

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
August 6, 2019**

Administrative Control Board work session called to order: 5:35 p.m.

Board Members Present: Chair Jay Dyal, Secretary Alex Butwinski, and Board Member Christina Miller

Board Members Absent: Board Member Tim Henney and Vice Chair and Treasurer Michael Howard (both excused)

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

I. Worker's Compensation, Health Insurance Review, and Personal Use Policy

HR Berry said the District recently had its Worker's Compensation renewal, and although the rates went up, its overall costs went down about 2.3%. One of the biggest factors for this is the District's experience modification, which is 0.6, so the organization is having less claims. The experience modification factor has steadily gone down over the past 3-4 years, and anything below 1 is considered very good. A comment was made there is probably some correlation between the lower factor and the results of the TPT program.

Our County-wide health insurance plan is doing well, as of the end of May there is about \$3.6M in reserve. Premiums are paid into a reserve account, and claims and expenses are paid out of that account. PCFD is responsible for about half of the money in the reserves but accounts for a smaller percentage in claims. There will be an increase next year in our premium equivalence, and that is basically due to the claims as an overall group going up because costs are rising significantly. Specialty medications that cost significantly more per month are one reason for rising costs, and more of these medications are coming out. HR Berry said the District will look at offsetting the increase by utilizing a little of the reserve money.

The free health plan to everyone in the District is a high-deductible plan with deductibles of \$1,500 for an individual and \$3,000 for a family. The out-of-pocket maximum is \$4,000 for an individual and \$8,000 for a family. After the deductible is met employees would pay 20% of the remaining costs up to the out-of-pocket maximum. The District contributes to an HSA to help its employees meet those out-of-pocket costs. HR Berry said she can provide a more detailed breakdown of the insurance information if Board members are interested, and a suggestion was made to post the information on SharePoint.

There was a law passed this year requiring all governmental agencies to have a policy regarding personal use of the agency's property and assets. The personal use policy distributed to the Board prior to this meeting is in compliance with the requirement. This is an internal procedural policy that does not need to be approved by the governing board but is on the regular meeting agenda tonight for approval by the Administrative Control Board. The Board members did not have any questions or concerns regarding the policy.

II. Financial Update and Second Quarter Financial Review

CFO Barney said we are at 35.8% of the budget; we should be at 50% at the end of the second quarter so we are currently under budget. Once a \$1M check goes out for the purchase of land, the percentage will obviously change. The principal retirement on the District's loans and bonds is only at 25% because the Zions bank principal payment is due in October, but it will go up then as well. Once these expenses have been paid, the District will be closer to where it should be regarding the percentage of the budget remaining.

The District is currently about \$5.8M in debt. The fleet services building will be paid off in about 2.5 years, the Wells Fargo loan will be paid off in about 5.5 years, and Zions Bank will be paid off in 7.5 years. If we build a new station or rebuild an existing one in 2021 or 2022, CFO Barney said we should go through truth in taxation at that time. There is about \$11.5M in reserves right now, which is very good. It will go down when the land purchase is paid, but we are still doing quite well.

III. Certified Tax Rate Budget Resolutions for Summit and Wasatch Counties - CFO Barney

CFO Barney distributed information to the Board prior to the meeting regarding State resolutions adopted for Summit and Wasatch counties that state the certified tax rate for the next year meets our budget, which it will. The rate is 667, which is about 67 thousandths of the appraised value. Chief Hewitt commented when he first came to the District the rate was 118 thousandths. The rate goes down as property values go up. CFO Barney said that rate is equivalent to about \$12.5M, but the District will most likely take in between \$12.2 and \$12.3M because delinquents keep fluctuating and new growth is not included. Chief Hewitt commented the large tax base helps fund the District without having too high of a levy. There were no questions regarding the resolutions.

IV. General Liability Insurance/Utah Local Government Trust Interlocal Agreement - Captain Lewis

Captain Lewis said the District's liability insurance renewal was due in June. The liability insurance costs continue to rise every year even though we do not have many accidents, so the

insurance was put out to bid to Utah Local Government Trust and another insurance company. The other insurance company did not respond in time, so Captain Lewis had discussions with the current insurance carrier and Utah Local Government Trust to see what they could offer. Utah Local Government Trust offered the best rates and we decided to go with them. They are a government agency, and any time you work with another government agency you need to have an interlocal agreement. The purpose of this discussion is to make the Board aware of the change in insurance and give them an opportunity to read the interlocal agreement that was posted for their review prior to the meeting. There were no questions regarding the interlocal agreement.

V. Apparatus Purchase in 2020 - DC Zanetti

Chief Hewitt commented one of the reasons our last apparatus was purchased from Rosenbauer was because of more accessibility to and the timeliness of getting parts and service for the apparatus. The new ladder truck ended up having a ruptured seal on the rotational gear and it will be a pretty quick turn around on getting it replaced once the part arrives. If we had purchased the apparatus from Sweden that was also being considered during the selection stage, it could have been months before the repair was made.

Chief Zanetti said crews have completed a lot of training on the new ladder truck. Rosenbauer is about 15 months out right now for construction/completion of new apparatus, which makes ordering apparatus right now difficult. We will, however, be getting a new apparatus next year that was ordered this year. We have not paid for it yet, the expense for this apparatus will be paid in 2020. This new engine is the “sister truck” of Engine 35 we received about a year and a half ago. It will replace Engine 38, which is 11 years old. Currently all of our engines are in good shape and there will be years where we will not purchase anything new. CFO Barney said the District’s 10-year plan has budgeted an apparatus purchase every 2 years. The 2020 budget will include an engine purchase.

