

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
June 5, 2018**

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

Board Members Present: Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Board Member Christina Miller, and Board Member Tim Henney

Board Members Absent: Secretary Alex Butwinski (Excused)

District Personnel Present:

Chief Paul Hewitt
BC Pete Emery
BC Patrick Harwood
FM Mike Owens
CFO Del Barney
Admin. Asst. Debbie Colgan

I. Approval of May 1, 2018, Meeting Minutes

With the correction of a grammatical error, Vice Chair and Treasurer Howard made a motion to approve the minutes of the May 1, 2018, Administrative Control Board meeting. The motion was seconded by Board Member Miller 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

Vice Chair and Treasurer Howard asked about a payment made to Laura Olson, and CFO Barney replied she is one of our paramedics and the payment was made for tuition reimbursement.

IV. Old Business

Board Member Miller made a motion to approve the revised 2017 audit as discussed in the work session. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0.

V. New Business

A. Public Hearing to Discuss and Possibly Adopt a Resolution for an Impact Fee Study and Capital Facilities Plan

By Resolution 2018-02, the Park City Fire Service District (PCFSD) proposes to adopt an impact fee facilities plan and impact fee analysis and imposing fire protection impact fees; providing for the calculation and collection of such fees; providing for appeal, accounting and severability of the same; and other related matters.

There were no questions from the Board regarding the resolution and there was no public comment on the subject.

Board Member Miller made a motion to adopt PCFSD Resolution 2018-02 as described above to go into effect June 5, 2018. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

B. Possible Adoption of PTIF Resolution

There were no questions regarding the PTIF resolution. Vice Chair and Treasurer Howard made a motion to adopt the PTIF resolution. The motion was seconded by Board Member Miller and passed unanimously, 4-0.

C. Discussion of July 3, 2018, Administrative Control Board Meeting

A discussion was held during the work session regarding the proximity of the July 3 ACB meeting to the Fourth of July holiday; the Board decided there would not be a July meeting and the next ACB meeting will take place on August 7.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

During the next meeting a discussion will be held regarding the location of 6,801 proposed units to be developed within District boundaries as stated in the impact fee study. Also at the next meeting, Chief Hewitt and CFO Barney will go over the 10-year financial projections and Administrative Captain Lewis will provide an update of his division.

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 Vice Chair and Treasurer Howard 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 August 7, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____