

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

Administrative Control Board work session called to order: 5:34 p.m.

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

Board Members Absent: Vice Chair and Treasurer Michael Howard and Board Member Tim Henney (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, and Admin. Asst. Debbie Colgan

I. Policy Review

HR Berry began the meeting by reviewing a procedural order on personal weapons in the workplace. She said the District used to allow people to bring them as long as they kept them in their own personal vehicles, but with the Utah concealed carry permits, we cannot prohibit employees from legally carrying a weapon within the scope of the law. This order lets our employees know that if they choose to carry a weapon legally, then they need to understand the laws and what their rights and responsibilities are, and if they carry it is completely outside the scope of their duties. Basically, if they carry, they are taking on all the responsibility for following the law and ensuring the weapon is secure. Employees do not have to inform their employer they are carrying as part of a concealed carry permit; however, even if you have a concealed carry permit you are not allowed to take weapons onto the premises of an organization that has posted notices stating weapons are not allowed. Churches and hospitals are two such organizations.

This policy basically protects the District and lets employees know carrying a weapon is outside the scope of their employment, and if they choose to do so the responsibility lies on them and any incidents arising from an employee carrying a weapon is 100% the employee's responsibility. Secretary Butwinski asked how we will enforce this, and Board Member Miller replied it's not really a matter of enforcing it, the procedural order just puts employees on notice they are responsible for obeying the law and will be responsible for anything that happens while they are carrying a weapon.

II. Strategic Planning

Chief Hewitt said the 2018-2019 strategic plan will be running out at the end of this month. There will be a new one in effect in January and Chief Hewitt will send that out when it is ready.

The Chiefs met offsite in November to discuss District operations and where we want to go in the next two years. The District has 10-year financial planning, capital facilities planning, and then we will typically have a two-year strategic plan. We have completed a number of goals from the old strategic plan. BC Harwood commented that in addition to the leadership meetings which are held every two months, the battalion chiefs for each platoon meet with their captains monthly to discuss goals for the platoons. During one of those meetings the captains were asked to develop a SWOT analysis, which is an analysis of strengths, weaknesses, opportunities, and threats. The comments were compiled for each crew and given to the chiefs prior to the strategic planning meeting.

Chief Hewitt said this is the fifth strategic plan we've had since he has been here. The goals identified should be specific, measurable, attainable, and realistic with a timeline for completion (SMART goals). Using these metrics, workhouse housing may not show up as a goal because we are not sure if it is attainable or realistic and we cannot set a timeline on it. Chief Hewitt pointed out the last strategic plan has a draft stamp on it because it is not a static document, it continues to change. The plan will start with initiatives, and two that were easily identified in the chiefs' meeting were QA/QI (quality assurance and quality improvement) and sustainability. Under quality assurance an objective would be to maintain a worthy fleet, and then a goal underneath that would be to hire an ambulance mechanic in the next two years. Chief Hewitt said the sustainability initiative is a little harder to define but would include such things as the budget, making sure we have the proper facilities and gear, and ensuring we have a proper improvement implementation program, such as evaluating a new helmet.

As an example of initiatives, objectives, and goals in the last strategic plan, the physical and mental wellness initiative in the last plan resulted in our current mental health program which is well underway and becoming familiar practice for all of our firefighters. The objective was to provide effective physical and mental wellness programs to PCFD members with specific goals under that objective, one of which was to continuously evaluate the mental health SOG. Chief Hewitt said there are still some goals in the old strategic plan that we will continue to work on, but 70 to 80% of the old plan's goals have been met. It is OK not to meet every goal. Chief Hewitt said if the Board has any questions once they receive the new plan, please let him know. Secretary Butwinski asked if the strategic plan was a public document, and Chief Hewitt said it is and we can post it on our website.

III. International Fire Code

Chief Hewitt said the District follows the International Fire Code (IFC), which presents continuity and consistency. FM Owens talked briefly about all of the manuals fire prevention uses to enforce code, there are many of them. Every three years the state of Utah adopts new codes. A code tells you when you have to do something, and standards tell you how to do it. In addition to the fire code and standard manuals, there are reference books. The fire code basically creates the office of Fire Prevention and dictates what that division does. FM Owens said the Fire Prevention staff is required to know the fire code book inside and out. As he mentioned

before, every three years the standards change. If there was a building that was built in 2006, we have to go back to the code for 2006. In 2006 the State of Utah adopted the current system; prior to that, FM Owens said there were approximately six different codes and every jurisdiction had their own code. The current system is much easier.

