

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
December 6, 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, and Secretary Jack Thomas

**Board Members Absent:** Dianne Walker

**District Personnel Present:** Chief Paul Hewitt, DC Bob Zanetti, AC/FM Scott Adams, 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:** Alex Butwinski

**I. Approval of November 1, 2016 Meeting Minutes**

Treasurer Howard made a motion to approve the minutes of the November 1, 2016, Administrative Control Board meeting. The motion was seconded by Vice Chair Dyal and passed unanimously, 4-0.

**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. Approval of Resolution 2016-007 Adopting Appendix B – Fire-Flow Requirements for Buildings and Appendix D – Fire Apparatus Access Roads from the International Fire Code**

Secretary Thomas made a motion to approve Resolution 2016-007 adopting Appendix B – Fire-Flow Requirements for Buildings and Appendix D – Fire Apparatus Access Roads from the International Fire Code. The motion was seconded by Vice Chair Dyal and passed unanimously, 4-0.

##### **B. Approval of the 2017 Administrative Control Board Meeting Schedule**

Vice Chair Dyal made a motion to approve the 2017 Administrative Control Board meeting schedule. The motion was seconded by Secretary Thomas and passed unanimously, 4-0.

##### **C. Approval of the Extension of Term of Lease with Zions Bank for the 2017 Year**

Secretary Thomas made a motion to approve the Extension of Term of Lease with Zions Bank for the 2017 Year. The motion was seconded by Vice Chair Dyal and passed unanimously, 4-0.

##### **D. Public Hearing for the 2017 Final Budget and the 2016 Amended Budget**

Chair Miller stated the budget was presented to and approved by the County.

Treasurer Howard made a motion to recommend the 2017 final budget and the 2016 amended budget to the Governing Board for approval. The motion was seconded by Vice Chair Dyal and passed unanimously, 4-0.

**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 Secretary Thomas and passed unanimously, 4-0.

**A. Approval of the Final 2017 Budget for the Local Building Authority**

Treasurer Howard made a motion to approve the final 2017 budget for the Local Building Authority. The motion was seconded by Secretary Thomas and passed unanimously, 4-0.

**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, 4-0.

**VII. Staff Reports and Input**

There was no input on staff reports.

**IX. Discussion of Possible Future Agenda Items/Additional Comments**

Treasurer Howard recommended a clarification be made regarding the budget. The County is officially adopting the budget tomorrow night, and only the tentative budget has been approved by the County thus far. Chair Miller had earlier stated the budget has been approved, but the final adoption/approval by the County will happen tomorrow night. Chair Miller thanked Treasurer Howard for this clarification.

There were no possible future agenda items to discuss.

**X. Adjournment**

Secretary Thomas made a motion to adjourn, it was seconded by Vice Chair Dyal and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:34 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 3, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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