

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

Administrative Control Board regular meeting called to order: 6:37 p.m.

Board Members Present: Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, and Board Member Tim Henney

Board Members Absent: Secretary Alex Butwinski and Board Member Christina Miller

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, and Admin. Asst. Debbie Colgan

I. Approval of February 5, 2019, Meeting Minutes

Board Member Henney made a motion to approve the minutes of the February 5, 2019, Administrative Control Board meeting. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 3-0.

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

Vice Chair and Treasurer Howard said he had a couple of questions on dispersements and he has talked to CFO Barney about them.

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

Open meetings training will be held during the next work session beginning at 5:00 p.m. A presentation regarding the 2018 audit will also be provided during the next work session. The policies that were not discussed at the work session today will be discussed at a future Board meeting. A discussion of ingress/egress problems during winter will also be discussed at a future Board meeting. Vice Chair and Treasurer Howard asked for a follow-up at a future meeting on the station response times discussion that was held during the February 5, 2019, work session.

Chief Hewitt mentioned 9 PCFD personnel participated in the Wells Fargo stair climb this past Saturday, and 12 PCFD personnel will be going to Seattle on March 10 to participate in the Seattle stair climb.

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 Henney and passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:46 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 2, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____