

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Fire District Administrative Office Building  
June 2, 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:** 5:33 p.m.

**Board Members Present:** Chair Jay Dyal (late), Vice Chair and Treasurer Michael Howard, Board Secretary Alex Butwinski, and Member Tim Henney

**Board Members Absent:** Board Member Christina Miller

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

**I. Recruit Class Update**

Chief Zanetti said the seven recruits will be training with the instructors in Magna this week at the training tower facilities there. This is the week the recruits start combining classroom instruction with hands-on training in structure fires. The camp is going well and he believes we will finish camp with all seven remaining recruits.

**II. Staffing Savings**

Chief Zanetti said call volume dropped when Covid-19 settled in. We stopped staffing one of our ambulances once the resorts closed in March but we still have plenty of resources available to respond when needed. After we got a handle on how our volume was going to be affected by the pandemic in early April, we stopped filling extra shifts. Between April and May we did not fill approximately 60 extra shifts, which translates to a savings of about \$40K. Classes such as CPR and first aid were cancelled as was most training, and this saved just under \$11K since we were not paying personnel for instruction time. Standby events were cancelled and this resulted in a savings of approximately \$12K. In total, from April 1 through May 16 we saved about \$64K in wages and salaries.

With decreased call volume also comes a decrease in fuel costs and wear-and-tear on the apparatus. Chief Zanetti said the District is taking advantage of the reduction in calls to work on some of the apparatus.

### **III. County EMS Committee**

Chief Hewitt said prior to the last Board meeting, County Manager Tom Fisher said he would like to institute an emergency medical services (EMS) board, and members of the board have since convened. It will be a six-member board comprised of Dr. Scott McIntosh from the University of Utah, the fire chief from North Summit Fire (to be determined), South Summit Fire Chief Scott Anderson, Fire Chief Paul Hewitt from PCFD, County Manager Tom Fisher, and former County Manager Bob Jasper.

Chief Hewitt commented it is not a requirement for the County to have this EMS board, but it is the prerogative of the County Manager to establish one and Chief Hewitt believes it will help the District communicate better with North and South Summit. South Summit Fire is an independent entity and is not answerable to the County Council; however, North Summit Fire is dependent on the County and answers to the County Council.

PCFD manages the three aspects of Summit County's emergency medical services, which are Park City, North Summit, and South Summit ambulance services. Chief Hewitt said questions about the funding mechanisms and protocols were asked during the first meeting, and a timely document Chief Emery has been working on answers many of those questions. The document covers training, EMS protocols, EMS outcomes, and out-of-quarters times for apparatus, among other topics. The next meeting of the EMS board will be on June 30. Chief Hewitt said he will distribute the document to those board members prior to the meeting as well as to our PCFD ACB Board members.

### **IV. Financial Review/Bond Rates**

Chief Hewitt commented the community really rallied behind the District when the Covid-19 pandemic began, and our employees are privileged to work in a community where they are very well respected. He said the District has taken steps to make sure it would be insulated from an event such as Covid-19 and a down-turning economy. Chief Hewitt said he and CFO Barney meet a couple times a week to go over what the District might be losing in plan review fees, special event fees, etc., and CFO Barney will be informing the Board of our financial outlook at every Board meeting during this pandemic. We have not spent anything from our reserves, and until we actually dip into the reserves for capital expenditures such as rebuilding the upper Deer Valley station, we will not be asking for a tax increase. We are working on extending the life of all our apparatus so we do not need to purchase heavy fleet equipment during this time.

Vice Chair and Treasurer Howard said having a copy of the financials every month as we go through the year would be helpful, and CFO Barney acknowledged this. Secretary Butwinski commented during the last meeting CFO Barney stated the District was under budget after the first quarter and having the \$1M back for the land purchase that happened last year instead of this year helped with us currently being under budget. Secretary Butwinski asked if the District would still

be under budget if that \$1M did not exist and whether the District budgets the same every month for expenses. CFO Barney replied the budget percentage fluctuates according to expenditures made during the year, especially capital expenditures. For example, at the end of April we were 9% under budget because we did not have any capital expenditures until May. We just paid for the \$263K engine chassis and that capital expenditure will show up in May. You cannot say one month is better than the same month last year, it all depends on when we purchase the capital assets. CFO Barney said you can look at line items in the statements to see where we are at in the budget for particular items, you can take the capital outlay item out and just look at the others. We are still under budget for 2020, and we are gaining \$200K in interest just off the capital projects fund.

