

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
May 7, 2019**

Administrative Control Board work session called to order: 5:31 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 Patrick Harwood
FM Mike Owens
Captain Ashley Lewis
CFO Del Barney
Human Resources Officer Patti Berry
Admin. Asst. Debbie Colgan

Additional Attendees: Paramedic Joe Sharrar, Engineer Jon Jahp, and Summit County Chief Civil Deputy David Thomas (arrived at approx. 6:15 p.m.)

I. First Quarter Financial Review

CFO Barney said right now we are at 16.8% of the first quarter budget; right now we should be at 25%. We have not spent much of our capital outlay yet. Last year at this time we were at slightly more than 16.8% of the budget, which tells us we are doing about the same as last year. We are still projected to be under budget at year's end.

II. Capital Facilities/Budgeting

Chief Hewitt commented capital expenditures include items such as the ladder truck the District just purchased, which is an expensive piece of equipment. There may be a misconception among the District's population that the District is "rich." He said this is not the case; the District is financially healthy, but it is not rich. Chief Hewitt recently visited a fire chief in San Francisco that has a very similar department in terms of full-time personnel and number of stations. In comparison, this San Francisco department has an expense budget of \$26M; last year our expenses were \$13.5M. This department is a municipality entity, which means it gets support from the attorney's office, fleet, human resources, finance, and other departments not included in their budget; our budget includes all those aspects.

Some people may view some of our equipment as “toys,” such as the motorcycles. The District includes 450 miles of trails and the motorcycles are a necessary resource to get to patients quickly. Chief Hewitt commented he ran into a gentleman at a local restaurant who was treated and transported by our EMTs. The man had gone into full arrest and ended up having multiple stents placed as a result of the incident, and he credits PCFD EMS personnel for saving his life. Chief Hewitt said we only get one chance to do things right and you need to have the right people, abilities, and apparatus to do it. Running a fire district is expensive, and we are relied upon to protect property and preserve life. Chief Hewitt encouraged the Board members to visit with either himself or Del if they have any questions regarding the District’s budget or expenses, and to explain our situation to any community members who ask about the District’s finances.

Chief Zanetti said there was an incident recently involving a patient who was sledding and slid into a tree, resulting in a significant injury that rendered the patient completely immobilized until help arrived. The patient was several hundred yards from the roadway on a snow-covered hillside and our backcountry rescue apparatus was indispensable in reaching the patient quickly, stabilizing them for transport, and getting them down to the roadway. This is an excellent example of why we have backcountry equipment, and it is utilized year-round. Vice Chair and Treasurer Howard commented Park City Fire District includes territory that is very different from the terrain a flat-land district would serve, and it is important to remember that the tools and apparatus required in our district are going to be different.

On a side note, Chief Hewitt commented the District has not hired any chippers to date despite advertising in multiple places and raising the hourly wage from last year, so the minimum age for applicants has been lowered to 18 and we will advertise again. The market is very different this year and we have more piles than ever to chip.

Regarding large expenses, Chief Zanetti said some members of the apparatus committee are flying out tomorrow to do the final inspection on the new truck, which we hope to have in June. Another large upcoming expense is going to be the renovation of the Deer Valley station, which was built in 1987. Chief Zanetti said he would like to tear down the existing building and rebuild the station on the current property because it is an excellent location. We do not want to get to the point where there are cracks and mold in the structure. Currently we do not have room for an aerial truck at this station; when the station was first built there were not many tall buildings in the area, but now there are. We would like to be able to put an aerial truck and an engine there, and Chief Zanetti said he would like to increase the crew from a 4-person crew to a 5-person crew. There are many improvements to be made at this station, it serves an ever-growing community with a high monetary loss potential.

FM Owens briefly presented maps of the Deer Valley area to demonstrate how much it has grown since 1993; currently the area is 87% built-out, but in a couple more years, FM Owens estimates the area will be built-out as much as it can be. Chief Hewitt said a station may eventually be built at Quinn’s Junction, but the area is not building out as fast as people originally thought it would and the new station could be built elsewhere based on future needs.

A point was made that the assessed value of an area does not dictate how many stations are needed for the area; however, if year after year there is considerable financial loss due to fire or water damage, it means the District is not doing the best it can in protecting the area. A question was asked about how sprinkling systems factor into call response times and duration, and what the driver is behind determining how many personnel and what type of equipment is needed at a given station. All of the Deer Valley structures are required to be sprinklered now, so water is already being applied to a fire before District personnel arrive. Chief Zanetti replied mitigation is not just fire; sprinklers save structures but they also cause a lot of damage. Our response is just as important when a sprinkler is going off to make sure the fire is out, everyone is safe, and to minimize damage. Chief Zanetti said call volume for the area is what typically drives staffing needs. Chief Emery added the high, vertical nature of many buildings in Deer Valley requires more manpower to haul hose up flights of stairs, a point that was enforced during recent training at the Montage. It can be difficult to locate a fire and find tie-in points for water in a structure that large. Fires can overwhelm sprinkling systems.

