

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
August 1, 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 Member Alex Butwinski

**District Personnel Present:**

Chief Paul Hewitt  
DC Bob Zanetti  
FM Mike Owens  
BC Pete Emery  
BC Ray Huntzinger  
CFO Del Barney  
Human Resources Officer Patti Berry  
Admin. Asst. Debbie Colgan

**Additional Attendees:** Summit County Deputy Attorney Jami Brackin

**I. Approval of June 6, 2017, Meeting Minutes**

With the correction of a grammatical error, Vice Chair Dyal made a motion to approve the minutes of the June 6, 2017, Administrative Control Board meeting. The motion was seconded by Treasurer Howard and passed unanimously, 4-0. Secretary Thomas abstained from voting as he was not present for the June 6 meeting.

**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. Possible Approval to Recommend Changes to Policy Sections 4 and 6 to the Governing Board for Final Approval**

Secretary Thomas made a motion to recommend changes to Policy Sections 4 and 6 as discussed in the work session to the governing board for final approval. The motion was seconded by Treasurer Howard 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**

The Compensation Committee will attend the meeting next month to give their annual report.

#### **VIII. Closed Executive Session**

Secretary Thomas made a motion to convene in closed session. The motion was seconded by Treasurer Howard and passed unanimously, 5-0.

The Administrative Control Board met in closed session for the discussion of the purchase, exchange, lease, or sale of real property from 6:38 to 7:19 p.m. Those in attendance were: Chair Christina Miller, Vice Chair Jay Dyal, Treasurer Michael Howard, Secretary Jack Thomas, Board Member Alex Butwinski, Chief Paul Hewitt, Deputy Chief Bob Zanetti, and Summit County Deputy Attorney Jami Brackin.

Board Member Howard made a motion to dismiss from closed session. The motion was seconded by Board Member Butwinski and passed unanimously, 5 to 0.

## **IX. Adjournment**

Secretary Thomas made a motion to adjourn the regular meeting, it was seconded by Treasurer Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:20 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 5, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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