

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
July 27, 2021**

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Chair of the Park City Fire District Administrative Control Board (the ACB Board) has issued written determinations supporting the ACB Board's decision to convene electronic meetings of the ACB Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend ACB Board meetings in person. However, members of the public are invited and encouraged to view and participate in the ACB Board's electronic meetings.

Members of the public who wish to listen to this meeting may do so by emailing your intent to participate to [ACBmeetings@pcfd.org](mailto:ACBmeetings@pcfd.org), at which time instructions for joining the meeting will be provided. Public input will be taken using the chat feature. We appreciate your patience and understanding as we navigate through this electronic meeting format.

**Administrative Control Board regular meeting called to order: 3:00 p.m.**

**Board Members Present:** Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Clerk/Secretary Jay Dyal, and Board Member Tim Henney

**District Personnel Present:** Deputy Chief Bob Zanetti, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Howard began by conducting a roll call.

**II. Public Input**

There was no public input.

**III. New Business**

**A. Statement from the Administrative Control Board Regarding PCFD Current Events**

Chair Howard commented it has been a rough few past days with the loss of PCFD's Fire Chief, Paul Hewitt, due to an unfortunate accident in Oregon. The Board discussed the creation of a statement regarding Chief Hewitt's service and leadership to the District in getting the District to the point it is now, recognizing his contributions and service to the community, and expressing their confidence in Deputy Chief Zanetti's leadership of the District. Once the statement is prepared, it will be distributed to social media and other appropriate outlets.

## **B. Discussion of Operational Continuity at PCFD**

Chair Howard said the Administrative Control Board is confident the District is in good hands under Chief Zanetti going forward. Chair Howard asked Chief Zanetti if he thought there were any issues of operational continuity going forward, and Chief Zanetti replied there are none. Chief Zanetti commented counselors have been made available to staff, and PCFD's Critical Stress Team reached out to our suppression personnel regarding Chief Hewitt's passing.

Treasurer Miller recommended the Board discuss succession planning in the closed meeting and provide a follow-up in the regular meeting of the Administrative Control Board scheduled for August 3, 2021. She commented once the Board makes its recommendations, the County Council will need to ratify it.

Vice Chair Butwinski made a motion to close the regular meeting of the Administrative Control Board. The motion was seconded by Secretary Dyal and passed unanimously, 5-0.

## **VIII. Closed Meeting**

Treasurer Miller made a motion to open the closed meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 3:16 to 3:52 p.m. Those in attendance were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Tim Henney, and Chief Bob Zanetti.

Board Member Henney made a motion to dismiss from closed session and reconvene the regular meeting. The motion was seconded by Vice Chair Alex Butwinski and passed unanimously, 5-0. Those attending the remainder of the regular meeting were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Tim Henney, Chief Bob Zanetti, and Admin. Asst. Debbie Colgan.

## **X. Adjournment**

Secretary Dyal made a motion to adjourn the regular meeting, it was seconded by Board Member Henney and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 3:54 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 3, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.