

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
August 4, 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, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, and Board Member Christina Miller

Board Members Absent: Board Member Tim Henney (excused)

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Ashley Lewis, BC Darren Nelson, CFO Del Barney, Human Resources Officer Patti Berry, Wildland Inspector Steve Brown, and Admin. Asst. Debbie Colgan

I. Wildland Structure Assessment Program

Chief Hewitt briefly recapped the active fire inspector program and introduced Wildland Inspector Steve Brown, who has been actively inspecting residences and helping to make homes safer while he is on site. Steve commented when he first started things were slow, but once the flyers went out notifying residents they could schedule inspections, things picked up a bit. In the beginning Steve and FM Owens drove around neighborhoods to assess which were higher risk. Right now he has performed about 100 inspections this year.

Steve said he is finding the people who really like the service are those who are already taking good care of their homes and have adequate defensible space. When he does give advice to others on how to make improvements, he said it sometimes seems like they are not interested in following through. As an example, he went to a residence where there were logs and wood chippings all over the ground near the house, and when he suggested the homeowner should clean them up, the homeowner replied he did not think they would burn. Steve said he carries some equipment with him when he performs inspections so he can show homeowners how to make improvements.

Chief Hewitt asked Steve how much time he estimates it takes to perform an inspection, and Steve replied it takes about 45 minutes up to 1 hour and 15 minutes to do an inspection, make the report, and send the report to the homeowner via email. The time for each inspection really varies with the homeowner and how engaged they are with Steve. Chief Hewitt commented there were some who thought this program would be absorbed really quickly and people would want to use our services, but we have had a very lukewarm response to the program. It seems some of the public are reluctant to make changes that would cost money and require intensive labor, and there are probably homeowners who are reluctant to have our personnel on their property. Chief Hewitt said

at the end of the season, Steve will provide a report we can give to the County Council to report on the man hours completed and the challenges we faced in the program.

Secretary Butwinski asked Steve whether pine needles on the ground under trees are a fire hazard, and Steve replied they are and should be raked out regularly. Low-lying branches of a tree that are touching the ground where dry pine needles are laying can provide ladder fuel for a fire. Secretary Butwinski commented it would be a good idea to keep a log of how many inspections are performed and how many hours are spent during the inspections and submit it to the County Council along with the program summary report so they can get an idea of what an imposed ordinance would cost. Steve replied he is currently keeping one and will continue to update it.

II. Financial Update, Tax Rates and Budgets Resolutions, and Historical Collection Rates

Chief Hewitt said interest rates have dropped so the District has lost some money on interest on our reserves, but we are well over \$800K from where we were at this time last year. CFO Barney referred to the all funds and local building authority statement of revenues that was distributed to the Board members prior to the meeting and pointed out the District is still 12.9% under budget; however, we still have to pay \$520K to Zions Bank for the bond and another \$360K for the Rosenbauer engine. Vice Chair and Treasurer Howard asked what interest rate we are paying on the Zions bond, and CFO Barney replied it is 1.4%. CFO Barney commented he had looked into interest rates prior to the last meeting and determined refinancing would result in minimal savings.

CFO Barney created a financial comparison between June last year and this June. Most notably regarding income, interest income is down because interest rates have dropped from 2.9% in 2019 to 0.95% in 2020. Standby fee income is down \$34K because we have not had standbys to this point. Permit fees are down \$25K from last year, but we did have a large number of permit fees paid in July so that amount is made up already. CPR class fees are down \$11K because we have not been holding classes, and we are down \$80K in ambulance income but that will be made whole by the end of the year. General and administration expenses are up \$45K this year, and this is because auto and property taxes were paid in June this year, and last year it was paid in July. Capital outlay is \$192K more than last year because we purchased the Rosenbauer engine chassis.

Regarding the cash fund balance report, our cash balance on all funds as of August 4, 2020, is \$186K above where we were at on this date last year. The general fund balance is up \$585K more than last year. Secretary Butwinski asked what the dental account line item is for, and CFO Barney replied it is a restricted cash fund for employees who have money taken out of their check for dental insurance. CFO Barney said our operating cash amount is \$507K more than last year. Even though our profit/loss statement looks about the same as it did last year, our cash position is a lot stronger, and this is because as the year goes on we collect more impact fees and capital project fund interest revenue.

The lowest tax collection rate the District had during the last 10 years was in 2016 at 83%, and this has been made back up. It has been 96% on average during the last 3 years, and during the last 5 years it has been almost 94%. Secretary Butwinski asked if the collection rate for a given year eventually comes close to 100% after delinquencies are paid, and CFO Barney replied that is correct.

