

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
August 7, 2018**

Administrative Control Board regular meeting called to order: 6:41 p.m.

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

District Personnel Present:

Chief Paul Hewitt
DC Bob Zanetti
BC Pete Emery
BC Darren Nelson
AC Ashley Lewis
FM Mike Owens
CFO Del Barney
HR Patti Berry
Admin. Asst. Debbie Colgan

I. Approval of June 5, 2018, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the June 5, 2018, Administrative Control Board meeting. The motion was seconded by Board Member Henney and passed unanimously, 4-0. Secretary Butwinski abstained from voting as he was not present for the June 5, 2018, meeting.

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 had questions for CFO Barney prior to the meeting regarding some hand checks and a vendor listed twice on the check register, and they were answered. There were no other questions regarding financials.

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

During the next meeting, a discussion of the ladder truck purchase will be held and the Compensation Committee will give a presentation to the Board regarding a possible COLA increase. Chief Hewitt and CFO Barney will provide an update on the 10-year financial projections incorporating comments from the August 7 work session, and a discussion will be held regarding District firefighter wages in relation to the mean/median wage of Park City and the area median income. Also at the next meeting, Administrative Captain Lewis will provide an update of his division, and there will be a public hearing for impact fee schedule changes.

In closing, a short discussion of a possible tax rate increase and the timeline for having one was held. As previously discussed in the work session, Chief Hewitt and CFO Barney will provide an update on financial projections at the next Board meeting, and an increase can be discussed in more detail then.

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, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:52 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 4, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____