Treasurer Howard made a motion to recommend the 2016 amended budget to the Governing Board for tentative approval. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

VI. Dismiss as PCFSD Administrative Control Board and convene as Local Building Authority Board of the Park City Fire Service District, Utah

Treasurer Howard made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Board Member Walker and passed unanimously, 5 to 0.

A. Review of Tentative Budget for Local Building Authority

CFO Barney mentioned that the Local Building Authority budget is \$8,000. Secretary Thomas made a motion to approve the preliminary Local Building Authority budget. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

VII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board

Secretary Thomas made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Treasurer Howard and passed unanimously, 5 to 0.

VIII. Staff Reports and Input

There was no input on staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Chair Miller mentioned that Anita Lewis, the Assistant County Manager, is recovering well.

Chair Miller asked if the District was going to give a PowerPoint presentation to the County Council regarding policies. HR Berry replied that we are not, the County has asked for the policies and she will send clean versions of them prior to the meeting. Jami Brackin will point out differences during the review and we will be prepared to discuss them. Chair Miller said the County will send out a revised agenda early next week with correct meeting times. The policy review meeting will be held at the Richins Building, not in Coalville.

Regarding open meetings training, Chair Miller said Vice Chair Dyal and Treasurer Michael Howard were the only members who still need to do the training. HR Berry mentioned that the training is available on line through the Utah Association of Special Districts. Treasurer Howard mentioned that the County will also be hosting a training session presented by Dave Thomas.

Chair Miller announced that this meeting will be the last Board Member Walker will be attending, she will not be at the December meeting and her tenure is up at the end of the year. Board Member Walker said the test of a good organization is the people, and the District has fantastic people. She wished everyone the best of luck. Everyone sincerely thanked Board Member Walker for her service on the Board.

The annual holiday party will be held on December 3 at the Newpark Hotel again this year. The social hour will begin at 6:00 p.m. and dinner will be served at 7:00 p.m.

X. Adjournment

Board Member Walker made a motion to adjourn, it was seconded by Treasurer Howard 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 December 6, 2016, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____