FM Owens said sprinkler systems serve two purposes: the first is to save lives and the second is to try to contain a fire until firefighters arrive. They are not designed to completely put out fires and can be overwhelmed quickly when there is abundant fuel. Chief Hewitt commented a situation where a ladder truck would be needed in the Deer Valley area would be a high-risk, low-frequency event, meaning it is not likely to happen, but if it did, it would be a significant incident. Ladder trucks can reach higher places and have a large water capacity, and that is why it is desirable to make room for a ladder truck at the Deer Valley station.

III. Defensible Space

As a recap of previous discussions, FM Owens said the County has charged the District with putting together a defensible space program that would be enforceable on existing residences. Homeowner's associations (HOAs) have been brought in to partner with the District in this endeavor. The Blue Ribbon Committee met with HOAs last month and provided a basic overview to them on what can be done to protect homes. The District is also working with Park City Municipal and will be including their HOAs as well. The goal of this is to develop a defensible space ordinance that is enforceable and already has a community buy-in.

These communities are now involved in a CWPP, which is a Community Wildfire Protection Plan. This plan lets communities know what they can do to help protect their community, including how to take care of the area around their homes and common space, how to reduce risk, and setting goals for the community. Currently seven of our communities have CWPPs and we are looking to double that number.

We are working with Park City Municipal to make sure the ordinance they are creating is as similar as possible to the ordinance PCFD is developing. FM Owens said members from PCFD and Park City Municipal are attending training soon on how to correctly assess a home and its risk for wildfire exposure and its likelihood of catching on fire. If it turns out to be a good program, we will bring the program to Park City and offer it to the community.

IV. Ambulance Services

Captain Lewis said he and Chief Emery work together to make sure our EMS personnel have the tools to save lives. Crews give feedback and ideas to them on equipment that helps them do their job, and we are constantly looking at what other departments are doing to see if there is something we can do to perform our jobs better. We have purchased an ambulance, it should be here in a month or two. Captain Lewis and Michelle Anderson, the Summit County EMS coordinator, have been attending the North Summit Fire board meetings. Captain Lewis said PCFD and North Summit Fire can work together to make the situation the best it can be for EMS and fire services.

A question was asked regarding whether the District is still looking into alternative means of transport, such as vans, and Captain Lewis replied we are. There are a lot of considerations to take into account in deciding if transport vans are a good fit for the District. Regarding the new truck, another question was raised about whether the new truck will come from the same manufacturer as the last one. Chief Zanetti replied there are only two dealers in the state, Pierce and Rosenbauer. If there were more dealers in the state, we would request more RFPs. We do not have to take the lowest bid, we want the best bid which is a truck that will fit our needs, have the best warranty, and satisfy all of the other considerations that go into buying a fire truck. The turnaround on getting a Rosenbauer apparatus is more than 14 months right now. Chief Hewitt added our mechanic can work on either brand of truck, they are very similar.

V. Recruiting and Call Review

Chief Emery said we are halfway through recruit camp now and we are looking at starting another recruit camp in the fall. Right now we have a spring recruit camp and other departments are also holding camps in the spring, so having a camp in the fall would separate us from other organizations a bit.

As previously mentioned, Chief Hewitt commented he was in a local restaurant recently when a patron handed him a business card and said if Chief Hewitt ever needed someone to come and advocate for our EMTs, they would be happy to do so. Chief Emery said the patron was a patient who arrested after the arrival of our personnel and was saved by the crew who transported him. All EMTs go through rigorous training in ACLS, and our training and protocols worked perfectly in this instance. Chief Emery spoke to the patron and he has agreed to do a video about his experience, and he said the patron could not thank everyone enough for what they did to save his life. We have had three “saves” in the past couple of months, we have a big impact on our community.

Work Session Concluded: 6:36 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
May 7, 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 Harwood, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Debbie Colgan

Additional Attendees: Paramedic Joe Sharrar, Engineer Jon Jahp, and Summit County Chief Civil Deputy David Thomas

I. Approval of April 2, 2019, Meeting Minutes

Vice Chair and Treasurer Howard made a motion to approve the minutes of the April 2, 2019, 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

Secretary Butwinski made a motion to approve the 2018 audit as discussed in the April 2, 2019, work session. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 5-0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

The policy review that was tabled during this work session will be held during the June 4, 2019, work session.

VIII. Closed Executive Session

Secretary Butwinski made a motion to convene in closed session for a discussion of the purchase, exchange, lease, or sale of real property. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss the purchase, exchange, lease, or sale of real property from 6:37 to 7:26 p.m. Those in attendance were Chief Paul Hewitt, CFO Del Barney, Board Member Tim Henney, Board Member Christina Miller, Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Administrative Captain Ashley Lewis, FM Mike Owens, Deputy Chief Bob Zanetti, Battalion Chief Harwood, Battalion Chief Emery, and Summit County Chief Civil Deputy David Thomas.

Board Member Miller made a motion to dismiss from closed session and to reconvene as the Park City Fire District Administrative Control Board. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 5-0.

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 7:26 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 4, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.