

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
September 1, 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: 5:32 p.m.

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

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Pete Emery, BC Ashley Lewis, BC Steve Zwirn, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, Logistics Officer Brett Colgan, and Admin. Asst. Debbie Colgan

I. Financial Update

CFO Barney began by stating the District is doing very well. As of July 31, we are at 41.3% of the budget. Last year at that time we were at 42.3% of the budget. He said the more he compares things to the year prior, we are always neck-in-neck with last year on just about everything. On August 31, the over/under for all funds was \$367,672 over last year. More than 100K of this is interest. The special revenue fund grows because of impact fees. The general fund was under \$27.5K as of August 31, but that fluctuates back and forth, as does our operating cash which is down \$106K because we just paid \$367K for the new engine. That balance will come back as days pass, it fluctuates just like a checkbook does. CFO Barney said we will end this year just as strong as last year, and our capital projects and impact fees funds will grow. We can spend it on apparatus or construction, or hold on to it and see what the next year brings in terms of property tax revenue.

Secretary Butwinski asked if we are at 41% of the budget as of the end of July, what big expenses are still to come between now and the end of the year to get to 100%? CFO Barney replied we just spent \$367K on the new engine in August, and we also have \$1M in the budget this year for property we actually ended up purchasing before 2019 was over, which will make us under budget if we do not spend it. There are a couple of vehicles we are going to purchase before the end of the year including a snow plow, so there are a few items left to be purchased still. Chief Hewitt commented we also need to budget for all of our leave time in the unlikely event everyone took all of their leave before the end of the year. It is a liability that must be in the budget.

II. Logistics Review

Chief Hewitt commented the District has been looking at ways to make stations more virus proof. Logistics Officer Colgan has been doing a good job maintaining the solar panels, and we had one

of the lowest energy bills ever for August. Logistics Officer Colgan then briefly went over the presentation that was made available to the Board members prior to the meeting regarding what logistics means for the District and his responsibilities. A solar comparison between last year and this year to date was presented, and he commented that so far this year Station 31 has had more solar production than that station had for the entire year last year. This is because there were several broken panels on Station 31 that were repaired earlier this year and a panel array was moved to avoid further snow damage. Logistics Officer Colgan said he checks the solar panel output a few times every week to make sure they are working properly, and there is a link on our website where anyone can check the solar production of our buildings.

Inspections are performed once a year for all suppression personnel, and any items discovered during these inspections that are missing or need to be replaced are ordered once the inspections are over. This helps to streamline ordering so we are doing it once a year instead of several times. Logistics Officer Colgan then briefly reviewed some of the projects completed at the District so far this year and presented some sample pictures of structures we are looking at for crews and apparatus to be housed in during the tear-down and rebuild of Station 34. Chief Hewitt commented he and Chief Zanetti are working with the City to find space to place these structures during the rebuild.

III. Fire Prevention Update

FM Owens said we are wrapping up the wildland inspection program and have gathered data on the general reception of the inspections from the public and how many inspections one person can do in a day and, among other things. We used the State's assessment program and received requests from the State asking our inspector, Steve Brown, to help improve the program. Generally speaking, the assessments went pretty well. Homeowners would contact Steve to make an appointment for him to visit their homes with the only requirement from us being someone with decision-making ability had to be present during the assessment. At first we were only visiting single-family residences but that expanded into visiting multi-family residences as well.

FM Owens said Steve found that initially many of the people who scheduled inspections had already made improvements to their homes prior to the inspection and were looking for information on what else they could do. As time went on we did not receive the response we were expecting, so flyers were sent to residences in the District notifying homeowners of the program. This generated more requests for inspections, but what was interesting about the first group of requests versus the second was that in the second group, the homeowners were not nearly as reactive as the first group in actually performing the improvements Steve suggested. FM Owens said we are following up with the homeowners we visited to find out what work was performed and how much it cost.