FM Owens said there are two main groups Fire Prevention works with, one of which is the International Code Council (ICC). The State of Utah has adopted the ICC's model codes, and the State takes those codes and makes a few minor modifications to get the current State code. The National Fire Protection Association, or NFPA, writes the standards. It is composed of groups of professionals and covers everything from sprinkler systems to fire alarm systems, ovens, firework shows, etc. The code tells us what the law is, the standards tell us how to enforce the code, and there are reference manuals for everything else.

Chief Hewitt asked what the alternative is if we do not have the International Fire Code, and FM Owens replied that is what we had prior to 2006 where every jurisdiction had their own codes. It was very confusing for contractors because they had no consistency. The codes tell us how to make buildings safe.

As an example of the types of situations the Fire Prevention staff deals with, Chief Hewitt commented Secretary Butwinski has a building that was recently inspected and it was found there are some corrections concerning the sprinkling system that need to be made in order to come up to code. With Secretary Butwinski's permission to discuss the situation, Chief Hewitt explained a tenant in the building had removed the drop ceiling, and without the drop ceiling heat will not build up and sprinklers in the area where it was removed will not function properly. There was one sprinkler in particular where coverage was absent due to the removal of the drop ceiling. FM Owens said there is no way for that sprinkler to go off, and if the sprinkler does not go off, code for the sake of code is as bad as a life safety system that doesn't work.

Chief Hewitt says he sympathizes with Secretary Butwinski as a building owner, but the fire code states you cannot have a part of the system that does nothing. There has to be consistency in enforcing the code and it has to be the same across the board. FM Owens said he as the Fire Marshal and Fire Prevention as a division have a responsibility to keep buildings safe. Chief Hewitt said fire sprinkling systems can be a pain for the contractors, the people who are maintaining them, and the people that inspect them. Starting January 1, 2020, FM Owens will be president of the Fire Marshall's Association and he sits on the Western Regional Work Group that develops the fire code for the entire United States. Chief Hewitt said FM Owens knows the fire code and he was trying to figure out a way to make the system operable, but ultimately the choices are to take that sprinkler head out and drain the entire system or to put the drop ceiling back. Chief Hewitt said the point is, it is not fun to be the Fire Marshal, and where we can make accommodations and still remain in accordance with the fire code, we will, but what we do for one we need to do for everyone and that can have negative impacts.

Board Member Miller asked why Fire Prevention inspects businesses but not homes, and FM Owens replied Fire Prevention does not inspect single-family homes; only a very small portion

of the fire code applies to any building built under the international residential code, which is what most single-family residences are built under. Regarding multi-family residences such as big condo projects, Fire Prevention does inspect the common spaces of those buildings. Commercial buildings or businesses are visited every one, two, or three years based on risk. There is a chart Fire Prevention keeps on how often such businesses and establishments are inspected based on how well they comply with the code when they are inspected. Chief Hewitt commented his condo gets inspected annually, and FM Owens said condos must have an annual fire inspection since any multi-family building has to have the fire sprinkling system inspected annually. He said Fire Prevention does not do that, they get reports from fire sprinkler companies that are licensed by the State to provide that service.

Secretary Butwinski commented he could not be convinced that if someone started a fire in a waste basket, that the fire would not go out. Chief Hewitt said he sympathizes with Secretary Butwinski and 99.99% of the time he would agree with him 100%, but someone did remove the drop ceiling with no building approval whatsoever, and that started the problem.

IV. Approval of 2020 Administrative Control Board Meeting Schedule

The 2020 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be the first Tuesday of every month unless the schedule is changed. Chief Hewitt commented we could probably take the July meeting off the schedule since it is a busy month, and the Board agreed.

V. Election of Administrative Control Board Members for 2020

Chief Hewitt recommended the Board members keep their same positions in 2020 as they held in 2019, and the Board members present agreed.

VI. Wells Fargo Bank and Zions First National Bank Lease Agreements

CFO Barney commented these are the lease agreements we do every year that state we have set aside money in our budget to be able to pay our bonds for the next year. These will be approved in the regular meeting later this evening. Once the agreements are approved and signed, we will send them to Wells Fargo and Zions Bank. There were no questions on the lease agreements.

