

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
January 9, 2018**

**Administrative Control Board regular meeting called to order:** 6:32 p.m.

**Board Members Present:** Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Christina Miller, and Board Member Andy Beerman

**District Personnel Present:**

Chief Paul Hewitt  
DC Bob Zanetti  
FM Mike Owens  
BC Pete Emery  
BC Steve Zwirn  
Captain Ashley Lewis  
CFO Del Barney  
Human Resources Officer Patti Berry  
IT Officer Dave Dorsey  
Admin. Asst. Debbie Colgan

**I. Oath of Office to be taken by Board Member Andy Beerman**

CFO Barney, who is a notary public, administered the Oath of Office to Board Member Andy Beerman as follows:

"I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

**II. Approval of December 5, 2017, Meeting Minutes**

Board Member Miller made a motion to approve the minutes of the December 5, 2017, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 4-0. Board Member Beerman abstained from voting as his term of service to the Administrative Control Board did not begin until January 1, 2018.

**III. Public Input**

There was no public input.

#### **IV. Board Member Reports and Business**

##### **A. Correspondence**

Secretary Butwinski asked what a KSA is, and Chief Emery replied they are Knowledge, Skills, and Abilities. These are the basic skills every firefighter should have.

##### **B. Financial**

Vice Chair Howard asked about the Rosenbauer Minnesota charge, and CFO Barney replied it was for our new ladder truck. He also asked about the Ascent Construction charge and status of the new building, and Chief Hewitt said it should be completed by mid-February. The issue with Rocky Mountain Power has been resolved and there has been progress on the building. We may be able to have our March or April meeting in the new building.

#### **V. Old Business**

There was not any old business.

#### **VI. New Business**

##### **A. Approval to Recommend an Amendment to the Ordinance Regarding Administrative Control Board Member Terms to the Governing Board**

Secretary Butwinski made a motion to recommend an amendment to the ordinance regarding Administrative Control Board member terms as discussed during the work session to the Governing Board. The motion was seconded by Board Member Beerman and passed unanimously, 5-0.

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

Vice Chair 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 Board Member Miller and passed unanimously, 5-0.

**A. Elect Officers: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

Board Member Miller made a motion to elect Jay Dyal as Chair, Michael Howard as Vice Chair and Treasurer, Alex Butwinski as Clerk/Secretary, and Christina Miller and Andy Beerman as Board Members for the 2018 Local Building Authority Board. The motion was seconded by Vice Chair Howard and passed unanimously, 5-0.

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

Vice Chair Howard 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 Butwinski and passed unanimously, 5-0.

**IX. Staff Reports and Input**

There was no input on staff reports.

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

CFO Barney will review the capital facilities plan at the next meeting.

**XI. Closed Executive Session**

There was no need for a closed session.

**XII. Adjournment**

Board Member Miller made a motion to adjourn, it was seconded by Vice Chair Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:41 p.m.

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

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

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