

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
September 3, 2019**

Administrative Control Board work session called to order: 5:30 p.m.

Board Members Present: Chair Jay Dyal (arrived at 5:36 p.m.), Vice Chair and Treasurer Michael Howard (arrived at 5:52 p.m.), Secretary Alex Butwinski, Board Member Tim Henney, and Board Member Christina Miller

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Pete Emery, BC Darren Nelson, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, IT Officer Dave Dorsey, Human Resources Officer Patti Berry, Admin. Asst. Debbie Colgan, Paramedic Eric Anderson, Captain Ryan Christensen, and Engineer Mark Hoffman

I. Compensation

HR Berry said she asked Paramedic Anderson and Captain Christensen to attend the meeting as they are both on the Compensation Committee. Paramedic Anderson is the current committee chairman and Captain Christensen will be the chairman next year. We had discussed a 1.5% COLA for next year, but there has been a lot of movement in the Valley regarding compensation. Many agencies have made some big changes for this year, some of which are longevity bonuses and lateral hires. A lateral hire means a firefighter can go to another agency and basically retain their same experience level without starting over in that agency's payscale. With these changes, the Compensation Committee performed a comprehensive evaluation of some of those agencies to see how the District compares in total compensation.

Chief Hewitt commented firefighters are in high demand and agencies have to be very competitive in order to recruit and retain good firefighters. A 1.5% COLA is in the budget for next year, and we will be adding a little more on the bottom end because although our beginning firefighters may be better off with total compensation, their beginning salary is what they really pay attention to. He said we will also be looking at some compression at the top.

HR Berry said recruitment is very important so the committee felt like the District needed to bump up the entry-level firefighter and entry-level paramedic salaries to be more competitive. Regarding retention, in our current payscale it takes a firefighter 18 years to reach the top of the scale. In the other agencies the committee evaluated, firefighters top out anywhere from 8 to 12 years.

A summary of the comparison with other agencies was distributed to Board members prior to the meeting. HR Berry said it lists our current payscale and how we compare in regards to base salary and total compensation. She said if employees of any of those agencies must pay for their

health insurance, those costs were subtracted from that agency's total compensation. Deferred compensation into a 401K was added into the total compensation. Other items considered in the total compensation amount included base pay, longevity, health insurance premiums, HSA contributions, deferred compensation, and 501c contributions. All of the agencies were evaluated to see if they offered any of those benefits, and their total package was compared to ours.

As a result of this comparison, HR Berry said the committee determined the District needs to bump-up the entry-level salaries. Consequently, for the first 3 years the entry-level salaries will be increased by 2.75%; this is a minimal increase because it affects only our entry-level employees for the first 3 years. Additionally, firefighters in the District will now top out at 13 years versus 18 years. Currently it takes our captains 10 years to reach their maximum, and we are going to reduce this timeframe to a 5-year range. As an example of the reasoning behind this, if an 18-year paramedic promoted to captain, it would take them another 10 years to max out under the current scale. Changing to a 5-year timeframe will help with retention. Paramedic Anderson commented with this change, firefighters will get more money a little bit earlier in their careers and hopefully invest wisely. He said the 18-year range for topping out was a topic of interest among the firefighters. With this model, firefighters who have more than 3 and less than 13 years' tenure here will not see changes right away.

In summary, HR Berry said the proposed package includes a 1.5% COLA across the board, increasing the entry-level salaries, reducing the timeframes for topping out, and an estimated 5% increase in insurance. Including all of these items, there would be about a 3.1% increase to the salaries and wages budget.

A question was asked regarding if there would be any longer term impacts from shortening the timeframes. There will obviously be a financial impact because the top tier is going to be achieved quicker. CFO Barney replied the District has put 2% into the long-term budget across the board through the next 10 years. With this change, it will be a one-time bump up and then it will be the same from then on. HR Berry added that as firefighters get toward the end of their career, their annual increases that are built into this scale right now are only 1%, so reducing that down to 13 years isn't as big an impact because their salaries do not jump as much at the end. CFO Barney said based on that, on a long-term basis for the next 10 years the District is better off, in his opinion.

Another question was asked regarding whether exit interviews are held with departing employees and how many leave because they are looking for more money. Chief Hewitt replied exit interviews are conducted, and two of the last three firefighters he interviewed left PCFD due to money and went to different states. Occasionally firefighters leave for other reasons as well; PCFD has high expectations and expects its employees to meet those expectations.

Secretary Butwinski commented with these changes and moving forward, we need to make sure we are not creating salary competition with ourselves. HR Berry said lateral hires are becoming more popular and the District wants to stay ahead of it before we start losing employees to them.