Chief Hewitt added there are many reasons we will be under budget this year, such as the staffing savings we previously discussed and not buying another apparatus this year, and he mentioned the Board could analyze our 10-year planning sheet at a future meeting to see where the District is headed. Secretary Butwinski commented in a worst-case scenario, it would be helpful to see the financial statements to help determine what purchases are more important than others. Chief Hewitt said we can discuss the timing of apparatus replacement and the thought process behind building/rebuilding stations at a future meeting. CFO Barney said he would send out the latest statement he has prior to the next Board meeting.

CFO Barney said he looked into current bond rates and we could get an interest rate around 1.4-1.5% depending on the bank, and with that rate we would save maybe \$30K over the next 5.5 years. To restructure the bonds, pay the fees, and complete the associated paperwork needed to refinance, CFO Barney does not believe it is worth it to refinance them at this point. We currently have a 1.3% rate at Zions right now and 2.7% at Wells Fargo. Wells Fargo will be paid off in 4.5 years and Zions in 5.5 years. Additionally, the fleet services building will be paid off in 1.5 years. Due to there not being much difference in the interest rates and the short period of time in which the bonds will be paid off, it does not seem worth it. If we borrow to build a new station, then it might be worth it to roll all of them over, but we are not to that point yet. Board Member Henney commented the City has recently received the best interest rates they have ever had for some of their recent bonds. CFO Barney said we have \$11.7M in reserves right now, and with impact fees we have \$12.7M to build with.

We have approximately \$30K more right now than last year in property taxes and permits and fees, so we are not feeling effects of the pandemic yet. The question is how much property tax we will get in at the end of the year, and Vice Chair and Treasurer Howard said the County's best guess right now is about a 92-93% collection rate in December. The District has been receiving about a 97% collection rate. Chief Hewitt said the District will continue to look for ways to save money. Secretary Butwinski asked how delinquent payments affect the District's cash flow every year, and Vice Chair and Treasurer Howard commented the effect is not material, it is very minimal.

CFO Barney said the District had a 96.12% property tax collection rate in 2019, a 96.12% collection rate in 2018, and a 95.11% collection rate in 2017. The total amount collected in taxes

for 2019 was \$12.269M; 4% of that is \$490K. Chief Hewitt commented if went without \$500K in delinquent property taxes for the next 5 years, the District would weather it fine with the money that is in reserves and other assets.

Board Member Henney asked how many reserve funds the District has and how much are in them. CFO Barney said there is one reserve fund, the capital projects fund, that is held in the Public Treasurer's Investment Fund and it has no limit on the amount it can hold. We have \$1M in impact fees that can be used to reduce debt and purchase capital projects, and we can transfer money from the capital projects fund, which is at \$11.7 M, back into regular expenses if we needed to. Board Member Henney said it will be important to learn as soon as possible what the revenue side of the equation looks like during the pandemic. The District is in a better situation than the City or County because the District relies on property taxes, whereas the City and County rely on sales tax. He commented the District will not know the impact of the pandemic on property taxes until the end of the year, whereas the City gets monthly updates that are a month behind and can make adjustments as they go.

CFO Barney commented the Logistics Officer checks in with CFO Barney every week to check on water, electric, and gas rates to see if there are any major changes, and if CFO Barney has any questions, the Logistics Officer looks into it. The administration is doing a phenomenal job of saving money. Chief Hewitt added the Logistics Officer is also checking all the solar panels regularly to make sure they are functioning correctly. Updates on how the District is saving money will be provided at future Board meetings.

## **V. Active Fire Inspector/Blue Ribbon Committee**

FM Owens said one of PCFD's fire inspectors moved on to a position in another agency around the time Covid began. The position was left empty for a few months and we have recently turned our part-time inspector into a full-time inspector to fill that position. Right now the two full-time inspectors and FM Owens are able to handle the workload. The part-time clerk/receptionist position has remained vacant since the employee who was last in the position left in early 2020. That position's responsibilities have been divided amongst other staff and the main function of the position, which was handling chipping schedules, has been taken over by a computer program. The chipping program is in full swing, we have two chippers and are looking to hire a third. They are averaging about 20 piles a day and have chipped 305 piles so far.

A full-time seasonal employee has been hired to perform active fire wildland assessments. The inspector visits homes where he has been requested to do an inspection and teaches them what they need to do to better protect their home in the event of a wildfire. The Firewise standards are used, which are a nationally recognized set of standards. So far most of the homes that have been inspected are of moderate risk, meaning overall the homeowners are doing a pretty good job of preparing themselves. As the program continues and evolves, the data we collect will help determine what work needs to be performed and who will do it, meaning whether the homeowners

will do it themselves or outsource it. An RFP will be published soon to get a couple of contractors and landscapers who will give discounted prices to homeowners who want to have suggested work done. We will also be looking at how long it takes for the work to be completed and how much it costs, as well as whether the homeowners actually take the advice given and make the recommended changes or choose not to. This information will be taken back to the County Council.

