

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
May 5, 2020**

Meeting was held electronically, via Zoom, at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah 84098

Administrative Control Board work session called to order: 5:00 p.m.

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

Board Members Absent: Secretary Alex Butwinski

District Personnel Present: Chief Paul Hewitt, BC Pete Emery, BC Ashley Lewis, FM Mike Owens, CFO Del Barney, IT Officer Dave Dorsey, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

Additional Attendees: LeGrand Bitter, Executive Director of the Utah Association of Special Districts, and Heather Anderson, Association Secretary of the Utah Association of Special Districts

I. COVID-19 Leave Policy/Tier II Employee Contribution Pick Up

HR Berry said there is national legislation called Families First which is a policy allowing time off for employees due to COVID. She said we are going to do a partial exemption of the national Families First initiative for our District and allow employees to take time off for COVID using sick leave. HR Berry said the District's policy mirrors what other districts in the County are doing. With a recommendation this evening from the Board for approval of the policy, we will forward it on to the Governing Board for final approval.

The Tier II employee contribution resolution that the Board will vote on later this evening would allow the District to pick up the employee's portion of the Tier II firefighter retirement premium. This is an additional amount of 2.27% the District would be paying. The resolution was distributed to the Board members prior to the meeting.

II. Legislative Update

Heather Anderson from the Utah Association of Special Districts (UASD) discussed some of the recent legislation affecting the District.

- HB11 passed (blood alcohol limits) and states if someone tests positive for alcohol at the 0.05 level or higher and are injured on the job, they are not eligible for worker's compensation.
- HB22 is a Utah Retirement Systems (URS) clean-up bill modifying the Utah State Retirement and Insurance Benefit Act by amending retirement and insurance provisions.
- HB225 is regarding phased retirement amendments and allows firefighters and other public safety employees to enter a phased retirement anywhere from 25% to 75%. Employers would only pay into URS for the percentage of time the phased employee is actually working.
- SB56 is public safety and firefighter Tier II retirement enhancements and allows employers to pick up the employee retirement contribution so the Tier II retirement contributions remain fair. This bill also adds a line of duty death benefit provision for employees who die in the line of duty but have less than 20 years in the system.
- SB187 deals with COBRA amendments and requires employers to notify employees who lose their health insurance through the employer of mini-COBRA coverage when their health insurance is cancelled. There is a financial penalty for employers who do not give this notice to affected employees.
- SB130 is regarding 911 communications amendments. It identifies how quickly 911 calls should be answered and states public safety answering points should adopt a statewide CAD-to-CAD call handling and 911 call transfer protocol.
- SB217, state retirement amendments, passed and will allow someone over 55 to retire under URS and still be able to maintain their part-time position on a board and earn up to \$5K a year doing so.
- HB98 passed last year concerning private use of government property and carried very stiff penalties for violations; it has been amended and lowers the penalty for property that is used and is less than \$500 to a Class B Misdemeanor. A felony could still be charged if the property is more than \$5K and the person is purposefully and knowingly misusing the property. There is a template on the UASD website that provides guidance on this issue, and a recommendation was made by LeGrand Bitter of UASD to make sure the PCFD policy references the template on UASD's website so it is always current.
- HB188 is Emergency Management Act amendments. This bill defines "alerting authority" and "IPAWS" and requires coordination with municipalities and counties to ensure access to the Integrated Public Alert and Warning System. It requires training every three years to all emergency service agencies, managers, and others; requires each political subdivision to have an alert plan and to provide a copy of the plan to the

Division of Emergency Management; adds to the membership of the Emergency Management Administration Council; and requires an annual report of each political subdivision's alerting authority.

There was a sick leave amendment bill that did not pass and another bill regarding a property tax exemption for homeowners who mitigated wildfire risks around their home that also did not pass.

III. 1st Quarter Budget and Financial Review/Auditor Bids

CFO Barney said at the end of the first quarter we are at 16.9% of our budget, so we are currently 8% under budget for the year. The land purchase happened last year but was included in this year's budget because we were not sure when the purchase was going to happen since it was so close to the end of last year. This will help keep us under our \$19.9M budget for the year.

The Board will vote on approving the 2019 financial audit during the regular session this evening. The audit was discussed during the April meeting. We received auditing service bids from Larson & Company, Ulrich & Associates, and Squire. Larson & Company is the lowest bidder and we would save almost \$10K if we went with them instead of either of the other two. CFO Barney said his recommendation would be to stay with Larson & Company since they are already familiar with our District and would save us money. Vice Chair and Treasurer Howard agreed and commented the County has hired Squire for their auditing services and it would be a good idea to have the District use a service other than Squire. The other Board members present also agreed and did not have an objection to staying with Larson & Company.

