

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
November 5, 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, BC Pete Emery, BC Steve Zwirn, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, Logistics Officer Brett Colgan, Training and Public Affairs Coordinator Tricia Hazelrigg, and Admin. Asst. Debbie Colgan

I. Logistics Division Update

Chief Hewitt began the meeting by introducing Logistics Officer Brett Colgan. LO Colgan has been working as the Logistics Officer for over a year now and worked for PCFD as a firefighter for 27 years. One of the many items Chief Hewitt tasked LO Colgan with is understanding and maintaining the solar panel system. The system has saved the District thousands of dollars a month in electricity costs. LO Colgan said between Station 33 and the logistics buildings, there are 144 solar panels, which in a year's time has generated close to 43 million watt hours. There is a monitoring system for the solar panels which LO Colgan checks a few times a week which tells him whether everything is working properly and the production from each array. If there is a production issue, it is usually due to snow covering panels.

At each station there is a water alert system LO Colgan can monitor to determine if there are leaks anywhere and get them resolved before they become major issues. He also oversees plumbing issues and recently oversaw the conversion of 65-gallon water heaters to tankless heaters. He will be involved in the rebuild of Station 34 and eventual construction of the new station. All of the garage doors at Station 36 were recently replaced because they were old and very heavy, and LO Colgan said he is looking into getting an alert system for station generators so he knows when there are any issues and can get them taken care of. He also is responsible for ensuring stations have expendable supplies like soap and paper towels, and keeps inventories of such items and tracks how much each station is using.

II. Third Quarter Financial Update

CFO Barney had distributed third quarter financial summaries to the Board prior to the meeting. He said we are at 54.5% of the total budget at the end of the third quarter, which normally would be at 75%. Factoring in the land we have yet to purchase and the Zions bond that we paid for in

October, that would make it climb to 62%. Towards the end of the year it climbs faster. The 2019 projected revenues and 2019 budgeted revenues are about the same; however, there is a difference of just over \$3M between the 2019 projected and budgeted total expenditures. Payroll and capital outlay factors into the expenditures. CFO Barney said the Development Committee review is currently underway regarding PCFD's land purchase, and he does not foresee any problems with it going through. In early December the Planning Commission will meet and either approve or deny it and CFO Barney said he does not foresee any problems there, either. As soon as it is approved we can write the check, which means hopefully the purchase will happen in 2019.

Regarding the land purchase, Chief Hewitt asked BC Emery to talk about the call volume mapping he and FM Owens have been working on. Each fire station in the District has their own "run areas" and BC Emery will be mapping call volume in each area to help determine when Station 39 will need to be built. Other than call volume, the rationale behind building Station 39 is that it will be right by the hospital. Crews from that station will be able to take some of the interfacility transport calls, leaving other units available. BC Emery said last month there were roughly 80 calls in what would be Station 39's area, and roughly half of those were interfacility transports. Station 31 is currently the busiest station, and using last month's data with the projected boundaries of Station 39, Station 39 would have taken about 20-30 calls from Station 31's area. We will continue to map call volume for each station in the coming months to get a clearer picture of what area Station 39 will cover.

Returning to the financials discussion, CFO Barney said we are in good shape as of the end of the third quarter. The land purchase and Zions Bank bond will bring the percentage of the budget spent up a good amount, and CFO Barney expects the District to come in at the budgeted amount at the end of the year. Chief Hewitt commented as a special services district, we do not lose unspent budgeted money at the end of the year, it just rolls over into the general fund at the beginning of the new year. Consequently, there is not a need to rush to spend money before the end of the year. CFO Barney added this helps when we need to make big purchases such as apparatus and land. The maximum amount you can have in the general fund is what you collect in one year plus one year's worth of expenses.

Interest income the District earns comes from the PTIF (Public Treasurers' Investment Fund) and bank accounts. The PTIF is where impact fees, sick leave payouts, and reserves are placed. CFO Barney said when it comes time to fund the construction of Station 39, the District will probably pay for part in cash and bond the rest. A tax increase is scheduled for 2022, and Vice Chair and Treasurer Howard reiterated how important it is to have smaller, more frequent tax increases than one big increase. It has been 12 years since the last tax increase for the District, and financial projections moving forward should factor in an incremental tax increase every 3 or 4 years.

