

**Park City Fire Service District**  
**Administrative Control Board – Work Session Meeting Minutes**  
**Fire District Administrative Office Building**  
**736 West Bitner Road, Park City, Utah**  
**October 1, 2019**

**Administrative Control Board work session called to order:** 5:32 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 Steve Zwirn, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, Admin. Asst. Debbie Colgan, Paramedic Zachary Smith, Paramedic Dirk Grow, and Firefighter Reed Wycoff

**I. Ambulance Rotations and Recent Purchase**

Captain Lewis said PCFD is fortunate to be part of Summit County's fleet replacement program, and under this program the County allocates \$180K to PCFD every year for a new ambulance. It is important that we rotate through ambulances because they are driven many miles and they are severe duty vehicles, and having a new ambulance definitely helps. We share ambulances with Coalville and Kamas, so the \$180K per year that is given to PCFD covers our three ambulance service areas.

Captain Lewis said an ambulance committee was formed that investigated new developments in technology and ways to keep the patient and crews safer, and along with input from the crews they selected the new ambulance. He said the only regulations the State of Utah really imposes on ambulances is regarding the supplies and equipment inside; there are really no regulations imposed on the box and ambulance itself, and consequently you may see ambulances on the road from the 80's. The new ambulance has better seating, which makes our crews safer while traveling, and other ergonomic adjustments to make an ambulance transport the best possible experience it can be for the patient and crew.

A question was asked regarding how much of the \$180K provided yearly actually covers the cost of the ambulance, and Captain Lewis replied we want the amount to cover the entire cost. If we went to a smaller chassis, single cab, we would have smaller brakes and smaller wheels and save a little money, but the maintenance costs would consequently increase. Captain Lewis said the committee worked with the manufacturer to get a reasonable cost, and the final cost of the new ambulance was \$182K. The extra \$2K was taken out of the EMS budget.

Another question was asked if a new ambulance is added every year and an old one consequently dropped, and Captain Lewis said that is the plan. For the future we are looking at how to utilize the money the best way, and that includes researching medical vans for simple transports that some agencies are using, which cost half of what an ambulance does, or refurbishing an old

ambulance. After the change in management when Captain Lewis took over the ambulance services, the ambulance committee was formed and it took some time to come up with the ambulance we recently purchased; consequently, this most recent ambulance purchase came out of 2018 funds, leaving 2019 funds available. Crews are evaluating the new ambulance and we are gathering their feedback for use in the planning of an ambulance for 2019, and then 2020 ambulance funds will become available next year. There are currently 14 ambulances in the fleet. A question was asked regarding what the District does with old ambulances, and Chief Zanetti replied manufacturers don't want them. Chief Hewitt said we will try to sell them but may only get pennies on the dollar. A suggestion was made to list old ambulances on the GovDeals site.

*At this point in the meeting, Captain Lewis led the Board members outside to take a look at the new ambulance. The apparatus tour lasted from 5:40 to 5:47 p.m.*

## **II. 10-Year Financial Planning**

Chief Hewitt said he and CFO Barney have been working on a financial worksheet based on evaluating past years' financial data and using it extrapolate into the future. By doing this we should have a good idea of when our next tax increase will be needed and use it in our sustainability equation. CFO Barney had distributed a summary of the 10-year plan prior to the meeting. He commented it shows we are almost to the end of 2019 and it will be about 2 more years before the fleet services building is paid off, and then it will be about another 5 years when the Wells Fargo loan is paid off. The 10-year plan goes back 14 years and will always look 10 years ahead.

CFO Barney said truth in taxation is indicated on the summary for 2022 because whether we rebuild an old station or construct a new one, we will need to go through truth in taxation. A question was asked regarding how much the estimated increase will be, and CFO Barney replied it will be approximately \$1.2M, which is indicated in the summary. The rebuild or new construction would drop us down to about a \$5M reserve, but we do not have to pay cash for the whole thing, we can bond for part of it and pay cash for the other. After the fleet services loan is paid off, we can take the remaining 2-3 years on the Wells Fargo loan and roll it into another loan. We have options on how to pay for the rebuild or new construction. We have about \$900K in impact fees we can apply towards that, and by the end we might have closer to \$1M.

