

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
December 5, 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, Secretary Jack Thomas, and Member Alex Butwinski

District Personnel Present:

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

Additional Attendees: Captain Steve Jensen, Summit County Deputy Attorney Jami Brackin

I. Approval of November 7, 2017, Meeting Minutes

Vice Chair Dyal made a motion to approve the minutes of the November 7, 2017, Administrative Control Board meeting. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0. Secretary Thomas abstained from voting as he was not present for the November 7, 2017, meeting.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

As discussed in the work session, Treasurer Howard commented the 2018 Administrative Control Board meeting schedule will be changed to reflect the first meeting in January will be held on January 9 instead of January 2.

B. Financial

There were no questions about the financial reports.

IV. Old Business

There was not any old business.

V. New Business

A. Approval of the 2018 Administrative Control Board Meeting Schedule

With the amendment of moving the January 2, 2018, meeting to January 9, 2018, Treasurer Howard made a motion to approve the 2018 Administrative Control Board meeting schedule. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

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

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.

Secretary Thomas made a motion to elect Jay Dyal as Chair, Michael Howard as Vice Chair and Treasurer, and Alex Butwinski as Clerk/Secretary for the 2018 Administrative Control Board. The motion was seconded by Vice Chair Dyal and passed unanimously, 5-0.

C. Approval of the Extension of Term of Lease with Zions Bank for the 2018 Year

Board Member Butwinski asked what the lease is for, as he was not present during the work session when this item was discussed. CFO Barney replied it is to pay the bonds off; we are essentially notifying the bank that we have set aside money in the budget to pay it. Board Member Butwinski acknowledged this and thanked Del for his response.

Treasurer Howard made a motion to approve the Extension of Term of Lease with Zions Bank for the 2018 Year as discussed during the work session. The motion was seconded by Secretary Thomas and passed unanimously, 5-0.

D. Approval of the Extension of Term of Lease with Wells Fargo Bank for the 2018 Year

Secretary Thomas made a motion to approve the Extension of Term of Lease with Wells Fargo Bank for the 2018 Year as discussed during the work session. The motion was seconded by Board Member Butwinski and passed unanimously, 5-0.

E. Approval to Recommend the 2018 Final Budget and 2017 Amended Budget to the Governing Board for Approval

Treasurer Howard made a motion to recommend the 2018 final budget and the 2017 amended budget to the Governing Board for approval. The motion was seconded by Board Member Butwinski and passed unanimously, 5-0.

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

Vice Chair Dyal 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 Secretary Thomas and passed unanimously, 5-0.

A. Approval to Recommend the Final 2018 Budget for the Local Building Authority to the Governing Board for Approval

Secretary Thomas made a motion to recommend the final 2018 budget for the Local Building Authority to the Governing Board for approval. The motion was seconded by Board Member Butwinski and passed unanimously, 5-0.

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 Secretary Thomas and passed unanimously, 5-0.

VIII. Staff Reports and Input

There was no input on staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

There will be a resolution discussed at the next Board meeting to adjust Board member term limits. There will also be a discussion of a new ambulance mechanic position.

Treasurer Howard wanted to publicly thank Jack Thomas for his service to Park City and his service on the Administrative Control Board. The other Board members and District personnel present acknowledged this as well, and Jack said it has been a pleasure to work with the District.

X. Closed Executive Session

Treasurer Howard made a motion to convene in closed session for the discussion of the character, competence, or health of an individual; and the purchase, exchange, lease, or sale of real property. The motion was seconded by Secretary Thomas and passed unanimously, 5-0.

The Administrative Control Board met in closed session from 6:37 to 7:44 p.m. Those in attendance were: Vice Chair Jay Dyal, Secretary Jack Thomas, Board Member Alex Butwinski, Treasurer Michael Howard, Chair Christina Miller, Chief Paul Hewitt, Deputy Chief Bob Zanetti, Fire Marshal Mike Owens, and Summit County Deputy Attorney Jami Brackin.

Board Member Butwinski made a motion to dismiss from closed session and to reconvene as the Park City Fire District Administrative Control Board. The motion was seconded by Treasurer Howard and passed unanimously, 5-0.

XI. Adjournment

Vice Chair Dyal made a motion to adjourn the regular session of the Administrative Control Board, 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 7:44 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 9, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____