All of the agencies are fighting for the same employees, and they are becoming more creative in their recruitment and retention efforts. Changes now will prevent a huge jump later that would have more of a financial impact, and Chief Hewitt added we are not taking a big financial leap right now, we are just staying on top of things and taking a relatively conservative approach.

II. PCFD Communications

With the introduction of Wicked Internet in the Park City area, which is a very high-speed internet service, Chief Hewitt said he wanted to examine what PCFD currently has in terms of communications. The old Government Emergency Telecommunications Service (GETS) cards are now defunct, this service supported first responders among other federal, state, and local groups. First Net then came out advertising priority calling and internet, and Dave Dorsey said wireless and First Net provide two different services, they are apples and oranges. Chief Hewitt said the focus of the examination into our communications was to determine how we could communicate if all services were down; would station-to-station wireless communications benefit us, for example? Dispatching to our rigs would be preferable since in the event of a full-scale emergency, units would be out of their stations.

Dave Dorsey said the District has been staying on top of communications issues. For mobile communications, we have 22 voice phones distributed primarily among ambulances and some administrative personnel, along with 32 data devices. Beginning in 2013, hard-wired Wi-Fi hotspots were installed in the ambulances. The applications for this were primarily for mobile dispatch information. We always have radios if needed, and we now have a connection from a laptop on every rig directly into the 911 server, the Spillman system. This allows crews to see their call as well as other calls that are currently underway. This provides situational awareness. Those units have also been utilized to send critical EKG information to hospitals prior to the ambulance's arrival, as well as to send other information to the ERs that you cannot send over the radio.

Dave said when First Net came along, their pitch was to have all devices and rigs connected all of the time, which the District already has. Additionally, AT&T received a contract from the government to give them a portion of new bandwidth, which amounts to about 4% of all the cellular phone bandwidth available. What First Net is really about is managing the back end, building a system dedicated to public safety. However, Verizon responded with their own version of a system dedicated to public safety, their First Responder services, and it has become a level playing field. The District has been with Verizon because they have the best coverage, easy management tools, and affordable pricing. We tried using First Net about a year ago and it did not work well for us. Dave said we will continue to keep an eye on what First Net is doing, but there is still some uncertainty about its program and Verizon has stepped up.

A question was asked about what would happen if Verizon's system went completely down. Chief Emery said we have two styles of radios, the 800 MHz and 150 MHz. Wildland agencies

typically use 150 radios. The 800 MHz radios communicate through a repeater system called the Utah Communications Authority (UCA). If that system goes completely down, all rigs carry a 150 MHz radio. Those radios communicate rig to rig. The District is primarily communicating through the Lewis Peak tower, and if our Dispatch center or all of UCA goes down, we switch to our 150 radios and go directly through Lewis Peak in our first-in area. This would allow car-to-car communications. If we lost the Lewis Peak tower, we would go to Talk Abouts, which are line-of-sight, radio-to-radio communications units like walkie talkies. Chief Emery said PCFD is not responsible for maintaining the Lewis Peak tower, he believes UCA or Summit County is.

Dave Dorsey said the newer devices being installed in vehicles now can have two connections, they can switch to another network in case one fails. There are routers in the ambulances so crews can connect to the internet. PCFD units are able to communicate with hospitals to send EKGs ahead of time, which allows patients to go straight into CATH labs instead of wasting time getting another EKG upon the patient's arrival.

Dave said PCFD has one line set up to communicate with First Net and we are evaluating it. We are not using First Net for operations, we are using Verizon. Our system will automatically search for the closest unit and dispatch them. Every station has a TV that displays all calls including addresses, and the communication units in the rigs also have this information. This makes getting to the scene a much faster process.

All of our stations have had fiber optic connections since 2013. Over the last few years, most of the applications we use every day are running through the internet instead of our servers. The point-to-point connections between stations have been converted to a dedicated internet connection for each station. Every station has a 100 megabit (mb) internet connection, which is a significant upgrade from the 50 mb connection that all stations had to once share. The upgraded connections improve the overall work experience for everyone. We have two connections, one with Century Link and another with a vendor called Veracity to get all of our stations (except Promontory) qualified for Comcast. This means every station will have a Comcast and a Century Link connection. This is a lower cost than what we were paying for the metro ethernet we had before. We are under some longer term contracts (3 years) with these vendors to get lower pricing, but as those contract expire and we have the opportunity to use other services, it will be easy to add them in with our current configuration. Chief Hewitt commented with the redundancies we have in communications, it does not seem we need a third redundancy at this point.