Vice Chair and Treasurer Howard said collections on delinquent taxes goes back 5 years, so we just collected the remaining delinquent taxes for 2015, bringing the collection rate for that year to roughly 100%. When a property owner decides not to pay taxes over the period of 5 years, each of the entities that the tax payer is assessed against does not get their money. When we go to tax sale, we collect all of that plus interest and penalties, and it is divided out to the different entities proportional to the tax rate. Everybody eventually gets whole, but it takes a while to get it.

Secretary Butwinski asked where the delinquent income is indicated in the financials, and CFO Barney replied it is in the prior year delinquent line item under property taxes. Any delinquent taxes we collect in 2020 will be for 2015 forward. Vice Chair and Treasurer Howard commented there will not be any appeals granted for Covid-related losses this year. He anticipates there will be many Covid-related appeals next year.

Chief Hewitt commented the District is fortunate to have healthy reserves and the funding mechanism it does to survive catastrophic financial issues. We have been saving money where we can, including staffing stations at an appropriate level. Chief Hewitt welcomed the Board members to contact him or CFO Barney with any other questions they have regarding the District's financial position.

CFO Barney said there are two resolutions the Board will vote to adopt during the regular meeting. These are final tax rate budget resolutions basically stating that according to the tax rate and the income we will receive, we will have enough money to cover our budget and we agree to that rate. It is really a formality because the rates have already been certified.

III. EMS Committee

Chief Hewitt said the County EMS Committee has met, and Chiefs Hewitt and Lewis met Ian Nelson, the new North Summit Fire Chief. Chief Lewis recalled the proposal from North Summit Fire to take the management of EMS operations for their area from Park City to North Summit Fire. The County EMS Committee always existed but never really convened, and the North Summit Fire proposal prompted the use of the committee again.

The County EMS Committee is comprised of members from North Summit Fire, South Summit Fire, Park City Fire District, the County Manager, County Human Resources, and the County Attorney. The first meeting was basically an introduction of members, and the most recent meeting at the beginning of July delved into the educational components of running the EMS program and

all the moving parts involved in it. The interlocal agreement between Park City Fire District and Summit County was discussed, and unfortunately the South Summit and North Summit fire chiefs were not present at that meeting. In future meetings we will continue to educate the committee members on how the EMS program is run and take the opportunity to dispel any rumors.

Chief Hewitt commented our medical control director, Dr. Scott McIntosh, is also on the committee, and as things progress hopefully Chief Lewis and Dr. McIntosh will guide the activities of that committee. Chief Lewis said in the past, the District has really only had a 15- or 20-minute meeting with the County Council each year regarding the EMS budget, and these committee meetings will provide a great opportunity to discuss the EMS program in more detail. During the next meeting we will be discussing licensure and how it affects Park City, North Summit, and South Summit.

IV. Ambulance Update

Chief Lewis presented pictures of a medical transport van as an example of the type of transport vehicle he and others have been working to create for the District. He said there are a lot of efficiencies in using an ambulance van, but it is also difficult to get all the necessary EMS and fire equipment inside the vehicle. PCFD is allotted \$180K each year from the County's fleet management budget to replace ambulances and equipment. We paid off some Zoll monitors with the latest funds leaving us with about \$110K left, which is about the cost of a transport van. Ambulances can cost upwards of \$200K.

Chief Lewis said we have been working hard on this vehicle since March. A couple weeks ago he reached out to the manufacturer and was told there are not a lot of chassis available and with production time, it would be the end of the year/first part of next year before a van could be ready. However, another agency in Utah lost their funding and PCFD was able to claim their chassis from the manufacturer, which is slated for build this week. Chief Lewis said a letter of intent has been submitted and we are hoping to have the vehicle sometime in September. Our goal is to succeed with the transport van without losing anything in regards to doing our job and providing the best patient care possible.

V. Capital Improvements

Chief Hewitt said there is a mine property that belongs to the City that we have asked the City to allow us to use for a temporary relocation of Station 34 while it is being torn down and rebuilt. He said he is optimistic we will be able to use it. Chief Zanetti said we have been searching for about a year for property to use for the temporary relocation. This is a unique situation because we have never torn a station down and rebuilt it, and we cannot compromise service during this process. We need a critical location to be able to respond to Station 34's service area, so it has been a bit

of a challenge to find a place. In addition to the property, we will also need a temporary structure for approximately 9 months to house our firefighters and apparatus.