Chief Hewitt commented he, Vice Chair and Treasurer Howard, and Chair Dyal met with Tom Fisher, Doug Clyde, and Roger Armstrong about the possibility of enacting a mandatory ordinance and how much the estimated cost would be. It would be very cost-prohibitive to try to enforce the code, and Doug Clyde suggested gathering data; the solution was to hire an active fire inspector. Chief Owens said the active fire inspector carries equipment with him to show homeowners how to do simple fixes such as trimming low-lying branches. The data gathered by the inspector will be brought to the Board and County Council, and we will then make some decisions about the future of the program.

Chief Owens said the Blue Ribbon Committee (now called the Summit Wildfire Group) was formed for two purposes. The first was to provide a forum for communities to discuss community wildfire protection programs (CWPPs), and the second was to provide suggestions and feedback for a structure protection ordinance. We want all of our communities to be Firewise communities; currently, only the Summit Park and Colony areas are designated as such. Chief Owens commented many other areas have updated their CWPPs or started new ones, and some of them are getting ready to submit for Firewise approval.

Anyone can attend the Summit Wildfire Group meetings, but the focus was on HOA leadership so they could get their members interested. Meetings were initially held once a month, then they were moved to quarterly, and now they have been moved to twice a year. Necessary wildfire knowledge is presented at the meetings and focuses on structure protection.

Feedback was taken during these meetings on the possible ordinance the County asked the District to look into, and for the most part the HOAs were willing to work with us. The HOA leadership recognized the need for defensible space and home hardening, but one problem the HOAs are already facing is having a hard time enforcing rules they already have in place. The HOA leadership was interested, but that does not necessarily mean the members of the HOA would be.

Chief Owens briefly talked about the wildfire outlook for this summer and how July looks to be at an above normal risk level for wildfires across most of the state. However, if you focus in on our area, we should be at about the normal risk level for the rest of the year. Chief Hewitt commented the District will remain diligent in monitoring our surroundings and being prepared for wildfires.

## **VI. Yellow Risk Threat Level**

Chief Hewitt said he is following the County Health Director's lead and taking a very cautious approach to getting back to business as usual, such as allowing the public back into administration buildings and the stations. Chief Hewitt said we will reevaluate the Covid situation every week while we are in yellow status. He asked the Board members if we should continue to use Zoom for meetings, and Secretary Butwinski commented they seem to be working well so far and the driver behind continuing to hold meetings electronically should be what the County is saying and what is prudent for the Board in terms of gathering together.

**Work Session Concluded:** 6:34 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
June 2, 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:** 6:34 p.m.

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

**Board Members Absent:** Board Member Christina Miller (excused)

**District Personnel Present:** Chief Paul Hewitt, DC Bob Zanetti, 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 May 5, 2020, Meeting Minutes**

Board Member Henney made a motion to approve the minutes of the May 5, 2020, Administrative Control Board meeting. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 3-0. Secretary Butwinski abstained from voting as he was not present for the May 5, 2020, 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**

Vice Chair and Treasurer Howard inquired why there was a gap in the sequence of check numbers on the May check register. Check 4312 was written on May 13 and the next check was number 4354 on May 26. He asked why there was such a time gap between those checks being written and why there are missing check numbers in the sequence. CFO Barney replied there were no checks written between May 13 and May 26 and he would look into why the number sequence jumped.

#### **IV. Old Business**

There was not any old business.

#### **V. New Business**

There was not any new business.

#### **VI. Staff Reports and Input**

There were no comments on the staff reports.

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

Chief Hewitt said we will discuss historical collection rates and the current financial status of the District as well as the 10-year financial plan during the next meeting. In future meetings we will discuss the process for evaluating when apparatus need to be replaced and determining the best time to update/build stations. An update on the EMS QA/QI program will also be provided.

#### **VIII. Closed Meeting**

Board Member Henney made a motion to convene in closed session for the discussion of the character, competence, or health of an individual. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:39 p.m. to 6:44 p.m. Those in attendance were: Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Tim Henney, Chief Ashley Lewis, Chief Paul Hewitt, Chief Bob Zanetti, and HR Officer Patti Berry.

Vice Chair and Treasurer Howard made a motion to dismiss from closed session. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

Board Member Henney made a motion to reconvene as the Park City Fire District Administrative Control Board, it was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0.

## **IX. Adjournment**

Vice Chair and Treasurer Howard made a motion to adjourn the regular meeting, it was seconded by Secretary Butwinski and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 4, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

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

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