Before moving on to the next topic, Board Member Miller asked if PCFD was involved with the meetings regarding the Bitner frontage road. Chief Zanetti commented the road would be very beneficial to PCFD and the community around it, and FM Owens said he would look into any future meetings to make sure we stay informed.

III. QA/QI Response Times

Chief Hewitt said as part of the quality assurance and quality improvement (QA/QI) program we will be evaluating how long it takes crews to get out of the stations and to the scene. This will become part of our new strategic plan and is something we can track and make improvements upon. BC Emery distributed information to the Board regarding July numbers showing how long it took A Platoon crews to go from dispatched to en route, and also how long it took them to get on scene. An SOG is being prepared that will outline what our goals are. Reports will be sent out to the BCs and deficiencies can be noted and corrected. The fire reports are being modified to add fields for whether the apparatus was going lights and sirens (10-39) or non-emergent (10-40) as well as a field that will indicate from which geographic area the call is located in. This will allow us to determine areas where we have a high number of calls so we can evaluate staffing and future station needs.

BC Emery distributed an example of a QA/QI form on a full arrest patient. This assessment along with ZOLL data allows a review of every full arrest call we have and can identify areas where improvements can be made. The assessment is made by four or five of our paramedics. Every PCFD firefighter must pass ACLS (advanced life support), BLS (basic life support), and ITLS (trauma) components; one component is taught and passed off per year and we rotate through them. Once a PCFD firefighter is certified, they must continue to pass off on each component every three years. This requirement is much more stringent than what the State requires for AEMTs and paramedics.

Captain Lewis commented he and BC Emery met with Seattle Medic 1 while they were in Seattle in March for the stairclimb. Seattle Medic 1 is known as being a leader in medic systems for the country and they provided some helpful information for use in our QA/QI program.

IV. Conditional Use Permit

DC Zanetti said architects are working on the project, there were a few snags but they are working through them. The 50-foot wetlands setback and the 300-foot setback from the freeway is going to make the new station very “skinny.” It was a good idea to get the conditional use permit before finalizing anything.

V. Station 34 Rebuild

DC Zanetti said the District will be moving forward with putting an RFP out for remodeling Station 34, which is the upper Deer Valley station. It is the oldest station and is in the worst shape, so it will need to be addressed within the next couple of years. It is going to take some time and we will need to work with the City. The station will be torn down and rebuilt, we need to put a ladder truck there and the current building will not accommodate one.

VI. Miscellaneous

The new ladder truck was in the Miner's Day parade, the turntable gear has been repaired and it has been a great truck so far. Chief Hewitt said we will spend a little bit of money to fix up the antique truck, as it is not running reliably.

Chief Hewitt mentioned the Board members can contact him any time to get a discussion item on the meeting agendas.

Work Session Concluded: 6:38 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
September 3, 2019**

Administrative Control Board regular meeting called to order: 6:40 p.m.

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

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

I. Approval of August 6, 2019, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the August 6, 2019, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0. Vice Chair and Treasurer Howard and Board Member Henney abstained from voting, as they were not present for the August 6, 2019, 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

CFO Barney commented there is a \$532K payment to Zions Bank in the check register for August, and that payment will bring the amount spent to date in the budget closer to what it should be at this point in time.

IV. Old Business

Approval of the minutes for the June 4, 2019, Administrative Control Board meeting was tabled to the September 3, 2019, meeting because there was not a quorum present at the August 6, 2019, meeting of Board members who attended the June 4 meeting. Board Member Miller made a motion to approve the minutes of the June 4, 2019, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 4-0. Chair Dyal abstained from voting, as he was not present for the June 4, 2019, meeting.

V. New Business

There was not any new business.

VI. Staff Reports and Input

Chief Zanetti will get his monthly report posted soon, there were 515 calls in August.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Miller offered a thank-you on behalf of the Rotary Club to the PCFD personnel who helped run the Running of the Balls float during the parade. Chief Hewitt commented he used a PCFD truck to move the iron lung display and the use of District equipment for such charitable activities is appropriate.

Board Member Miller asked for an update at the next meeting regarding the Bitner frontage road issue.

Chief Hewitt asked Treasurer and Vice Chair Howard when his term was last renewed, and Treasurer and Vice Chair Howard replied it was renewed this past December and will not need to be revisited for another year.

VIII. Closed Executive Session

There was no need for a closed session.

IX. Adjournment

Board Member Miller made a motion to adjourn, it was seconded by Secretary Butwinski and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:47 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 1, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____