

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
May 2, 2017**

Administrative Control Board regular meeting called to order: 6:35 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

BC Eric Hales

Paramedic Mike Owens

CFO Del Barney

Human Resources Officer Patti Berry

Admin. Asst. Debbie Colgan

I. Approval of April 4, 2017, Meeting Minutes

Treasurer Howard made a motion to approve the minutes of the April 4, 2017, Administrative Control Board meeting. The motion was seconded by Vice Chair Dyal 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. New Business

A. Notice of Intent to Prepare an Updated Impact Fee Facilities Plan and Impact Fee Written Analysis Approval

Treasurer Howard made a motion to approve the notice of intent to prepare an updated impact fee facilities plan and impact fee written analysis. The motion was seconded by Vice Chair Dyal and passed unanimously, 4-0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Hewitt will put an item regarding District reserves and their use on the agenda for the next meeting. An update on the mental health initiative will also be provided. If LeGrand Bitter is able to provide more information, Chair Miller requested an update on proxies at the next meeting as well. Chair Miller asked if a policy on electronic meetings exists, and HR Berry replied one does. Chair Miller asked to have an item on the next meeting agenda to review the electronic meetings policy.

VIII. Closed Executive Session

Board Member Butwinski made a motion to convene in closed session for the purpose of discussing the character, competence or health of an individual; pending or reasonably imminent litigation; and the purchase, exchange, lease, or sale of real property. The motion was seconded by Treasurer Howard and passed unanimously, 4-0.

The Administrative Control Board met in closed session for the items described above from 6:38 p.m. to 6:57 p.m. Those in attendance were: Chair Christina Miller, Vice Chair Jay Dyal, Treasurer Michael Howard, Board Member Alex Butwinski, Chief Paul Hewitt, and HR Officer Patti Berry.

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

IX. Adjournment

Board Member Butwinski made a motion to adjourn the regular meeting, it was seconded by Treasurer Howard and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:58 p.m.

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

Approved: _____

Date: _____