

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
June 6, 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, and Member Alex Butwinski

**Board Members Absent:** Secretary Jack Thomas

**District Personnel Present:**

Chief Paul Hewitt

DC Bob Zanetti

FM Mike Owens

BC Eric Hales

BC Zwirn

Training Captain Pete Emery

CFO Del Barney

Human Resources Officer Patti Berry

Admin. Asst. Debbie Colgan

**I. Approval of May 2, 2017, Meeting Minutes**

Treasurer Howard suggested a clarification in the work session meeting minutes regarding the Summit Park fire response discussion to clarify the first unit to arrive. With the change noted, Board Member Butwinski made a motion to approve the minutes of the May 2, 2017, Administrative Control Board meeting. The motion was seconded by Treasurer Howard 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. Public Hearing to Discuss and Possibly Approve an Increase in District Standby Fees**

By resolution, the Park City Fire Service District (PCFSD) adopted February 3, 2015, a schedule of fees to be charged to public and private enterprises for the issuance of permits and services within the District.

Following are proposed changes to the schedule to go into effect July 1, 2017:

### Fire Paramedic, EMT, Fire Officers and Chief Officers

- Rate per hour or any portion of an hour for each fire paramedic or EMT:  
OLD RATE: \$37.50 NEW RATE: \$50.00
- Rate per hour or any portion of an hour for each fire officer:  
OLD RATE: \$50.00 NEW RATE: \$60.00
- Rate per hour or any portion of an hour for each chief officer:  
OLD RATE: \$75.00 NEW RATE: \$85.00

### Equipment

- Rate per day for each ambulance staged at a medical standby not associated with an emergency medical or fire incident:  
OLD RATE: \$100.00 NEW RATE: \$160.00
- Rate per hour or any portion of an hour for each pumper under 1,000 GPM, or other special equipment such as water tankers, utility units, grass/brush units, support units, etc.:  
OLD RATE: \$100.00 NEW RATE: \$222.00
- Rate per hour or any portion of an hour for each pumper 1,000 GPM or over:  
OLD RATE: \$200.00 NEW RATE: \$257.00
- Rate per hour or any portion of an hour for each ladder truck, tele-squirt, snorkel, etc.:  
OLD RATE: \$250.00 NEW RATE: \$257.00

### Minimum Fees

- If a scheduled standby crew is cancelled after arriving at an event, there shall be a minimum fee assessed equal to four hours for personnel and one hour for the apparatus.

There was no public comment on the subject.

Treasurer Howard made a motion to approve increases in District standby fees as indicated above to go into effect July 1, 2017. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

## **VI. New Business**

There was not any new business.

## **VII. Staff Reports and Input**

There was no input on staff reports.

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

Chair Miller asked if HR Berry could look into the possibility of having two people call in to meetings electronically if needed and report back to the Board at the next meeting. Board Member Butwinski asked if we could track how much money in fees are waived for the third quarter, and this was acknowledged. Treasurer Howard asked if a breakdown of the manual checks that were made out of sequence could be made for distribution at the next Board meeting, and CFO Barney agreed.

As discussed in the work session, there will not be an Administrative Control Board meeting in July. The next meeting will be on August 1, 2017.

## **IX. Closed Executive Session**

Vice Chair Dyal made a motion to convene in closed session to discuss the purchase, exchange, lease, or sale of real property; and the character, competence, or health of an individual. The motion was seconded by Board Member Howard and passed unanimously, 4-0.

The Administrative Control Board met in closed session from 6:35 to 6:59 p.m. Those in attendance were: Deputy Chief Bob Zanetti, Chief Paul Hewitt, HR Officer Patti Berry, Chair Christina Miller, Vice Chair Jay Dyal, Treasurer Michael Howard, and Board Member Alex Butwinski.

Vice Chair Dyal made a motion to dismiss from closed session. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

**X. Adjournment**

Treasurer Howard made a motion to adjourn the regular meeting, 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 6:59 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 1, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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