

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
October 6, 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: 5:34 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

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

I. Financial Update

Chief Hewitt began by stating CFO Barney keeps him very well informed of the financial status of the District, and we are doing well. CFO Barney presented a condensed version of the District financials showing budget expenditures are at 50.8% through August; typically at this point of the year we should be around 67%, so we are doing well at about 16% under budget. Last year at this time we were 49% under budget, so we are running very close to the same as last year. Our ending fund balance for the end of August this year was \$17,670, and last year it was \$17,745. Our interest income is down because interest rates are down, but we are still neck-in-neck with last year. Permits and fees tend to increase in October every year, and CFO Barney does not see any reason why that would not happen again this year. Chief Hewitt added there are some other revenue items that will be added by the end of the year, and Chief Emery will discuss those later in this meeting.

The tentative 2021 budget will be presented to the Board during the November 3 meeting for discussion and possible approval to present the tentative budget to the County Council, which will meet the next evening on November 4. CFO Barney will get budgets from the various divisions within the District by October 15 and put the tentative budget together for the November 3 meeting.

II. Task Performance Test

Chief Hewitt commented we are in a remote area and getting outside help would take time, so our personnel need to be in shape and able to pull hose up a mountainside for a fast and capable response. Our validated task performance test (TPT) has been helpful in achieving this. Chief Emery said this is our third year in a row where all personnel have passed the TPT and no one is on reassignment. The program is working well and we are right where we want to be. He said next year we will work on getting the crews out to run through the TPT a couple of months ahead of

the testing date to make sure they are within passing range. This will allow us to identify those who need help and we can work with them to get them where they need to be.

III. Wildland Deployments

Chief Hewitt said wildland deployments offer a source of revenue for the District. Chief Emery said an EMAC (Emergency Management Assistance Compact) deployment is issued from the state requesting assistance, and so far this year we have had three EMAC deployments. The first was in California, the second was in Oregon, and the third one we are currently on is in California again. The EMAC deployments pay the District a daily rate for the apparatus, rates for the personnel we deploy, and the personnel backfill. Deployments typically consist of three personnel: a captain, an engineer, and a firefighter, and deployments can range from 5 or 6 days to a maximum of 16.

We made \$35K on wildland deployments in 2018, \$38K on deployments in 2019, and with deployments so far this year, Chief Emery said he believes we will be over \$200K in net revenue from deployments over the past 3 years. Repairs often need to be made to apparatus once the deployments are over, and damages to apparatus that occur while crews are on the fire are usually covered by the agency/state requesting assistance. During the September deployment our apparatus sustained damage on the trip back to Park City, so the cost of repairs to that apparatus will come out of the revenue for that deployment. Chief Hewitt added repairs are almost always needed to the apparatus after they come back from deployments, and they are not inexpensive.

Chief Emery said the agencies and communities we have assisted have thanked us many times for the assistance we provided during these deployments, and if we ever need similar help in our area, he believes these agencies would come our way to help. Chief Zanetti added more details about each of the deployments we have been on this fall are included in his monthly report.

Board Member Henney asked how the District receives requests for assistance, and Chief Emery replied the state/agency requesting assistance will send the request to the State of Utah, and then the State will send a notice to all agencies asking who is available, qualified, and has apparatus available and suitable for the situation. When the District receives the request, we evaluate our staffing levels, call volume, and qualified personnel available. We need to make sure we can send resources without affecting our service here. We then respond to the State notifying them of what we have available, the State approves it, and then we deploy.

IV. Ambulance Operations

Chief Hewitt commented PCFD currently manages all 1,800 square miles of ambulance coverage for Summit County, including North Summit Ambulance and South Summit Ambulance. Some members of the North and South Summit ambulance services want to take back management duties of the ambulance services in those areas, and Chief Hewitt said he and Chief Lewis are meeting with the Kamas mayor tomorrow to discuss this. He said PCFD wants to do the right thing for our community and the communities that border us, and that has been our only interest in this matter.

