

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

**Administrative Control Board regular meeting called to order:** 6:30 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  
FM Mike Owens  
BC Eric Hales  
BC Pete Emery  
BC Harwood  
CFO Del Barney  
Human Resources Officer Patti Berry  
IT Officer Dave Dorsey  
Admin. Asst. Debbie Colgan

**I. Approval of October 3, 2017, Meeting Minutes**

Treasurer Howard made a motion to approve the minutes of the October 3, 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 no old business.

#### **V. New Business**

##### **A. Review and Possible Recommendation of the 2018 Tentative Budget and 2017 Amended Budget to the Governing Board for Tentative Approval**

Treasurer Howard made a motion to recommend the 2018 tentative budget to the Governing Board for tentative approval. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

Vice Chair Dyal made a motion to recommend the 2017 amended budget to the Governing Board for tentative approval. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

##### **B. Possible Approval to Recommend Policies to the Governing Board for Final Approval**

Vice Chair Dyal made a motion to recommend Policies 3, 6, 8, 9, 11, and 12 to the governing board for final approval. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

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

Treasurer Howard 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 Vice Chair Dyal and passed unanimously, 4-0.

##### **A. Review of Tentative Budget for Local Building Authority**

There were no questions or comments about the 2018 tentative Local Building Authority Budget. CFO Barney added there were no amendments to the Local Building Authority 2017 budget.

Treasurer Howard made a motion to recommend the 2018 tentative Local Building Authority budget to the Governing Board for tentative approval. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

**VII. 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, 4-0.

**VIII. Staff Reports and Input**

Treasurer Howard had a question regarding a check to Sunus Alpenglow, LLC, and CFO Barney replied it is was for payment to the solar installation company.

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

Next month the Board will have Chief Hewitt's review during a closed session. CFO Barney said we will need to discuss Zions Bank and Wells Fargo Bank bonds for approval into the budget. The capital facilities plan and impact study may be done by next month; if so, we can discuss it then. Chair Miller asked for a quick update on land purchase during the next work session, and Chief Hewitt commented we have a letter of intent.

**X. Closed Executive Session**

There was no need for a closed session.

**IX. Adjournment**

Treasurer Howard made a motion to adjourn, it was seconded by Board Member Butwinski and passed unanimously, 4-0. 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 December 5, 2017, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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