IV. Open Meetings Training

LeGrand presented his annual board member training for special service districts to the Board. All current Board members received the same training last year. Topics included the following:

- Training requirements for open meetings, general UASD training, and records officers. Open meetings training is required every year. There is expanded training for Board members that must be completed once every four years and is available on the State Auditor's site.
- Open meetings law including the definition of an open meeting, requirements for electronic meetings and emergency meetings, closed meetings procedures and requirements, electronic messaging limitations during meetings, and notice requirements for meetings and public hearings. Legrand recommended our closed meetings should be designated as a "Closed Meeting" instead of "Closed Executive Session" on our agendas.

Vice Chair and Treasurer Howard asked how the electronic meetings everyone is now having due to COVID-19 factor into the requirements, and LeGrand replied this is a unique time. Governor Herbert signed an executive order temporarily lifting certain restrictions and limitations on the open and public meetings law and the order will remain in effect until the Governor rescinds it. LeGrand mentioned there is a new electronic meeting template on the UASD website the District may want to adopt, as it addresses situations such as the one we are in right now.

- Requirements for public meeting notices and agendas, public hearing notices and requirements, quorums, and what may be discussed and voted upon during public meetings.
- Meeting minutes requirements and retention schedules (both open and closed).

V. Other Divisional Updates

Chief Hewitt commented the District is following the Governor's recommendation that any employees who can perform their work remotely under the orange threat level continue to do so, and suppression personnel and administrative employees who are working together wear masks whenever there is not significant separation between them. We are in the process of testing all firefighters in the District for COVID-19, but this is not taking away tests from anyone in the public who needs to get tested.

Chief Emery said the recruit camp is underway with nine recruits participating. They are in their second week of ten total weeks of camp.

Chief Hewitt said the County is instituting an EMS board and we will bring more information about this to the Board as it becomes available. It will be created between all ambulance services.

FM Owens said May is the national wildfire preparedness month and the District is preparing videos for release on YouTube on how homeowners can prepare their houses against wildfire. There are currently just under 200 requests for chipping. There is only one chipper right now and FM Owens and others have been taking turns going out with him. FM Owens will be reviewing applications to hire another chipper. The wildland structure inspector will be starting next week.

Chief Hewitt said the District is using a dynamic staffing model and not filling vacancies to save money. Other ways the District is saving money during the pandemic will be discussed at the next meeting.

Chief Lewis said he is still looking into a van-type transport vehicle that would be used as a front-line scene response ambulance. There is a lot of equipment to place in our response vehicles and we need to have enough room to effectively manage patient care. He is working with staff from all divisions to make sure we have something that will work for everyone. Taking closures and

slower turn-around times from manufacturers due to the pandemic into account, it may be the end of the year before we have something ready.

Chief Emery will discuss the QA/QI program at a future meeting. Chief Hewitt commented the District should have a good idea of our turnout times and the program Chief Emery is working on is helping a great deal in that effort.

Board Member Henney mentioned the City has recently issued bonds at a very low interest rate and the District may want to take advantage of the current rates. CFO Barney said if we could get rates at 1% or lower than our current rates, it would be worth refinancing. He will look into this.

Work Session Concluded: 6:28 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
May 5, 2020**

Meeting was held electronically, via Zoom, at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah 84098

Administrative Control Board regular meeting called to order: 6:32 p.m.

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

Board Members Absent: Secretary Alex Butwinski

District Personnel Present: Chief Paul Hewitt, BC Pete Emery, BC Ashley Lewis, FM Mike Owens, CFO Del Barney, IT Officer Dave Dorsey, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Approval of April 4, 2020, Meeting Minutes

Vice Chair and Treasurer Howard made a motion to approve the minutes of the April 4, 2020, Administrative Control Board meeting. The motion was seconded by Board Member Miller and passed unanimously, 4-0.

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. Vice Chair and Treasurer Howard made a motion to approve the 2019 audit as discussed in the April 7, 2020, work session. The motion was seconded by Board Member Miller and passed unanimously, 4-0.
- b. Vice Chair and Treasurer Howard made a motion to approve the selection of Larson & Company for Park City Fire District auditing services through 2024. The motion was seconded by Board Member Miller and passed unanimously, 4-0.
- c. Board Member Miller made a motion to recommend the Park City Fire Service District COVID-19 Emergency Pandemic Leave Policy to the Governing Board for final approval. The motion was seconded by Board Member Henney and passed unanimously, 4-0.
- d. Board Member Miller made a motion to adopt Resolution 2020-01, New Public Safety and Firefighter Tier II Employee Contribution Pick Up. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0.

VI. Staff Reports and Input

There were no comments on the staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Hewitt commented we will be somewhat fluid on what we discuss during the next meeting depending on whether we will be attending the meeting remotely or in person. CFO Barney said he would look into interest rates for bonds before the next meeting. An update on the Summit County EMS Council will be provided during the next work session.

VIII. Closed Meeting

There was no need for a closed meeting.

IX. Adjournment

Board Member Miller made a motion to adjourn, it was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:42 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 2, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.