

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
April 4, 2017**

**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, Secretary Jack Thomas, and Member Alex Butwinski

**District Personnel Present:**

Chief Paul Hewitt  
DC Bob Zanetti  
AC/FM Scott Adams  
BC Ray Huntzinger  
Training Captain Pete Emery  
CFO Del Barney  
Human Resources Officer Patti Berry  
Admin. Asst. Debbie Colgan

**Additional Attendees:** Mike Quinones, Neil Fisher, Lauren O'Malley, and several other residents of the Summit Park community

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

Secretary Thomas made a motion to approve the minutes of the March 7, 2017, Administrative Control Board meeting. The motion was seconded by Treasurer Howard and passed unanimously, 4-0. Chair Miller abstained from voting as she was not present for the March 7 meeting.

**II. Public Input**

Mike Quinones, a Summit Park resident, stated some of the residents of the Summit Park area had questions regarding the response to the recent fire on Woodland Drive. Regarding recent retirement announcements, Mr. Quinones then acknowledged Chief Adams and BC Huntzinger for their service to the District.

Mr. Quinones said the biggest question the residents had, which Chief Hewitt answered in the work session, is regarding response times. There were some questions on why it appeared to take so long for the first responding units to arrive at the Woodland fire. Mr. Quinones said he happened to be leaving the neighborhood when he saw the column of smoke, and he pulled in just as lines were being pulled off of the first engine. Mr. Quinones witnessed the incident from the beginning and said under the circumstances of the environment they were working in, the

crews did an outstanding job. He had also previously stated this at the March 7 Administrative Control Board meeting he attended.

Mr. Quinones said Chief Hewitt stated there was a 9-minute response to this fire. The BC was first on scene and the engines were right behind him. Mr. Quinones said he was not sure what the national average is for responding, and Chief Hewitt replied it is 10 minutes. Mr. Quinones said the concern was that it was so far on the extreme of the response area for the Pinebrook station, and residents were contemplating whether or not they should perhaps address issues that might help response times. Mr. Quinones said Chief Hewitt has explained the response time, but some of the other residents present may have other questions. Chief Hewitt said anyone is welcome to get in touch with him anytime if they have further questions.

Neil Fisher then asked if the cause of the Woodland Drive fire was known and if there was anything residents could do to reduce the risk of such an incident happening again. Chief Hewitt commented public input sessions are not typically question-and-answer sessions, but he said the Woodland fire will be put on the agenda for a future Board meeting so it can be discussed and documented in meeting minutes. Chief Adams said he would get the report from the State Fire Marshal's Office in preparation for discussion at a Board meeting. This way residents will not need to attend the next meeting and can read the minutes on the PCFD website. The Fire Marshal's report is available through a GRAMA request to the Fire Marshal's office. Anyone who would like a copy of the Woodland fire report can send a request to them. A recommendation was made that the HOA request the report from the Fire Marshal's Office and it could then be distributed as needed to other residents.

Mr. Quinones commented about the hydrant map he recently received from the District and thanked those who sent it. The map will aid in the residents' campaign to make residents aware of the location of hydrants around the area. Residents will be encouraged to keep the hydrants clear. He said one of the challenges they have in Summit Park is getting people engaged in wildland fire issues and trying to get them on board with some of the mitigation work they could do. Mr. Quinones said in the past they have been able to use the fire station at Summit Park as community space, but lately they are not able to do that. He asks the Board to reconsider allowing residents to use this facility periodically to get people together for the dissemination of information and enforcement of mitigation efforts. In the long run this could aid firefighter safety and District costs.

Lauren O'Malley of the Homeowner's Association Board then introduced herself. She wanted to second what Mr. Quinones said. Ms. O'Malley said with the long response with the last fire, it seems odd there is a fire station at Summit Park but it is not being used. The residents are very aware of how vulnerable they are being in the middle of the forest. Not having equipment at this station seems like a step backwards from the time when there actually was a fire truck there. Ms. O'Malley said they would feel better if they had a better understanding of how decisions are made and whether a reassessment can be made to make the station a useful community resource one way or the other.

Chair Miller asked if there was any further public input and thanked everyone for their comments.

### **III. Commission Reports and Business**

#### **A. Correspondence**

There was no discussion of the correspondence.

#### **B. Financial**

Treasurer Howard stated CFO Barney has already answered questions Treasurer Howard sent to him before the meeting. There were no further questions.

### **IV. Old Business**

There was not any old business.

### **V. New Business**

#### **A. Approval of 2016 Audit**

Treasurer Howard made a motion to approve the 2016 audit. The motion was seconded by Secretary Thomas and passed unanimously, 5-0.

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

There was no input on staff reports.

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

Secretary Thomas mentioned he will miss the May 2, 2017, meeting. Chair Miller commented July 4 would be the scheduled meeting date for July but the Board will not be meeting on that date, as it is a holiday. July 11 is the suggested meeting date for that month and will be confirmed at the June meeting. If there is not pressing business, the July meeting could be cancelled altogether.

A discussion regarding Summit Park and the Woodland fire will be held during the next work session. Chair Miller suggested the discussion include the Summit Park station and the reasoning behind its current status.

A reminder was made regarding the 5:00 p.m. start time for the work session on May 2, 2017. Legrand Bitter will be providing open meetings training during the work session.

### **VIII. Adjournment**

Treasurer Howard made a motion to adjourn, it was seconded by Secretary Thomas and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 2, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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