VII. 2020 Final Budget and 2019 Amended Budget to the Governing Board

Chief Hewitt said the District's proposed 2020 budget and 2019 final budget were presented to the County Council in November and they asked a question regarding the actual amounts compared to the budgeted amounts in the 2019 Salaries and Wages line. It lists projected wages

as \$11.8M and the actual as \$13.4M, and they wanted to know why there was such a big difference there. The reason behind that is because we include 100% of our liability for sick and vacation time and account for retirements, backfills, and new hires into the actual budget. We had budgeted 8 new hires but we only hired 5, and with less positions filled you are going to have less benefits as well. This difference happens every year. We expect the best and plan for the worst. Chief Hewitt said in years past we did not have the money to fund employees' sick banks at 50% when they retired, and now we make sure it is included in the budget. It shows up in the \$13.4M line item but in reality, it all will not be paid out, it will just get pushed every year. CFO Barney added this money is set aside in a PTIF, which is the Utah Public Treasurers' Investment Fund. In the event everyone retired and took all their sick leave and vacation time at the same time, it is there. Chief Hewitt said we will be presenting the final budget to the County Council tomorrow evening for final approval. CFO Barney commented nothing has changed in the budget since the tentative budget was presented in November. The budget is at \$19.885M. There were no amendments to the final 2019 budget.

Secretary Butwinski asked if the amended and projected budgets have to match at the end of the year, and CFO Barney replied as long as the projected budget is under the actual budget, then you do not need to amend anything. He added some of our revenues will be more, but when you are talking about budgets with the State, they are specifically looking at expenses. They do not care what your revenues are as long as your expenses are in line and you can cover them.

VIII. Ambulance Licensure

Chief Hewitt said the North and South Summit ambulance services are managed a little differently than Park City because we do not want to run into double taxation issues. The County reimburses PCFD for managing the North and South Summit ambulance services. Board Member Miller asked when the County reimburses the District for time spent on North and South Summit, are wages such as Captain Lewis' reimbursed, or are they only reimbursing for costs? Captain Lewis said that is a good question and we will get into that. In previous meetings we have touched on a few of the topics of our licensure, such as why Gold Cross or anyone else does not show up to your house when you call 911. Summit County has the geographical licensure for Summit County so no one else steps in and runs a call. Contact with other agencies needs to be made when any of our ambulances are asked to run calls in another jurisdiction to avoid causing problems. An example of this is when we are asked to transport a patient from Park City Hospital to the Heber Airport.

Captain Lewis said PCFD manages the ability to provide EMS for Summit County with an interlocal agreement with Summit County. Summit County owns the licensure and we manage the program for them through this interlocal agreement for the Park City, North Summit, and South Summit areas. The County could potentially go to a private entity and put the service up for bid, but we are working well together. At some point in the past the State set up a process to organize ambulance services and gave the Department of Health the authority to regulate licensure. The County did not necessarily have to be a player in this, but given the rural aspect of

the County at the time, there was really no one else to step up and take care of it. There were not enough people or calls to provide the funding for an ambulance service. Board Member Miller asked it is atypical for a county to hold the licensure, and Captain Lewis replied it is not always typical, but because of the rural aspect, the County had the funding. Elsewhere hospitals and cities own the licensure.

Captain Lewis said when the County took on the licensure, they split it into three separate licenses for Park City, North Summit, and South Summit. North Summit had a group of individuals that wanted to help their community and became EMTs and responded to calls up to the point of them not being able to continue for whatever reason. That is when the County asked PCFD to help manage the North Summit area. Chief Zanetti said the District took on the Park City Ambulance service in 1996. Chief Hewitt commented private-based ambulance services, in his opinion, do not come close to the quality of fire-run EMS services. We have a good model in managing our own ambulance service and it is something we want to continue. Chief Zanetti said EMS services are becoming more and more expensive and they cost more to run, it is tough to make money on them.

Board Member Miller asked if the County could transfer their license to the District, and Captain Lewis said yes, as long as we are in agreement with each other we just need to go the State and transfer it. He said the community has grown and we have become an established organization, where as in the past we relied on the County subsidy to help fund our operation. Now we are to the point where we run so many calls that it is basically a wash from what we get from the County and what we bill in ambulance billing in Park City. Coalville and Kamas are different, however, as they do not have the call volume or the population to sustain their budget with just calls and the County subsidizes \$500K for the two of them together.