Overall this program has provided the data we needed. We found that even though Steve had tools on hand during the inspection to show homeowners how to get started on small improvements,

such as clipping small low-lying branches off trees, no one wanted him to do it. We also found the total time it took to do an assessment from scheduling an appointment with the homeowner to finishing the paperwork came to about 45 minutes per inspection. FM Owens said we expected it to take a lot longer, but the shorter timeframe is likely due to no one wanting Steve to help with some of the initial labor. We completed just over 130 inspections. FM Owens said we would have liked to done more, but this was a voluntary program and he feels we did a good job getting the information out to the community. The community just did not respond like we thought they would. Steve's last day will be September 11.

Chief Hewitt asked FM Owens if he thought the program was worth continuing, and FM Owens replied he would be surprised if we had as large of a response next year as we did this year, simply because we have already visited homeowners who were interested in the program. Chief Hewitt added it is an expensive program with minimal results, and we will provide the County Council with the data we have collected.

FM Owens presented a map of where assessments were completed showing concentrations in the Summit Park, Jeremy Ranch, and upper Deer Valley areas. He then presented another map of the District showing the risk level of certain areas based on the criteria of whether there was water, access, the general construction of the homes, and the general fuel loads surrounding the homes. The red areas on the map reflect areas where water or access is lacking, and yellow areas are where one or two of the four criteria are missing. Green areas have fairly good coverage for all four of the criteria. FM Owens said the map gives us a good idea of the communities we need to work in.

FM Owens said the chippers have done a great job this year. We have three chippers, two of whom do the chipping with the third cleaning up behind them, and it has sped the process up a great deal. Last year we did just over 1,200 total requests, and so far this year we have completed 1,231 requests with about a month to go in the program. There were many requests from the Summit Park and Jeremy Ranch areas, and the rest of the requests were scattered around. The chippers' last day will be September 30, but they have agreed to stay on longer if there is still work available for them.

Fire Prevention Week will be in early October and we will be hosting a media competition. Using social media, we will ask students to post a video, picture, or graphic that represents safety in the kitchen, and the one that receives the most likes will win a trip to school on a fire engine for the author.

IV. Ambulance Management

Chief Lewis said things are progressing with the ambulance van and it should be at the manufacturer now. We currently have an opening for the EMS coordinator for North and South Summit since Michelle Andersen filled the vacancy in the Training Division created by Tricia Hazelrigg when she retired. The coordinator position was advertised and we received

approximately 17 applications for the position. Chief Lewis said initial interviews were conducted with selected applicants via Zoom and we just didn't find what we were looking for.

After the interviews were over, the position was reevaluated to determine what we needed most out of that position, and the position was redirected toward a smaller supervisory position that we could send out to our existing employees to promote within. Our two biggest challenges were filling shifts and having someone who could truly work in a supervisory role for the crews. When Michelle and our EMS assistant, Doug Fryer, would fill daily shift vacancies, they were not able to respond to calls and be a supervisor to all the crews.

We decided to offer two individuals insurance and the opportunity to be supervisors and help Doug Fryer, who is now the new EMS coordinator, in his role. The new job description was sent out and two people applied. Chief Lewis said interviews will be held tomorrow afternoon and the chiefs for North and South Summit will join the interviews. Training will be provided to the individuals selected, and we will evaluate the program after a year to see how it is working.

Secretary Butwinski asked if the two positions would result in an increase or decrease in headcount, and Chief Lewis replied we originally thought about having four positions, but with budget uncertainty we decided to start with two, so it is a net decrease. Secretary Butwinski then asked if the job description the Board members were distributed prior to the meeting was for this position, and HR Berry replied it was. He said the description was for a part-time position for up to 36 hours a week and wondered if that is accurate, and HR Berry replied it is because full-time positions are 40 hours or more per week. Under the Affordable Care Act, she said we will offer them insurance as long as they can work 30 hours or more per week, but they are still considered part time and insurance is the only benefit they will receive.

