

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

**Administrative Control Board regular meeting called to order:** 6:32 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 Patrick Harwood  
CFO Del Barney  
Human Resources Officer Patti Berry  
Admin. Asst. Debbie Colgan

**I. Approval of September 5, 2017, Meeting Minutes**

Treasurer Howard made a motion to approve the minutes of the September 5, 2017, Administrative Control Board meeting. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

**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**

HR Berry will have policies for review during the November 7 ACB meeting, and Chief Hewitt's review will be on the December 5 meeting agenda.

## **VI. Staff Reports and Input**

There was no input on staff reports.

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

There are no other future agenda items other than those discussed under New Business, above.

## **VIII. Closed Executive Session**

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

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual; and the purchase, exchange, lease, or sale of real property from 6:36 to 6:44 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, and Deputy Chief Bob Zanetti.

Board Member Butwinski made a motion to dismiss from closed session and re-adjourn the regular meeting of the Park City Fire District Administrative Control Board. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

## **IX. Adjournment**

Secretary Thomas made a motion to adjourn the regular meeting of the Park City Fire District Administrative Control Board, it was seconded by Vice Chair Dyal and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:44 p.m.

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

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

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