

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
February 5, 2019**

Administrative Control Board regular meeting called to order: 6:34 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
Admin. Asst. Debbie Colgan

District Personnel Absent: HR Officer Patti Berry

I. Approval of January 8, 2019, Meeting Minutes

Secretary Butwinski made a motion to approve the minutes of the January 8, 2019, Administrative Control Board meeting. The motion was seconded by Board Member Miller and passed unanimously, 4-0. Board Member Henney abstained as he was not present for the January 8, 2019, meeting.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

There was a comment regarding errors in the monthly report regarding the new recruit camp start date, it should have read, “2019 new hire test” instead of “2018 new hire test,” and the phrase “recruit camp starts April 2, 2018” should have read, “recruit camp starts April 2, 2019.”

B. Financial

Vice Chair and Treasurer Howard said he had a couple of questions about expenditures and he has contacted Chief Hewitt and CFO Barney via email regarding those.

IV. Old Business

There was not any old business.

V. New Business

There was not any new business.

VI. Staff Reports and Input

Board Member Henney commented the North Summit and South Summit fire departments seem to benefit by a large degree from the work that PCFD is doing behalf of firefighters everywhere by following and acting upon legislation relative to fire departments. Perhaps they would not benefit from all of the items PCFD is pushing, but it would seem most of the time, they would.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Policy review and fire marshaling/development discussions tabled during the work session will be discussed at the next ACB meeting. CFO Barney said the auditors will be at PCFD beginning on March 4 to do the audit, so if any of the Board members would like to participate in that process, the auditors will be here the week of March 4. We will present the audit at the April ACB 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 Vice Chair and Treasurer Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:39 p.m.

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

Approved: _____

Date: _____