

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

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

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

**District Personnel Present:**

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

**I. Oath of Office to be taken by Board Member Alex Butwinski**

CFO Barney, who is a notary public, administered the Oath of Office to Board Member Alex Butwinski as follows:

"I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

**II. Approval of December 6, 2016, and January 3, 2017, Meeting Minutes**

Treasurer Howard noted some spelling corrections regarding licensed software that needed to be made in the December 6, 2016, meeting minutes. Board Member Butwinski also commented on the correct spelling of his last name; the meeting minutes for December 6, 2016, and January 3, 2017, will be updated with the correct spelling.

Board Member Howard made a motion to approve the minutes of the December 6, 2016, Administrative Control Board meeting with the changes noted above. The motion was seconded by Secretary Thomas and passed unanimously, 4-0. Board Member Butwinski abstained from voting as his term of service to the Administrative Control Board did not begin until January 1, 2017.

Treasurer Howard made a motion to approve the minutes of the January 3, 2017, Administrative Control Board meeting with the changes noted above. The motion was seconded by Board

Member Butwinski and passed unanimously, 3-0. Secretary Thomas and Vice Chair Dyal abstained from voting as they were not present for the January 3, 2107, meeting.

### **III. Public Input**

There was no public input.

### **IV. Commission Reports and Business**

#### **A. Correspondence**

There was no discussion of the correspondence.

#### **B. Financial**

Questions Treasurer Howard had regarding the January check register were addressed in the work session.

### **V. Old Business**

There was not any old business.

### **VI. New Business**

#### **A. Approval of the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding Park City Ambulance Service**

Treasurer Howard made a motion to approve the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding Park City Ambulance Service. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

#### **B. Approval of the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding North Summit Ambulance Service**

Vice Chair Dyal made a motion to approve the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding North Summit Ambulance Service. The motion was seconded by Secretary Thomas and passed unanimously, 5-0.

**C. Approval of the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding South Summit Ambulance Service**

Secretary Thomas made a motion to approve the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding South Summit Ambulance Service. The motion was seconded by Treasurer Howard and passed unanimously, 5-0.

**D. Elect Administrative Control Board Members: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

Chief Hewitt commented we hold elections annually but Board members typically hold their positions for two years and then we rotate. The current roles of the Administrative Control Board members are as follows: Chair Christina Miller, Vice Chair Jay Dyal, Clerk/Secretary Jack Thomas, Treasurer Michael Howard, and Board Member Alex Butwinski.

Treasurer Howard made a motion to re-elect Christina Miller as Chair, Jay Dyal as Vice Chair, Jack Thomas as Clerk/Secretary, Michael Howard as Treasurer, and Alex Butwinski as Board Member for the 2017 Administrative Control Board. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

**VII. Dismiss as PCFSD Administrative Control Board and convene as Local Building Authority Board of the Park City Fire Service District, Utah**

Secretary Thomas 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 Treasurer Howard and passed unanimously, 5-0.

**A. Elect Local Building Authority Board Members: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

The current roles of the Local Building Authority Board members are as follows: Chair Christina Miller, Vice Chair Jay Dyal, Clerk/Secretary Jack Thomas, and Treasurer Michael Howard.

Secretary Thomas made a motion to re-elect Christina Miller as Chair, Jay Dyal as Vice Chair, Jack Thomas as Clerk/Secretary, Michael Howard as Treasurer, and Alex Butwinski as Board Member for the 2017 Local Building Authority Board. The motion was seconded by Board Member Butwinski and passed unanimously, 5-0.

**VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board**

Vice Chair Dyal 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 Board Member Butwinski and passed unanimously, 5-0.

**IX. Staff Reports and Input**

CFO Barney mentioned he has contacted Legrand Bitter of the Utah Association of Special Districts regarding open meetings training in April, but Legrand has not replied yet. CFO Barney said he will see Legrand next week and will try to secure a date for this training.

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

Chief Hewitt said we will talk about statistics and bill pay authorization controls at the next meeting. Chair Miller commented a discussion will need to be held after the Chief meets with Park City regarding Station 39 property, and a future discussion will also need to be held regarding the Snyderville water reclamation potential interlocal agreement. Another legislative update will be given at the next meeting. Chief Hewitt was given staff direction to look for alternative properties and will report next meeting. Additionally, items that were on the work session agenda for today's date and not covered due to time constraints will be addressed during the next work session.

**XI. Adjournment**

Secretary Thomas made a motion to adjourn, it was seconded by Board Member Butwinski and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be March 7, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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