

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
June 4, 2019**

Administrative Control Board work session called to order: 5:31 p.m.

Board Members Present: Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Christina Miller, and Board Member Tim Henney

Board Members Absent: Chair Jay Dyal (Excused)

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Pete Emery, BC Steve Zwirn, AC Ashley Lewis, FM Mike Owens, Logistics Officer Brett Colgan, CFO Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Debbie Colgan

I. New Ladder Truck

Approximately the first half hour of the work session was spent in the parking area outside the Administration Building inspecting the District's new ladder truck. Two of the Board members were given the opportunity to scale the extended ladder with the assistance of Chiefs Hewitt and Emery.

CFO Barney needed to leave before the truck tour was concluded and will provide a financial update during the next ACB work session.

II. Policy Review

HR Berry commented last year we reviewed all of our personnel policies, so this year we will start reviewing some of our procedural orders and administrative policies. We are not performing these reviews for any sort of action, it is for information purposes only. The first policy to review is Chapter 3, Section 1.0 – Administrative Control Board Members. It describes qualifications, term limits, election of board officers, removal of board members, board member compensation, and items such as open and public meetings training requirements, electronic meetings, and ethics.

The second policy is Chapter 3, Section 2.0 – Scheduled Public Meetings. This describes the scheduling of our public meetings and designates the Park Record as our newspaper of record for announcements and notices. The last policy for review at this meeting is Chapter 3, Section 3.0 – Interface with Operations. This describes the Chief's role and the role of the Administrative Control Board when it comes to interfacing with the rest of our employees.

III. Solar Panels and Fleet Concrete

Chief Hewitt introduced Brett Colgan, the Logistics Officer. Chief Hewitt briefly discussed how the District is different than a department; a department has all of the resources of the municipality they work for available to them, such as human resources and fleet services. In our District, we are responsible for taking care of most everything and our facilities are managed very tightly. Many of our personnel have expertise in other areas and we outsource projects among our personnel routinely. Chief Hewitt said funding mechanisms usually dictate whether a fire organization becomes a district or a department of another agency. Our District is funded on property taxes.

Chief Hewitt said there are a couple of issues we are dealing with right now. The first is the concrete on the aprons at the fleet building. It is cracked and spalling after one winter, and we are working with the contractor to get some resolution. The contractor warranted the concrete for one year and we are past that now. The other issue we are facing is broken solar panels. There were 682 panels total installed on District buildings; after the first winter, 44 of those panels are now broken. We are looking at ways to mitigate this which could possibly include replacing them with more durable panels.

Logistics Officer Colgan then presented some photos of the solar panel damage. The solar panel project began in late 2017 with the administration and logistics buildings. The first damage was noted on Station 31 this spring, and every building with a solar array has damage to some of the panels. Station 31 is the building with the most damage, snow and ice from the upper array slid off directly onto the lower array and significantly damaged lower array panels. The panels on this building were only installed this past fall. The damage on all buildings appears to have occurred due to an inadequate support system for each panel given the snow load we receive, and in some cases, improper placement of arrays.

Secretary Butwinski commented he had repairs made today on broken solar panels at his residence due to snow and ice damage, and it seems the manufactures should not be installing panels that are not fit for this environment. Chief Hewitt replied he and Logistics Officer Colgan made a call to a reputable solar company in Denver to inquire about the quality of the panels we had installed, and the representative said the panels we have are fine but they must be installed properly. Logistics Officer Colgan said we are looking at including more supports to the panels on all buildings and moving some of the arrays using a different company. Chief Hewitt commented the installation at Station 31 is a faulty design and the District will be seeking payment from the installation company.

Chief Zanetti mentioned there is another issue at Station 37, which started out as a drainage problem. The pipes were flushed out but the very next day the sink was still not draining properly. A camera showed a crack in the pipe below the kitchen floor, so the floor was dug up and the pipe was replaced. This left an approximate 3-foot by 25-foot section of the tile floor that needed to be replaced. Rather than just replacing this section, the tile crew ended up tearing up

the entire tire floor due to a miscommunication with their boss. The owner of the tile company took responsibility for it and said they would put new tile in, but after the installation was complete the floor was unacceptable, there were many tiles with chips in them. Consequently, the floor was torn up again and they are in the process of laying the entire floor once more. We will look to another vendor to finish the job if it is not properly completed this time.

IV. Recruit Class Graduation

Chief Emery said Recruit Camp 12 is finishing up this Thursday and Board members are welcome to attend the ceremony at Newpark Hotel at 6:00 p.m. State testing was performed today and tomorrow is the "day of stairs" at the Olympic ski jumps. The recruits and instructors will complete the stairs 15 times in about 3 hours. The recruits have completed about 150 miles of running and climbed about 30,000 vertical feet during camp. It is always exciting to get new personnel out on the floor. Speaking of exciting, Chief Hewitt commented about the visitor the Administration building had earlier today; a badger was sitting just outside the rear door as he exited it this morning.

V. Fire Prevention and Development Report

Fire Marshal Owens said there is a lot of building going on in the District right now. Fire Prevention had 90 plan reviews in May 2018, and this May they had 156. There have been a total of 476 plan reviews so far this year, and last year at this point we had completed 327. Our average plan review time is 2.5 days, which is very good.

The parking lot area for the Canyons is a big focus point right now. Their plans were developed over the winter and we will start seeing changes there. Employee housing is just getting started in the development stage with 206 separate units and a grocery store will be built nearby to reduce the strain on roads and public transit. More information on building and development will be provided at the next meeting.

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
June 4, 2019**

Administrative Control Board regular meeting called to order: 6:34 p.m.

Board Members Present: Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Christina Miller, and Board Member Tim Henney

Board Members Absent: Chair Jay Dyal (Excused)

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Pete Emery, BC Steve Zwirn, AC Ashley Lewis, FM Mike Owens, Logistics Officer Brett Colgan, Human Resources Officer Patti Berry, Admin. Asst. Debbie Colgan

I. Approval of May 7, 2019, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the May 7, 2019, 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. Board Member Miller commented on the great performance by District personnel at the Park City High School docudrama. Board members also complimented Fire Marshal Owens on his presentation during the Firewise panel in May.

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

CFO Barney will provide a financial update at the next meeting.

VIII. Closed Executive Session

A motion was made by Board Member Miller and seconded by Secretary Butwinski to adjourn the regular meeting of the Park City Fire District Administrative Control Board; however, a closed executive session was on the agenda so the regular meeting of the Administrative Control Board was reconvened by a motion from Board Member Miller and seconded by Secretary Butwinski and passed unanimously, 4-0.

Secretary Butwinski then 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, 4-0.

The Administrative Control Board met in closed session to discuss the purchase, exchange, lease, or sale of real property from 6:37 to 6:42 p.m. Those in attendance were Chief Paul Hewitt, Board Member Christina Miller, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Administrative Captain Ashley Lewis, FM Mike Owens, Deputy Chief Bob Zanetti, HR Officer Patti Berry, and Battalion Chief Emery. Board Member Tim Henny recused himself.

Secretary Butwinski 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 Board Member Miller and passed unanimously, 4-0.

IX. Adjournment

Board Member Miller made a motion to adjourn the regular meeting of the Park City Fire District Administrative Control Board, it was seconded by Board Member Henney and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:42 p.m.

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

Approved: _____

Date: _____