

# DRAFT

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
736 West Bitner Road, Park City, Utah  
January 8, 2019**

**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, and Board Member Christina Miller

**Board Members Absent:** Tim Henney (excused)

**District Personnel Present:**

Chief Paul Hewitt  
DC Bob Zanetti  
BC Pete Emery  
BC Patrick Harwood  
AC Ashley Lewis  
FM Mike Owens  
CFO Del Barney  
Human Resources Officer Patti Berry  
Admin. Asst. Debbie Colgan

**I. Approval of December 4, 2018, Meeting Minutes**

Board Member Miller made a motion to approve the minutes of the December 4, 2018, Administrative Control Board meeting. The motion was seconded by Secretary 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**

There were no questions about the financial reports.

**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**

The Officer Development Program item tabled during the January 8, 2019, work session will be discussed at the next meeting on February 5, 2019. The 2018 Annual Report will also be available at the next meeting, and we will continue to have policy review and updates on development during upcoming meetings.

**VIII. Closed Executive Session**

There was no need for a closed session.

**IX. Adjournment**

Vice Chair and Treasurer Howard made a motion to adjourn, it was seconded by Board Member Miller and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:44 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 5, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.