CFO Barney was asked if the District will go through truth in taxation in 2022, and he replied yes. A follow-up question was asked whether the financial projections after 2022 include the tax increase, and CFO Barney replied they do. It will be at about 2-3 years before we rebuild Station 34 or a new station is built. Currently we are planning on rebuilding Station 34 before constructing a new station. There is about \$6.4M available for funding the rebuild. A new station may be constructed around 2025 or 2026, and by that time one of the loans will be paid off. CFO Barney said the funding mechanism for the Station 34 rebuild will determine how we fund a new station later, we have options. CFO Barney said he would like the reserves to go no lower than

\$4-5M. Chief Hewitt added based on where the reserves are at the time the new station is built, some of the funding for the construction may come out of the reserves.

A question was asked regarding how the tax increase would go into effect, and Vice Chair and Treasurer Howard replied the Board would need to approve the increase and then make a recommendation to the County Council for final approval, as they are the governing board. CFO Barney said once the timeframe for the new station is decided on, the expense will be added to the financial projections and we will determine how we will pay for it.

Vice Chair and Treasurer Howard commented the last time the District went through truth in taxation was 2010, and prior to that it was 2008. He said there has been feedback regarding big jumps in taxes in other agencies because those agencies are waiting too long to have increases instead of staggering them in shorter timeframes. The intent of the legislation regarding this was to have increases every four to six years; it is much easier to get increases approved and to assuage concerns when the increases are smaller rather than larger. He commented he does not see another increase after 2022 in the projections CFO Barney distributed. CFO Barney said he recognizes this and understands the importance of having it more frequently, and we may go through truth in taxation again when we build the new station, which would be around 2025-2026. An increase at that time would cover the cost of staffing and operating the new station. Consequently, the increase in 2022 would not need to be large enough to cover the cost of constructing the new station.

### **III. Legislative Update**

Chief Hewitt commented major decisions the District makes may affect other fire organizations in Utah and maybe around the nation. Consequently, legislative issues are important to follow. Currently there is a fire chief that is pushing another planned retirement option, which is basically a deferred retirement option plan (DROP), which allows a firefighter to retire out and Utah Retirement Systems (URS) begins paying into a separate, deferred retirement savings plan for that firefighter. The firefighter continues to work and have a full salary during that time. It started out as a four-month program and has turned into an eighth-month program. It is currently known as SB167.

Chief Hewitt said what often happens during the DROP programs is an employee that has a lot of leave time built up begins to take it in the form of sick time to have surgeries performed or takes several vacation days before they retire. They are still drawing a full paycheck and benefits, plus accumulating more leave time, but their position needs to be backfilled and that costs the organization money. The organization is paying into their retirement and they are absent.

For these reasons, Chief Hewitt said he does not think it is a good plan. He believes what the District currently does for the employees is better for the District, the fire service, and the firefighters. It is a three-tier program. First, the District offers an incentive program when

appropriate which pays up to 24 weeks of salary to the firefighter if they will work with the District on the timing of their exit. Secondly, the District is generous about cashing out leave time, and Chief Hewitt believes employees who use their sick time justly and end up with a large amount of sick time when they retire should be rewarded for using their leaves appropriately. As such, 50% of the sick time accumulated when a firefighter retires is paid out to them. Lastly, firefighters leave with a 501c9, which is a post-retirement health plan. All these things weigh into a firefighter's exit from the fire service. It works for the employee, the organization, and the fire service. Chief Hewitt said he believes it is important for the District to stand up for what is right, not for what is just easy.