He believes a management change should not be considered until there is a solid business plan. They are hopeful they could staff five stations throughout their areas and be able to respond quicker than we do on an on-call basis, and Chief Hewitt said they would need around 150 employees to staff those stations. The employees would need to live in close proximity to the stations they serve because they would be responding from their house to the station. Chief Hewitt said he thinks staffing five stations would be impossible, but if they can show us they could manage those services better than we do, they can take over management. Managing those services means more work for our staff, but we are doing what we think is best for the community. He then asked Chief Lewis to talk more about what their business plan would look like.

Chief Lewis said basically those who want to take back management of the North and South Summit ambulance services want to go back to an on-call model of having a pager at home and responding to calls from home at their convenience. Two years ago, those services were changed from an on-call basis to being staffed 24 hours at the Coalville fire station and Kamas EMS garage. Staffing these stations with people who may not live in those communities is very beneficial to the people living in those communities. One of the arguments they are making is that only locals can provide the best service, and Chief Lewis said he disagrees. There are some really good employees from the Salt Lake Valley and elsewhere that provide great service.

As far as a business plan goes, there are a lot of educational components to this system and we need to relay this to the East-side mayors and the people who are pushing to make changes. A lot goes into managing those services, and many people just do not realize what we do. Chief Lewis presented a summary document of the Coalville and Kamas EMS services, which includes information on how those services came together, some of the issues we encountered having community members respond from home, the workforce, licensure, and the budget, among other things.

He said the County is basically subsidizing the EMS system in Coalville and Kamas each year. The billing in those communities is not enough to cover the operation expenses, and this is due to multiple reasons, such as the areas being fixed-income communities and most of the calls are centered around older people; Medicare does not cover anything outside of the base ambulance transport rate. We do not have the call volume to offset some of those expenses, either.

Chief Lewis then briefly reviewed some of the other topics in the summary document he prepared, such as billing, apparatus maintenance and repair, facilities, equipment, and training. He commented he does not know how well the training programs in volunteer organizations work, but we know our personnel are qualified because of the testing we do every year. Here, if you do not pass, you do not work. Our goal in Park City as well as North and South Summit is to save every savable life, and anything else is not acceptable.

Chief Lewis said the document he presented to the Board is basically our business plan, and if the people who want change can put something together that exceeds what we have, we will go from there. He said we did a strengths, weaknesses, opportunities, and threats (SWOT) survey of our employees this past year to do what we can to improve on some of the weaknesses we have. It is a part-time system, and there are a lot challenges with that and we are doing what we can to address

them and work through it. Chief Hewitt commented with the budget we have, we are providing really good service. HR Berry added that with that budget, it would be very difficult for North and South Summit to provide what we do because they do not have the infrastructure for it, such as HR and training, for example. Chief Lewis said he would upload the EMS summary document to SharePoint for the Board members at the conclusion of the meeting.

Secretary Butwinski asked what the preference is for the District in terms of maintaining management over the North and South Summit ambulance services, and Chief Hewitt replied we want what is best for the community to happen, and right now he believes ongoing management by PCFD is best given the budget we have. However, he said we are open to looking at other models, and we will be more than willing to look at a business plan if one is put together and help them analyze the various components. An increase in the budget would mean an increase in taxes for the residents of those communities, and it is ultimately up to the County Council on how they want to proceed.

Secretary Butwinski wanted to clarify the number of employees needed to make the suggested changes, and Chief Hewitt replied they said they could staff five fire stations locally. He said knowing the number it takes to staff two fire stations and extrapolating that out, they would need at least 100 employees. They would need to fill 90,000 hours each year with people who live in close proximity to the stations, and Chief Hewitt said that would be difficult to do.

Vice Chair and Treasurer Howard added that the development going in west of Coalville will likely be populated with people who are coming from a higher expected level of service than maybe some of the members of the community are, and the people in that new development will be big tax payers. Consequently, he thinks it is important to guide the boards to think about a long-term vision, and Chief Hewitt added perhaps the best thing to do is to increase taxes four-fold by incrementally increasing taxes every year. Chief Lewis said we asked the County Council for the same budget as last year for the upcoming year and it was approved.

V. Capital Expenditures

Chief Hewitt commented PCFD saves money over a lot of fire organizations because they don't look at other options for purchasing fire engines. Chief Zanetti said engine purchases are a huge amount of our budget expenses, and it is important that you order what you need. There are only two dealers in Utah, Pierce and Rosenbauer, and they are always competing against each other. Our apparatus committee gets together under the direction of Chiefs Zanetti and Zwirn, and then the committee goes out and specs the apparatus with each manufacturer. When we get the price quotes back from each of them, they are competitive but usually not the same.

