

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
January 3, 2017**

Administrative Control Board regular meeting called to order: 6:30 p.m.

Board Members Present: Chair Christina Miller, Treasurer Michael Howard, and Member Alex Butwinski

Board Members Absent: Vice Chair Jay Dyal and Secretary Jack Thomas

District Personnel Present:

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

I. Approval of December 6, 2016, Meeting Minutes

This item was tabled to the February 7, 2017, meeting as a quorum of the members present for the December 6, 2016, meeting was not present.

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

Treasurer Howard had a question about a \$32K amount to PCM-G, Inc. on the check register, and Chief Hewitt replied it was for the upgrade of all our Toughbook laptops. Treasurer Howard also asked if we are still maintaining the relationship with the LiveWell Center, and Chief Hewitt replied we are, although the billing is different now. We will discuss this at the next meeting.

IV. Old Business

There was not any old business.

V. New Business

There was not any new business.

VI. Staff Reports and Input

There was no input on staff reports. The December report will be posted soon and we are getting final numbers together for the annual report.

VII. Discussion of Possible Future Agenda Items/Additional Comments

An update on the wellness program and hospital billing will be provided during the next meeting. The annual report and a few more policies will also be reviewed at the next meeting. ACB officer elections will also be held.

Treasurer Howard asked if the annual special services district open meetings training had been scheduled yet, and HR Berry replied it is typically held after the legislative session is over. Chief Hewitt said we will use a future work session meeting to hold this training and we will notify members when that will be as soon as we know the date.

VIII. Adjournment

Treasurer Howard made a motion to adjourn, it was seconded by Board Member Butwinski and passed unanimously, 3-0. 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 February 7, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____