

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
September 4, 2018**

Administrative Control Board work session called to order: 6:34 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

BC Pete Emery

BC Patrick Harwood

AC Ashley Lewis

FM Mike Owens

CFO Del Barney

HR Patti Berry

Admin. Asst. Debbie Colgan

Other Attendees: Paramedic Eric Anderson, Paramedic Rob Takeno, and Engineer Mark Hoffman

I. Approval of August 7, 2018, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the August 7, 2018, Administrative Control Board meeting. The motion was seconded by Board Member Butwinski 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

Board Member Butwinski had a question about the \$950K check listed in the check register but acknowledged it was answered in the work session during the discussion about the Pierce ladder truck. The payment was for the pre-purchase of the apparatus.

IV. Old Business

There was not any old business.

V. New Business

A. Public Hearing and Possible Adoption of Procedural Order IV-H-101 Updating Administration and Operational Service Fees

By procedural order, the Park City Fire Service District (PCFSD) intends to increase and decrease fees charged by the District for impact fees and add an administrative code enforcement fine.

There was no public comment on the subject as there was no public present.

Board Member Miller made a motion to approve fee changes and add an administrative code enforcement fine in Procedural Order IV-H-101, Administrative and Operational Service Fees. The motion was seconded by Board Member Butwinski and passed unanimously, 4-0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

During the next work session, Chief Hewitt would like to discuss the land located by the fleet services building, and HR Berry will review PCFD policy sections 13, 14, and 16, which were tabled during the work session.

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 6:37 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 2, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____