Captain Lewis said the District receives an operational budget from the County as well as \$180K to purchase an ambulance each year. He said we will need to decide what will work best for us right now, whether it is a new ambulance, a refurbished one, or a van-type vehicle. Ambulances are expensive and it is a challenge to purchase an apparatus under \$180K. Captain Lewis and a few other PCFD employees have been working on evaluating apparatus that will fit our needs. One of the considerations is the safety of our providers, such as going to front-facing seats versus riding sideways and having bins closer to the providers.

An ambulance just finished production and should be on its way here in about a week or two. This ambulance is being funded by 2018 money that was set aside, and once a decision is made on what we will purchase next we will start working on it at the end of 2019. Chief Hewitt commented the cooperative relationship PCFD has with Summit County in running the ambulance service is working well. If the District were to take on the ambulance service by

itself, the certified tax rate would raise to somewhere about 78 thousandths of the appraised value to cover the costs.

Chief Zanetti commented there are 4 ambulances running in Park City every day and there are another 2 that we could put in service if needed. There were 550 calls in July, which makes it the busiest July ever. He said the interesting thing about this is those are real calls; our winter numbers are higher, but they include a lot of interfacility transports from the ski resorts.

VI. Other Divisional Updates

Human Resources

Chief Hewitt said firefighters are in great demand right now and many organizations, including those in the Valley, are allowing lateral transfers to entice people from other departments. HR Berry said this means a firefighter that has 7 years of experience, for example, would start in the new organization as a 7-year firefighter instead of starting over. This could mean an equivalency in pay or leaves. With new enticements such as this and others being used by departments, the PCFD Compensation Committee will be performing a full comprehensive study in the coming weeks on what is happening elsewhere to make sure we do not fall behind in some areas and remain competitive. HR Berry said she hopes to give a report to the Board on their findings at the next meeting.

Chief Emery commented we will be holding another recruit camp early next year in 2020. We will start advertising in November 2019 with a camp start date of April 16, 2020, and a graduation date of June 26, 2020. We are looking to hire 5-8 good people.

Training Division

There was a huge initiative in the District on resuscitation and full arrests. Chief Emery said we are starting to put 4 Zoll automated ventilators on the front-line ambulances. These devices account for patient information such as height to get a volume and rate of ventilation appropriate for the patient. We have seen an increase in the survivability rate of full arrests in Park City and are the only agency carrying hypertonic saline solution, which is used in patients with head injuries to decrease swelling in the brain. Chief Emery said the training division is doing some really great things and he will bring a ventilator to the next meeting.

Strategic Plan

Chief Hewitt said strategic plans are good for 2 years and the current strategic plan expires at the end of this year. The chiefs will be meeting in November to develop a new plan. Chiefs will go to the captains, who in turn will go to the firefighters and ask for suggestions on what we can do to improve. We ask them for goals that are specific, measurable, attainable, and realistic with an

actual timeline that can be meet (SMART goals). We have accomplished a lot of what we set out to do in the last 4 strategic plans and will ask the Board for input as well on what we should include in the new plan.

Miscellaneous

A question was asked regarding whether the District has a role in active shooter drills, and BC Emery replied we have participated in several drills with other County agencies over the past 3 years. The District carries flak vests and helmets as well as communication pieces for active shooter situations on 4 of its engines right now. In the past EMS had to wait until the perpetrator was neutralized before making entry, but that is not the case now. Following the first entry wave of law enforcement personnel into an active situation, our EMS personnel will now suit up with this equipment and rescue bags and make entry with another law enforcement team within minutes. We hope it never happens, but we will be prepared if it does.

Work Session Concluded: 6:34 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
August 6, 2019**

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

Board Members Present: Chair Jay Dyal, Secretary Alex Butwinski, and Board Member Christina Miller

Board Members Absent: Board Member Tim Henney and Vice Chair and Treasurer Michael Howard (both excused)

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

I. Approval of June 4, 2019, Meeting Minutes

Approval of the minutes for the June 4, 2019, Administrative Control Board meeting was tabled to the next meeting, as there was not a quorum present of Board members who attended the June 4 meeting.

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

A. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2019

Secretary Butwinski made a motion to adopt the Utah State Tax Commission - Property Tax Division's Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2019 as discussed during the work session. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

B. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2019

Secretary Butwinski made a motion to adopt the Utah State Tax Commission - Property Tax Division's Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2019 as discussed during the work session. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

C. Possible Approval of PCFD Operational Policies and Procedures Chapter 12, Section 2.01 – PCFD Personal Use

Board Member Miller made a motion to approve the PCFD Operational Policies and Procedures, Chapter 12, Section 2.01 – PCFD Personal Use policy. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0.

VI. Staff Reports and Input

There was no input on staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

HR Berry will discuss findings of the Compensation Committee at the next meeting, and Chief Emery will bring one of the new ventilators to the meeting. Chief Hewitt said we will also discuss solar and fleet issues at the next meeting.

VIII. Closed Executive Session

A motion was made by Secretary Butwinski to convene in closed session for a discussion of the purchase, exchange, lease, or sale of real property. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

The Administrative Control Board met in closed session to discuss the purchase, exchange, lease, or sale of real property from 6:39 to 6:54 p.m. Those in attendance were Chair Jay Dyal, Board Member Christina Miller, Secretary Alex Butwinski, Chief Paul Hewitt, Administrative Captain Ashley Lewis, FM Mike Owens, Deputy Chief Bob Zanetti, and Battalion Chief Emery.

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 Secretary Butwinski and passed unanimously, 3-0.

IX. Adjournment

Board Member Miller made a motion to adjourn, it was seconded by Secretary Butwinski and passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:54 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 3, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____