V. Training Update

Chief Hewitt provided a quick overview of our drone program, stating the two drones the District has had for the past 2-3 years were crashed and he has authorized \$12K for the purchase of new drones. One of the drones will have a thermal imaging camera, as Chief Hewitt said it is important we have this technology to combat wildfires and find hotspots. He believes drone technology will continue to advance and within the next several years they will operate autonomously. FM Owens said PCFD drone operators go through training with a certified FAA instructor to learn how to fly them and must pass a test in order to get a drone license. Chief Emery commented drones are used routinely in PCFD training to record the operations from an aerial view.

Chief Hewitt said the annual task performance testing began today. Chief Emery commented we try to take advantage of the "shoulder season" when call volume decreases a bit, and we have been focusing on our tech program. Right now our last recruit camp personnel are attending the engineer's class, then there will be a short break and the 5-week hazmat class will begin. The tech program includes trench rescue, rope rescue, vehicle extrication, confined space, and hazmat

components. In the past we relied on outside resources to teach those classes, but we now teach all of them in-house. The hazmat class represents the last of the tech classes we have now taught in-house.

Chief Hewitt commented the District had a firefighter resign to take a position with an agency unrelated to the fire service. He also mentioned the off-duty passing of a North Summit Fire firefighter and said the District will provide North Summit with anything they need for funeral arrangements.

VI. Apparatus Update

Chief Hewitt said the District is back up to about 90% of our call volume this August compared to last August, and Chief Zanetti commented crews have performed many back country rescues this summer. We still need to maintain our engines and we ordered a new Rosenbauer engine for Station 38 before the pandemic began, which we have just received. A brief video walk-through of the new engine recorded by Captain Eric Hintze was then presented to the Board. This apparatus is the shortest engine PCFD owns and will be able to safely maneuver the tight corners in the area it serves. One of the features of this new engine is a “clean cab concept,” meaning compartments were built around the engine to store personal protective equipment (PPE) that often contains fire-related carcinogens and other harmful substances encountered while fighting fires. Having compartments outside the cab to store PPE means those items are not stored inside the cab with the crew, thereby limiting the crew’s exposure to any harmful substances trapped in the PPE. The new engine should be operation in approximately a week.

VII. Policy Review

HR Berry said one of the policies is regarding the job description for the administrative assistant for the Training Division, and the other policy posted for review is a job description for the part-time EMT positions that were discussed earlier. No action needs to be taken on these, they were posted for the Board to review. She asked anyone who has questions regarding either of these job descriptions to contact her.

In closing, Chief Hewitt said he believes the District has done very well handling the pandemic. The District is running at almost normal levels now, and we will continue to take steps to remain Covid-free. Board members can contact Chief Hewitt at any time with questions.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
September 1, 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, Secretary Alex Butwinski, Board Member Tim Henney, and Board Member Christina Miller

District Personnel Present: Chief Paul Hewitt, DC Bob Zanetti, BC Pete Emery, BC Ashley Lewis, BC Steve Zwirn, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, Logistics Officer Brett Colgan, and Admin. Asst. Debbie Colgan

I. Approval of August 4, 2020, Meeting Minutes

Vice Chair and Treasurer Howard made a motion to approve the minutes of the August 4, 2020, Administrative Control Board meeting. The motion was seconded by Board Member Miller and passed unanimously, 4-0. Board Member Henney abstained from voting as he was not present for the August 4, 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

There were no questions about the financial reports.

IV. Old Business

There was not any old business.

V. New Business

There was not any new business.

VI. Staff Reports and Input

Chief Zanetti said he will get his monthly report posted to SharePoint tomorrow, and Vice Chair and Treasurer Howard said the rest of the correspondence looked good.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Hewitt welcomed the Board members to contact him with any items they would like to have on the agenda for the next meeting.

VIII. Closed Meeting

There was no need for a closed meeting.

IX. Adjournment

Secretary Butwinski made a motion to adjourn the regular meeting, it was seconded by Vice Chair and Treasurer Howard and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:36 p.m.

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