Captain Lewis said we should look at how we are doing business with the County as far as budgeting; we go to the County and ask for a budget, and we receive quarterly installments after we submit quarterly reports to them. Our staff processes the ambulance run information and submits it to the billing company who bills the patient, then the patient submits payment to the billing company, the payment then goes into the County fund, and the County receives all of our billing revenue. Since we are doing all the work right now, it would be more efficient for us to collect the revenue and hold the licensure for Park City. For North and South Summit, we would continue to do what we are doing now, they will evolve just like Park City did.

Chief Hewitt commented we can get the County off the licensure, but there are issues. Right now, the County is helping us to maintain the ambulance fleet. We would have to buy and take care of the fleet, and we are still running in the red. As Chief Zanetti mentioned, everything is expensive from the ambulances themselves down to the equipment carried inside them. If PCFD took the Park City service over entirely, it would need to make sense, and in time this will probably happen. It would be much cleaner financially to separate from the County. Whatever we would lose to the service every year would need to be included in our tax base, as the County would not be helping us with it any longer. In the coming years we will talk about this more.

Getting back to her original question, Board Member Miller said it seems the County reimburses for costs but does not give the District a percentage for Captain Lewis and other staff members in terms of what they are spending in time, and Chief Hewitt replied there is an administrative cost they give us and they pay for five firefighter positions. However, Captain Lewis said every year we ask for more money because we see our actuals and what they are providing is not enough. Chief Hewitt said there is not an easy solution, but at some point in time it may evolve to the point where we have the licensure. Chief Zanetti commented as a County, we are fortunate to have the revenue generated from the ski areas, but in most counties it is very, very expensive to run an ambulance service and they lose money.

In closing, Chief Hewitt reminded everyone of the Christmas party on Friday, December 6.

Work Session Concluded: 6:31 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
December 3, 2019**

Administrative Control Board regular meeting called to order: 6:31 p.m.

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

Board Members Absent: Vice Chair and Treasurer Michael Howard and Board Member Tim Henney (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, and Admin. Asst. Debbie Colgan

I. Approval of November 5, 2019, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the November 5, 2019, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0.

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

Board Member Miller wished to thank BC Emery for transporting the iron lung to and from the high school last month.

V. New Business

A. Approval of the 2020 Administrative Control Board Meeting Schedule

With the recommendation of removing the July 2020 date from the schedule as discussed during the work session, Secretary Butwinski made a motion to approve the 2020 Administrative Control Board meeting schedule. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

B. Elect Administrative Control Board Members for 2020: Chair, Vice Chair, Clerk/Secretary, and Treasurer

The current roles of the Administrative Control Board members are as follows: Chair – Jay Dyal, Vice Chair and Treasurer – Michael Howard, Clerk/Secretary – Alex Butwinski, Board Member – Christina Miller, and Board Member – Tim Henney.

Board Member Miller made a motion to elect Jay Dyal as Chair, Michael Howard as Vice Chair and Treasurer, Alex Butwinski as Clerk/Secretary, and Christina Miller and Tim Henney as Board members for the 2020 Administrative Control Board. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0.

C. Possible Approval to Recommend the 2020 Final Budget to the Governing Board for Approval

Secretary Butwinski made a motion to recommend the 2020 final budget to the Governing Board for approval. There were no amendments to the 2019 final budget. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

D. Approval of Wells Fargo and Zions National Bank Lease Agreements

Board Member Miller made a motion to approve the Wells Fargo and Zions National Bank Lease Agreements. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0.

VI. Dismiss as PCFSD Administrative Control Board and convene as Local Building Authority Board of the Park City Fire Service District, Utah

Board Member Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0.

A. Possible Approval to Recommend the Final 2020 Budget for the Local Building Authority to the Governing Board for Approval

Secretary Butwinski made a motion to recommend the final 2020 budget for the Local Building Authority to the Governing Board for approval. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

VII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board

Secretary Butwinski made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Miller and passed unanimously, 3-0.

VIII. Staff Reports and Input

Chief Hewitt commented it was a very busy month.

IX. Discussion of Possible Future Agenda Items/Additional Comments

HR Berry will provide a review of selected policies at the next meeting.

X. Closed Executive Session

There was no need for a closed session.

XI. 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 6:38 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 7, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____