FM Owens said he is a member of two groups, one of which is the Joint Council of Fire Service Operators and they deal with bills that directly relate to the fire service. The other group is the Code Officials Legislative Action (COLA) Committee, which was formed for the purpose of giving legislators a resource when they ask what code officials want. The Joint Council has not started meeting yet, but the COLA Committee has had a couple of meetings. There are a few changes coming up and most of them are not a big deal. There is a new type of building that will be added to fire code, they will be constructed of pre-cut laminated sheets of wood that are very fire resistant. FM Owens said he does not believe we will have buildings of this type in our area because they are only cost effective if they are several stories high and we do not have tall buildings.

When the medical marijuana bill was passed, there was not any guidance in the fire code regarding specifications and requirements for grow houses. In the interim session the State Fire Marshal's Office was able to get very detailed instructions from the National Fire Protection Association (NFPA) on how these grow houses should be built and the safety requirements for them. That has been passed and is now in effect, but FM Owens said we are not likely to see grow houses in our area because of property costs.

Some of the other issues in the legislature are regarding peer-to-peer businesses, such as storage companies and people renting vehicles from other people instead of a registered rental company. Homes or part of homes and buildings are being used as storage units, which creates an increased fire load for the structures. FM Owens commented there may also be changes to gender-neutral restrooms in the future which would affect the fire code for such spaces.

Chief Hewitt commented CFO Barney is part of the Utah Association of Special Districts and his membership helps keep us informed of current issues, such as the attempt in the last legislative session to take away the long-term disability benefit for Tier 1 firefighters under certain conditions. CFO Barney said there is a death benefit bill for surviving spouses that will be brought forward, he is not sure what it will entail but he knows it is coming.

#### **IV. Training Update**

Chief Hewitt commented we just completed our task performance test (TPT) and once again we have a 100% passing rate for all suppression personnel. Our firefighters are very well trained and

we want to be an exemplary leaders in the fire service. Chief Emery said we are going toward a European style helmet that has much better communication equipment. These helmets were used during the last recruit academy and worked very well. The old-style helmets have not changed much in many years, there is not any protection for the back of the firefighter's head and they have a wide brim that can be cumbersome to work around.

Another issue is that Draeger, the company who makes the air packs (SCBAs) our firefighters wear, phased out the communications equipment we used with them. Draeger upgraded PCFD free of charge to the new communications equipment they are producing, but it doesn't work. This left us at a point where we either needed to switch out our entire fleet of SCBAs to a new style that would fix our communications issues at a cost of \$400-500K, or look at something else. We are halfway through the lifespan of the SCBAs we currently have and they are working fine, we just have a communications issue. The old helmet has communications equipment built into the mask and costs about \$1K just for the facepiece, and the vast majority of that cost is in the communication gear attached to the mask. The new helmets have communication gear built into the helmet and eliminates the extra cost of the facepiece. BC Emery said changing all of our helmets to the new style would cost about \$34K and solves the communications issue. The new helmets have been well received by our personnel, and Chief Emery said he believes more organizations will be switching over to them. White helmets are for the chiefs including battalion chiefs, red helmets are for captains, and firefighters and engineers wear black helmets.

As part of the QA/QI program, Chief Emery has been working on a density map to determine where calls are concentrated to help us better plan for future capital facilities projects. The program we are looking at will map where the call originates from and what kind of call it was. Medical calls are dispatched as alpha, bravo, charlie, or delta, with charlie and delta being the more serious calls. We will be able to break down calls so we can see areas where more serious calls are common and see where paramedics are needed. This mapping will also provide information on calls in the area Station 39 would cover.

As Chief Hewitt mentioned before, Chief Emery said this is the second year in a row we have had a 100% passing rate on the TPT. When we started the program the average TPT time was 3:57, and this year the average is 3:05. Chief Hewitt said he believes the Fire Chief should be able to pass the TPT.