III. 2020 Proposed Budget

CFO Barney said the District income is about \$330K more than budgeted last year, probably due to interest that is accumulating from higher interest rates. We should take in about as much as last year. Our expenditures for 2020 are only \$14,200 more than in 2019. A question was raised about how the ambulance budget carries over if it is not used in a given year, and Captain Lewis replied it is the County's budget, not the District's budget, that ambulance money comes out of; they have taken the funds out of their budget but left it in the bank for use when we need it. CFO Barney said the salaries and fringe benefits budget only went up \$230K from last year. During the regular meeting this evening, the Board will vote on recommending the proposed 2020 budget of \$19.885M to the governing board for approval.

IV. Ambulance Budget

Captain Lewis said every year the County has a budget review process. They own the licensure and have delegated the management of the ambulance service to PCFD, so PCFD goes through the budget review process with them. We presented our budget to the committee asking for an increase of about \$60K to cover ambulance repairs and maintenance and also staffing costs. The North and South Summit ambulance services are staffed with part-time personnel with the exception of our 2 full-time supervisors, and the Affordable Care Act prohibits working employees over 29.5 hours per week without offering them insurance, which increases costs significantly. With a budget increase we could offer 2 of the part-time employees 36 hours a week with insurance and provide more of a full-time employee experience for them with more responsibility. We received a 1.4% increase, which is just over \$40K. That increase is spread among Coalville, Kamas, and Park City, which equates to \$5K each to Coalville and Kamas and \$30K to Park City. Captain Lewis said every little bit helps.

V. PCFD Property and Workforce Housing

Chief Hewitt reminded everyone of the 22 acres that was purchased by the District near Silver Creek, of which 2 acres were used for the Fleet Services Building. The remaining 20 acres have become very desirable because they can be subdivided and they come with water. Chief Hewitt said the District would like to reserve at least 10 of those acres for PCFD use and is open to the County leasing the other 10 for their purposes. As a result, Captain Lewis met with County personnel to discuss the possibility of workforce housing on 10 of those acres. The housing would not only be for firefighters, but also for police officer, municipal workers, etc.

Captain Lewis said he met with Mountainlands Community Housing Trust which resulted in another meeting with the zoning committee, at which time Captain Lewis said he was told PCFD would need to rezone the land but would probably not have a problem doing so as long as PCFD identifies what it is going to do. Toward the end of the meeting the issue of the greater good for

the community was discussed, such as Recycle Utah needing a new location. Further discussion on Recycle Utah's interest in the area based on their needs will be needed in the future.

Chief Hewitt said he envisioned workforce housing units to be low rent and not directly sold. Board Member Miller said she would be in favor of PCFD owning workforce housing on all 10 acres or a portion of those 10 acres. Secretary Butwinski commented he does not believe the District wants to be in a landlord position, there should be some kind of separation incorporating the involvement of a management company and the endeavor should be cash flow neutral or positive. Chief Hewitt said if the property were sold the money would go back into the District's general fund. The percentage of people that can afford to live and work in Park City is shrinking. Chief Hewitt said we will continue to explore affordable workforce housing.

VI. New Hire Process

HR Berry said we are planning to advertise December 1 through January 10, with a testing date of January 17 and a hire date of April 16, 2020. Hopefully we will get a lot of good applicants, Chief Emery said PCFD has a good reputation and people want to work here. Organizations within the State are competing with each other for quality applicants and they are getting creative with their benefits. We have been getting applicants from out of state, as well. During our last recruit camp there were two or three recruits who were scrambling to find housing.

VII. Divisional Updates

Chief Hewitt announced both Captain Lewis and Captain Owens will be promoted to Battalion Chiefs January 1, 2020. All chief officers will meet soon to update the District's strategic plan, input was gathered from the crews and will be incorporated into it. A home evacuation poster contest for school children is one idea Chief Hewitt gathered from another organization's plan and FM Owens will be working with Fire Prevention to organize a contest in our area. Chief Hewitt will present the new strategic plan to the Board in the January 2020 meeting.

A question was asked regarding what "chief officer" means, and Chief Hewitt replied Battalion Chiefs, Fire Chief, Deputy Chief, and Assistant Chiefs are all chief officers. In our District the hierarchy is the Fire Chief, then the Deputy Chief, and then Battalion Chiefs. It is a way of making sure there is chief's authority in the organization at all times. We do not have Assistant Chiefs or Lieutenants. Under the Platoon Battalion Chief we have firefighters, engineers, paramedics, and captains.

