

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

Administrative Control Board regular meeting called to order: 6:33 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 Steve Zwirn
AC Ashley Lewis
FM Mike Owens
CFO Del Barney
Human Resources Officer Patti Berry
Admin. Asst. Debbie Colgan

I. Approval of November 6, 2018, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the November 6, 2018, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

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

There were no questions about the financial reports.

IV. Old Business

There was not any old business.

V. New Business

A. Approval of the 2019 Administrative Control Board Meeting Schedule

Vice Chair and Treasurer Howard made a motion to approve the 2019 Administrative Control Board meeting schedule. The motion was seconded by Board Member Miller and passed unanimously, 5-0.

B. Elect Administrative Control Board Members for 2019: Chair, Vice Chair, Clerk/Secretary, and Treasurer

The current roles of the Administrative Control Board members are as follows: Chair – Jay Dyal, Vice Chair and Treasurer – Michael Howard, Clerk/Secretary – Alex Butwinski, Board Member – Christina Miller, and Board Member – Tim Henney.

Vice Chair and Treasurer Howard made a motion to re-elect Jay Dyal as Chair, Michael Howard as Vice Chair and Treasurer, and Alex Butwinski as Clerk/Secretary for the 2019 Administrative Control Board. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

C. Approval to Recommend the 2019 Final Budget and 2018 Amended Budget to the Governing Board for Approval

Board Member Henney made a motion to recommend the 2019 final budget and the 2018 amended budget to the Governing Board for approval. The motion was seconded by Board Member Miller and passed unanimously, 5-0.

VI. Dismiss as PCFSD Administrative Control Board and Convene as Local Building Authority Board of the Park City Fire Service District, Utah

Vice Chair and Treasurer Howard made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

A. Approval to Recommend the Final 2019 Budget for the Local Building Authority to the Governing Board for Approval

Board Member Miller made a motion to recommend the final 2019 budget for the Local Building Authority to the Governing Board for approval. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

VII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and Reconvene as the PCFSD Administrative Control Board

Vice Chair and Treasurer Howard made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

VIII. Staff Reports and Input

There was no input on staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

A discussion of the ambulance services and a review of District policies tabled during the December 4, 2018, work session will be included on the work session agenda for the next meeting. A summary of the public education/community requests the District receives will also be provided during the next work session. Vice Chair and Treasurer Howard said he would like to see how many of these requests are run through Dispatch and how those requests are filtered.

X. Closed Executive Session

There was no need for a closed session.

XI. Adjournment

Vice Chair and Treasurer Howard 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 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 8, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____