

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

Administrative Control Board regular meeting called to order: 6:36 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
Deputy Chief Bob Zanetti
BC Pete Emery
AC Ashley Lewis
FM Mike Owens
Captain Sean Briley
CFO Del Barney
HR Patti Berry
Admin. Asst. Debbie Colgan

I. Approval of September 4, 2018, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the September 4, 2018, Administrative Control Board meeting. The motion was seconded by Board Member Henney and passed unanimously, 4-0. Vice Chair and Treasurer Howard abstained from voting as he was not present for the September 4, 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 asked about a manual check issued to one of the firefighters, and Chief Hewitt responded it was issued because the firefighter had

provided incorrect information on his direct deposit form and we needed to write him a check to get paid.

IV. Old Business

There was not any old business.

V. New Business

A. Review and Possible Recommendation of the 2019 Tentative Budget and 2018 Amended Budget to the Governing Board for Tentative Approval

Vice Chair and Treasurer Howard made a motion to recommend the 2019 tentative budget and 2018 budget amendments to the Governing Board for tentative approval. The motion was seconded by Board Member Miller and passed unanimously, 5-0.

B. Approval of Wells Fargo and Zions First National Bank Lease Agreements

Board Member Henney asked why the correspondence was called “lease agreements” since it is debt, and CFO Barney replied that is what the banks call them.

Vice Chair and Treasurer Howard made a motion to approve the Renewal of Term of Lease with Wells Fargo and the Renewal of Term of Lease with Zions First National Bank for the 2019 Year as discussed during the work session. The motion was seconded by Board Member Henney and passed unanimously, 5-0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Hewitt said he would talk with County Attorney Jami Brackin about tracking hours for the attorney fees, and we will talk more about affordable housing at the next meeting.

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 Secretary Butwinski and passed unanimously, 5-0. 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 December 4, 2018, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____