

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
April 3, 2018**

Administrative Control Board regular meeting called to order: 6:31 p.m.

Board Members Present: Chair Jay Dyal, Secretary Alex Butwinski, Board Member Christina Miller, and Board Member Tim Henney

Board Members Absent: Vice Chair and Treasurer Michael Howard

District Personnel Present:

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

I. Approval of March 6, 2018, Meeting Minutes

This item was tabled to the May 1, 2018, meeting as a quorum of the members present for the March 6, 2018, meeting was not present.

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

A. Approval to Recommend Setting a Public Hearing on May 1 for the Possible Adoption of a Resolution for an Impact Fee Study and Capital Facilities Plan

Board Member Miller made a motion to recommend setting a public hearing on May 1 for the possible adoption of a resolution for an impact fee study and capital facilities plan as discussed in the work session. The motion was seconded by Secretary Butwinski and passed unanimously, 4-0.

VI. Staff Reports and Input

Chief Zanetti commented the District was very busy the last month, which included the multi-vehicle accident on I-80. It was a large scene and involved multiple agencies. We had a number of fatalities on the ski resorts this winter. The ski resorts close on Sunday.

Captain Lewis mentioned our new training software, Target Solutions, will help us track training hours. We will be able to provide more accurate training information with this system.

VII. Discussion of Possible Future Agenda Items/Additional Comments

An announcement was made that LeGrand Bitter will provide open meetings training during the next ACB work session on May 1, the meeting will begin at 5:00 p.m. on this date. The auditors will give a brief presentation of the recent audit after LeGrand's training has concluded.

VIII. Closed Executive Session

There was no need for a closed session.

IX. Adjournment

Board Member Miller 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 6:39 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 1, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____