## **V. Fire Marshaling**

FM Owens said there are several projects that are close to completion and a few others just starting. The Pendry project is going up in the area that used to be parking for Canyons. Road access to this area was changed with the construction, so a new road will be going in and some areas will be widened so the new ladder truck will be able to use its outriggers. A standpipe system will be installed that will allow us to pump water into areas we cannot get apparatus into, such as the central plaza area. Chief Hewitt commented FM Owens routinely issues

correspondence to contractors stating projects will not be approved unless the roads are wide enough for us to get our vehicles through.

FM Owens said the Apex is almost completed, it is comprised of single- and multi-family residences and townhomes. A developer wants to extend High Mountain Road to put estate-size homes on the hill, and FM Owens said they will not be allowed to continue until they make a connection with another road because there are too many people living on one road that only has one way out.

Regarding the proposed Bitner to Silver Creek access road, the County Council has a meeting coming up soon, but there is not an official update yet. They will be taking input and then making a decision.

FM Owens briefly presented maps showing where the Discovery and Woodward projects are going up, and then he discussed construction going on near the Park City Mountain Resort parking lots, which are under the jurisdiction of the Park City Municipal Fire Marshal. Only one of the current buildings meets the requirements of the Appendix D fire code, which PCFD has adopted and outlines the requirements for the aerial apparatus access roads. Park City Municipal has not adopted that appendix so they are not held to the same standard. FM Owens said he is working with the Park City Municipal Fire Marshal on how to get all the buildings into compliance so our apparatus can safely reach them.

A question was asked whether the City runs projects by FM Owens since it is PCFD's apparatus that will be responding to these buildings, and FM Owens said they do and it is part of our interlocal agreement that during the design and planning stages, they must take our comments on what we want and the reasoning behind it into consideration. If they choose not to act on those comments, we have the ability to go to the City Council to provide input.

In closing and as a quick update on the Station 39 property, CBO Barney commented there was a mix-up between Lots 13 and 4, PCFD wants to purchase Lot 4 and the final agreement we signed had Lot 13's parcel indicated it, so that contract was terminated. A new contract will be issued with the correct parcel number in it. The 6-month due diligence period will start over again and we received the \$10K escrow back, but we will pay that again when we sign the new contract. The City will have their public hearing on the sale of the property on October 10, and we are confident the process will go smoothly. We have everything ready to go for the conditional use permit, we are just waiting on getting the new contract signed. After we get the new contract and the escrow paid, we will get the application in. Chief Hewitt mentioned Chief Zanetti has been working with an architect on the footprint of the new building.

**Work Session Concluded:** 6:35 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  
October 1, 2019**

**Administrative Control Board regular meeting called to order: 6:35 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 Steve Zwirn, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, Admin. Asst. Debbie Colgan

**I. Approval of September 3, 2019, Meeting Minutes**

Board Member Henney made a motion to approve the minutes of the September 3, 2019, Administrative Control Board meeting. The motion was seconded by Board Member Miller 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 regarding the financials.

**IV. Old Business**

There was not any old business.

**V. New Business**

**A. Set November Date for a Public Hearing Regarding the 2020 Budget**

CFO Barney said the preliminary budget will be given to the Board at their meeting on November 5. The preliminary budget will then be presented to the County Council on November 6, which will include a public hearing. He said PCFD division budgets should be given to him by next weekend and he anticipates having the preliminary budget ready around October 25. The final budget will be presented to the Board during their meeting on December 3. It will then go to the County Council for approval on December 4 and that meeting will include another public hearing.

**VI. Staff Reports and Input**

A question was asked about one of the incidents listed in the monthly report and Chief Zanetti replied it was a difficult call involving a younger person.

**VII. Discussion of Possible Future Agenda Items/Additional Comments**

Fire Marshal Owens will continue his discussion on fire marshaling and project developments at the next work session, and the preliminary budget will also be reviewed.

**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 Vice Chair and Treasurer Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 5, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_