FM Owens commented Brant Lucas, one of our firefighters, has been helping Fire Prevention with the home protection program on his days off. A Community Wildfire Protection Plan (CWPP) helps communities mitigate their wildland fire danger, and we have had a problem getting communities to buy into this program. Brant has been able to get them on board by working with the Blue Ribbon Committee and HOAs for wildland fire protection and home

hardening, which means making your home more likely to withstand a fire. There are a couple of areas that have already completed their CWPPs and there are several others nearing completion. Brant has also performed home assessments and taught others how to perform their own assessments. He is also working with the resorts on their wildland fire mitigation projects and with representatives from the State level to get communities and the State to work together. He is working with HOAs to adopt the Firewise Program with the goal of becoming the first Firewise district in the State, and he is also working on grants for home hardening. FM Owens said Brant has been doing outstanding work.

Regarding developments, FM Owens said Woodward is almost ready to open. The Olympic View project area near Skullcandy and Walmart was zoned as a technical center but no one wants to build office space there because it costs too much money. There is a company who wants to change the area to multi- and single-family residential units with townhomes, government buildings, hotel and retail spaces, offices, and a gondola. It would be a huge project if they are able to pull it off, they will be meeting with the County's Planning Commission soon to determine what they can and cannot do in the area. Part of the project would include the tear down of the Richins Building and relocation of the bus depot. They also want an underground transit center and a walking bridge to span SR 224. This project is several years out from being built, and FM Owens said it has a fair amount of support.

FM Owens said there have not been any plan reviews performed in November yet, but every month this year we have increased in the number of reviews performed since last year. He said state-wide plan reviews are a big problem with legislators because builders complain jurisdictions are taking too long to perform the reviews, and our average review time from the time a project is submitted to them getting all of their required documents is 2.5 days; in other jurisdictions, it could be a month or more.

The State has a wildland fire program where if we have to call in air resources for a fire, we don't have to pay for those resources. In exchange for this, the County pays money to the State every year in lieu of insurance premiums, and it can be paid in cash or service. Both the City and County have requirements they have to meet. For each day the District uses its chipper, we get \$450 worth of credit and \$22.85 an hour's worth of credit for use of the truck.

The District's chipping program was functional for 70 days this year and contributed \$71K of service toward the requirements. We also get credit for firefighter training and classes taught. The County received 59 days of credit and the City received the other 11 days' worth based on the areas we chipped in. Breaking this down, we contributed \$11K in chipping value to Park City plus 8 hours of volunteer teaching time in the Park City area. Most of our volunteer presentations were performed in the Summit County area. We contributed a chipping value of \$59K as well as some volunteer and training hours to the County. Our chipping program contributions almost met the requirement for Summit County by itself. We have never chipped as many piles as we did this summer.

In closing, FM Owens said Trader Joe's has applied for their approval for the whole project and the application is receiving comments from the agencies who will need to sign the plat map. He said he believes it is not far out, it will go along with the workforce housing for the area. We should start seeing building permits in the next couple of months.

Work Session Concluded: 6:37 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
November 5, 2019**

Administrative Control Board regular meeting called to order: 6:37 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, BC Pete Emery, BC Steve Zwirn, AC Ashley Lewis, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, Training and Public Affairs Coordinator Tricia Hazelrigg, and Admin. Asst. Debbie Colgan

I. Approval of October 1, 2019, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the October 1, 2019, Administrative Control Board meeting. The motion was seconded by Vice Chair and Treasurer Howard 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

A. Possible Recommendation of the 2020 Tentative Budget to the Governing Board for Tentative Approval

There were no amendments to the 2019 Budget. Board Member Miller made a motion to recommend the 2020 tentative budget to the Governing Board for tentative approval. The motion was seconded by Secretary Butwinski 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

Fire Marshal Owens will continue his Fire Prevention discussion at the next work session, and HR Berry will provide a policy review.

VIII. Closed Executive Session

There was no need for a closed session.

IX. Adjournment

Vice Chair and Treasurer Howard made a motion to adjourn, it was seconded by Board Member Miller 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 December 3, 2019, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____