The next engine will be for Station 33 next year, and the process for purchasing that engine has already started. We know what works best for the area that engine will serve and will tie that information into designing the apparatus. Custom engines, which are built from the wheels up, are more expensive than commercial engines, such as Freightliner and International. It is easier to replace parts on commercial engines because they are for the most part the same across every

engine; on custom engines, you often have to go back to the dealer to get parts to fix it. We have seen a 3% increase per year in the cost to purchase these vehicles, and there are also costs to repair and maintain them. We need to have extra engines available when one of them goes down, as there can be significant downtime for an engine when it needs to be repaired.

Chief Zanetti said the difference in cost between custom and commercial apparatus can be significant. For example, we have received a quote for a custom-built engine for Station 33 of \$725-750K. We have also received two bids for a commercial build of \$425K-\$450K. Chief Hewitt commented many organizations go with custom-built apparatus, and maybe a custom-built engine could go up Parley's Canyon 10 miles an hour faster than a commercial engine, but the gain is not worth the expense. Chief Zanetti said we are leaning toward a commercial build for the Station 33 engine because it would work well in that service area.

VI. Station 34 Update

Regarding the Station 34 rebuild, Chief Zanetti said he is meeting with City personnel at the mine bench property tomorrow to look around. Chief Zanetti has schematics now of what the footprint might look like for the temporary station. We want to make as minimal an impact on the property as we can for the approximate 8 months the temporary station will be operating. Chief Zanetti commented the biggest hurdle right now is housing the engine. He said we will likely look at sending an RFP out in February 2021 for the architect, but securing a temporary station in Station 34's service area is a priority.

VII. Policy Review

HR Berry distributed the policy regarding personal weapons to the Board for their review prior to the meeting. She said there were no actions that needed to be taken on the policy, and there were no questions from the Board regarding the policy. Chief Hewitt commented during the next meeting we can look at marijuana laws and how things have changed.

VIII. Fire Prevention Update

FM Owens said plan reviews have been coming in at a high rate. Tenant improvements on existing structures have really increased and single-family residence reviews have decreased, but multi-family and commercial residences have made up for that. There is a trend of multi-family developments going up, and this in response to the need for workforce housing. Our turnaround time on reviews has been very good, although it has slowed down a bit during the last few days because of the influx of reviews we have received. Inspection numbers are also going up.

Work Session Concluded: 6:28 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
October 6, 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: 6:29 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 Patrick Harwood, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Approval of September 1, 2020, Meeting Minutes

Vice Chair and Treasurer Howard made a motion to approve the minutes of the September 1, 2020, Administrative Control Board meeting. The motion was seconded by Board Member Miller and passed unanimously, 5-0.

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. Closed Meeting

Vice Chair and Treasurer Howard made a motion to convene in closed session. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:31 to 6:52 p.m. Those in attendance were Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Tim Henney, Board Member Christina Miller, and HR Officer Patti Berry.

Vice Chair and Treasurer Howard made a motion to dismiss from closed session. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0.

Vice Chair and Treasurer Howard made a motion to reconvene the regular meeting. The motion was seconded by Secretary Butwinski and passed unanimously, 5-0. Those attending the remainder of the regular meeting were Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski, Board Member Tim Henney, Board Member Christina Miller, HR Officer Patti Berry, and Admin. Asst. Debbie Colgan.

VI. Staff Reports and Input

There were no questions or comments regarding the staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

During the next meeting, CFO Barney will present the 2021 tentative budget to the Board for possible approval and recommendation of the budget to the County Council.

VIII. New Business

A. Possible Renewal and Recommendation of the Chief's Contract to the County Council for Final Approval

Board Member Miller made a motion to renew Fire Chief Paul Hewitt's contract with the alterations discussed in the closed session and recommend it to the County Council for final approval. The motion was seconded by Vice Chair and Treasurer Howard and passed unanimously, 5-0.

IX. Adjournment

Vice Chair and Treasurer Howard made a motion to adjourn the regular meeting, it was seconded by Secretary Butwinski and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:54 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 3, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.