

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
March 6, 2018**

Administrative Control Board regular meeting called to order: 6:36 p.m.

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

Board Members Absent: Chair Jay Dyal (work-excused absence)

District Personnel Present:

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

I. Approval of January 9, 2018, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the January 9, 2018, Administrative Control Board meeting. The motion was seconded by Board Member Beerman 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 not any old business.

V. New Business

There was not any new business.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney will review the capital facilities plan at the next meeting, and Chief Hewitt would like to review impact fees. A public hearing on and the possible adoption of the Park City Fire District's capital facilities plan and impact fee study will happen during the May 1 ACB meeting.

The next ACB meeting on April 3 will be held at the Fleet Services Building. Regarding fleet services, Vice Chair and Treasurer Howard asked if our mechanic, Don Cole, primarily works on apparatus mechanical issues. He commented we still have trucks that are going to Salt Lake for repairs and he is wondering where Don's scope of work lies. Chief Hewitt replied we still use subcontractors, and at the next meeting Don will provide more information about what he does and the issues the District faces with apparatus.

VIII. Closed Executive Session

Board Member Miller made a motion to convene in closed session. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss pending or reasonably imminent litigation; and the purchase, exchange, lease, or sale of real property from 6:39 to 6:51 p.m. Those in attendance were: Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Christina Miller, Board Member Andy Beerman, Chief Paul Hewitt, Deputy Chief Bob Zanetti, BC Darren Nelson, BC Pete Emery, FM Mike Owens, Captain Ashley Lewis, and HR Patti Berry.

Board Member Butwinski made a motion to dismiss from closed session and to reconvene the regular meeting of the Park City Fire District Administrative Control Board. The motion was seconded by Board Member Beerman and passed unanimously, 4-0.

IX. Adjournment

Board Member Beerman made a motion to adjourn the regular session of the Administrative Control Board, it was seconded by Vice Chair Howard and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:51 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 3, 2018, beginning at 6:30 p.m. in the PCFD Fleet Services Building, 7981 Silver Gate Drive, Park City, Utah 84098.

Approved: _____

Date: _____