There is no set deadline to get the station rebuilt, but we would like to get it done. We will look for a location in 2020, and in 2021 we will put out an RFP for the architect and then find a builder. We want to start the tear-down and rebuild by April 2022. Chief Hewitt commented the new Round Valley station (Station 39) is still a few years down the road and will be a much bigger project financially than the rebuild of Station 34.

In review, Chief Hewitt commented the fleet services building occupies approximately 2 of the 22 acres the District purchased for fleet maintenance, and those remaining 20 acres are worth more than the entire project cost us. Our mechanic helps determine the break-even point on apparatus, which is currently about 10 years. The software program the mechanic uses allows us to itemize all costs.

Chief Zanetti said when we get a new apparatus, we do not know how long they will run strong. The goal is to keep apparatus on the front line for 10 years, and our engines are all different based on the topography and the area they serve. We have a couple engines that are approaching or past 10 years old, and one of those that is 10 years old is still running well and we will put some money into it to refurbish it instead of replace it. That will cost approximately \$15K instead of \$600K or more.

VI. Other Divisional Updates

Chief Hewitt commented we recently graduated a class of seven new firefighters and they are all doing well.

Chief Zanetti said an exercise was conducted near the old ski jump near Ecker Hill to see how fast crews could pull a hose up a hill. Chief Nelson, who was present during the drill, said progressive hose lays were used in the drill and 200-300 feet of supply hose were hauled to the base of the hill, which is very steep. An isolated bush was identified several hundred feet up the hill and the crew was told to treat the bush as an isolated lightning strike. Their task was to navigate the scenario and pump water to put the fire out. There were a lot of different interpretations on how to best accomplish the task, and some crew members took equipment up to the bush and began laying hose down the hill while crews from the bottom began working hose up the hill, and they met in the middle. All shifts were rotated through this drill. It was a challenging exercise and the crews did an outstanding job of managing their resources.

VII. Policy Review

Two policies were posted for review, Chapter 6 Section 1.0 Task Performance Test Administration and Chapter 6 Section 2.0 Physical Examinations. HR Berry said we are preparing to do the annual task performance test (TPT) in September. HR Berry asked if there were any questions on the policies, and Secretary Butwinski asked what a suppression employee was as opposed to a firefighter. HR Berry replied the two are synonymous, a firefighter and a suppression employee are the same thing.

Work Session Concluded: 6:34 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
August 4, 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: 6:35 p.m.

Board Members Present: Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, and Board Member Christina Miller

Board Members Absent: Board Member Tim Henney (excused)

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Ashley Lewis, BC Darren Nelson, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Approval of June 2, 2020, Meeting Minutes

Vice Chair and Treasurer Howard made a motion to approve the minutes of the June 2, 2020, Administrative Control Board meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 3-0. Board Member Miller abstained from voting as she was not present for the June 2, 2020, meeting.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

The reports all look great. Secretary Butwinski asked if Chief Emery could please put the total number of training hours on his monthly chart, and Chief Hewitt replied we would going forward.

B. Financial

There were no questions about the financial reports.

IV. Old Business

There was not any old business.

V. New Business

A. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2020

Secretary Butwinski initially made a motion to adopt the resolution adopting the final tax rates and budgets for Summit County in Tax Year 2020. However, Vice Chair and Treasurer Howard commented the wording of the resolution where it states "...Tax Rates and Budgets *for* Summit County in Tax Year 2020" should instead read "...Tax Rates and Budgets *from* Summit County in Tax Year 2020."

Secretary Butwinski made a revised motion to adopt the Utah State Tax Commission - Property Tax Division's Resolution Adopting Final Tax Rates and Budgets *from* Summit County in Tax Year 2020 as discussed during the work session. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0.

B. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets from Wasatch County in Tax Year 2020

Secretary Butwinski made a motion to adopt the Utah State Tax Commission - Property Tax Division's Resolution Adopting Final Tax Rates and Budgets from Wasatch County in Tax Year 2020 as discussed during the work session. The motion was seconded by Board Member Miller and passed unanimously, 4-0.

VI. Staff Reports and Input

Vice Chair and Treasurer Howard commented it was great PCFD was able to help out with the Knolls Fire in the Saratoga Springs area.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Hewitt said he would ask Chief Emery to provide an update on the training division during the next meeting.

VIII. Closed Meeting

There was no need for a closed meeting.

IX. Adjournment

Vice Chair and Treasurer Howard made a motion to adjourn the regular meeting, it was seconded by Board Member Miller 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 September 1, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____