

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
March 7, 2017**

**Administrative Control Board regular meeting called to order:** 6:31 p.m.

**Board Members Present:** Vice Chair Jay Dyal, Treasurer Michael Howard, Secretary Jack Thomas, and Member Alex Butwinski

**Board Members Absent:** Chair Christina Miller

**District Personnel Present:**

Chief Paul Hewitt

DC Bob Zanetti

AC/FM Scott Adams

BC Eric Hales

BC Harwood

Training Captain Pete Emery

CFO Del Barney

Human Resources Officer Patti Berry

Admin. Asst. Debbie Colgan

**Additional Attendees:** Mike Quinones

**I. Approval of February 7, 2017, Meeting Minutes**

Board Member Howard made a motion to approve the minutes of the February 7, 2017, Administrative Control Board meeting. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

**II. Public Input**

Mike Quinones of Summit Park commented the District did an outstanding job on the recent structure fire under the direction of Battalion Chief Harwood and Captain Fernandez, especially considering the conditions they had to work in. The neighborhood in which the fire took place is impressed with the efforts the District took to contain the fire and protect surrounding structures. Mr. Quinones said members of the neighborhood would like to adopt a fire hydrant, and they would like to get a map of the hydrants so they can post it and get people more engaged in dealing with their own responsibility in the area. Chiefs Hewitt and Adams said the District could certainly provide a map. Chief Hewitt commented the owner of the structure that recently had the fire cleared his own hydrant and helped a lot.

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

#### **A. Correspondence**

There was no discussion of the correspondence.

#### **B. Financial**

Questions regarding the February 2017 check register were answered in the work session. Treasurer Howard commented he is looking forward to hearing how the bill pay control process worked out during its first run.

### **IV. Old Business**

There was not any old business.

### **V. New Business**

Board Member Butwinski asked if the Board needs to approve the retirement incentive, and Chief Hewitt replied a Board vote is not needed to move forward with the incentive at this time. A vote was made through the budgeting process last year and the incentive amount has been budgeted.

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

There was not any input on staff reports.

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

Board Member Butwinski asked to have coffee at future meetings.

### **VIII. Adjournment**

Secretary Thomas made a motion to adjourn, it was seconded by Board Member Butwinski and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:36 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 4, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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