

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Fire District Administrative Office Building  
November 3, 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:** 5:30 p.m.

**Board Members Present:** Chair Jay Dyal, Secretary Alex Butwinski, Board Member Tim Henney, and Board Member Christina Miller

**Board Members Absent:** Vice Chair and Treasurer Michael Howard (excused)

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

**I. 2021 Tentative Budget and 2020 Budget Amendments**

Chief Hewitt began by stating we will present our 2021 tentative budget to the County Council tomorrow. CFO Barney shared the budget presentation with the Board. We are currently at 87% of the call volume we had last year. Regarding the 10-year projections for the District, we will have the fleet services building paid off next year and the Wells Fargo loan will be paid off in 4 years. In 6 years, we will be debt free, unless we build another station and bond for it. The reserves at the end of this year will be almost \$11.8M, and CFO Barney said he does not foresee spending any of the reserves in 2021. If we remodel Station 34 in 2022, the reserves will go down substantially. We have not decided yet whether we will pay for cash for the remodel or bond for it.

There are no amendments on the 2020 budget for the revenues. The requested budget for revenues for 2021 is about \$40K less than the 2020 budget. We took a little bit of a hit this year on revenues due to Covid because of the lack of CPR classes, fees, etc., and we do not know what will happen during the first part of 2021.

Under expenditures, the general liability insurance for 2021 has been increased by \$20K because we have added more apparatus and vehicles. In capital outlay, \$1.1M has been removed because we spent that money last year on the land purchase, so the amended budget for 2020 is \$18,805,421. The 2021 budget is \$18,999,579, which is comparable to 2020 after the amendments are taken out.

Chief Lewis then briefly went through his presentation on the 2021 ambulance budget, which is about \$4K less than the budget requested last year. He presented graphs of average dispatch to arrival times and noted the Park City times seem to be slightly increasing year to year. There are many variables for the increase, including an increase in traffic, but he attributes much of it to the dedication of the crews arriving to the scene safely. The North and South Summit dispatch to

arrival times have come down over the past few years to an average of about 12 minutes, and Chief Lewis noted the data can be skewed due to the lower number of calls for those services and the locations they are responding to, as areas farther away take more time to get to. The decrease in arrival times is due to personnel being in the stations 24 hours a day. Chief Lewis said the data collected each year is evaluated and pushed into operational readiness to ensure our providers have the resources they need to perform their job well.

When Covid first began, Chief Lewis, Chief Zanetti, and the District's medical control doctor, Dr. Scott McIntosh, started looking at how it was affecting our ambulance response and they began tracking information to monitor it for staffing purposes. The District's first Covid patient was around March 15, and in June things started leveling off so the monitoring relaxed; now that things are picking up again, we will start tracking data again. However, there really was not a correlation between the number cases and staffing issues or the number of daily calls.

In the beginning, we needed to determine how we would respond to people under investigation or positive for Covid. Once the virus was community-spread, Chief Lewis said crews responded under the assumption everyone has it and responded appropriately. An initial action plan was created to help guide the response. Chief Lewis presented a short video showing an example of how crews are responding to calls and emphasizing the importance of wearing personal protection equipment (PPE). He said it has been a challenge to make sure we have access to the proper PPE. It takes time to decontaminate ambulances after transporting Covid-positive patients, so an ambulance was designated for Covid transports and uses plastic sheeting on the inside to make the decontamination process faster.

Chief Lewis said overall, we have only experienced a slight decrease in the total call volume in Park City from last year, and the ambulance charges billed so far in 2020 is also only slightly less than it was last year. The North and South Summit ambulance charges are a little bit higher than they were last year. The 2020-2021 goals for the North and South Summit services are to improve our service delivery, evaluate and possibly restructure the pay scale, determine whether there is room in the budget to add a paramedic response to those services, and add equipment. The 2021 budget for North and South Summit is \$4K less than 2020, and Chief Lewis said we are fortunate to keep that budget intact.

## **II. Third Quarter Financials**

CFO Barney said as the end of September, we are at 58% of the budget for expenses and last year at that time the budget was at 55%. The difference is in capital outlay and due to the new engine purchased this year. He believes the budget expenditures for this year and last year will be comparable.

### **III. PCFD Covid-19 Response**

Chief Hewitt said early in the pandemic, the District stocked up on PPE and we had one firefighter who contracted Covid. The exposure is much greater now and we have had two more firefighters contract the virus. Our precautionary measures have tightened up and we are requiring crews to wear masks all the time while in the stations, with the exception of being able to take their mask off if they are alone in their dorm.

Chief Emery said the District is tied in with IHC, and specifically the LiveWell Center, regarding directions for personnel potentially exposed to or exhibiting symptoms of Covid. If firefighters have any illness or symptom, they phone a nurse practitioner at the LiveWell Center who helps us make decisions on whether they should report to duty or isolate themselves. We conducted contact tracing for the two firefighters who are currently out with Covid, and this resulted in 5 other personnel not reporting for duty and isolating until we receive a negative test on them. IHC is fast-tracking our personnel testing and getting results in around 12 to 24 hours, as there are really not any consistently reliable rapid tests available yet.

HR Berry said individuals who are exhibiting symptoms or have had an exposure are being sent home using sick leave while they are being tested. There is an emergency pandemic leave policy that allows them to apply for pandemic leave without having to use their personal sick time. That leave is an expense we can submit for reimbursement through the CARES Act. We are following the national CARES mandate allowing up to 96 hours of leave for individuals if they are being tested or quarantined; however, some of our employees are still using their personal sick leave while awaiting test results because they want to save the Covid leave for when they are actually sick. Once an employee has a negative test and are symptom free, they can come back to work.

HR Berry said if everyone in a station is wearing a mask and someone in the station tests positive, we do not consider that an exposure. Chief Emery commented all of the positive tests so far have been a product of off-duty exposures. As of right now, no one has contracted Covid while on duty. If we are wearing the proper PPE, the odds of someone contracting the virus on shift is pretty low.

Secretary Butwinski commented the urgent care centers in New Jersey are advertising rapid testing, and he is wondering if it is really rapid testing or they are still sending it out and getting results back in a day or a day and a half. Chief Emery replied there are rapid tests that produce results within 15 minutes to 1 hour, but when he talked to state health officials, they do not put a lot of faith in a negative rapid test. If someone tests negative using a rapid test and they are still symptomatic, health providers will recommend that the person still receive a full test at a testing center. A positive result using a rapid test, however, has more weight to it. The number of false negatives with rapid tests is pretty high, and even the full tests still have about a 20% false negative return. Chief Emery said the tests we are performing on personnel return results in roughly 15 to 24 hours. It is roughly 10 days after a firefighter tests positive before they can return to duty.

#### **IV. PCFD Facebook and Other Social Media**

Michelle Andersen is managing our Facebook page and Instagram accounts in conjunction with the County PIO. We are increasing our reach and interaction with the public, and our followship has really been growing. The pictures we are posting are presented with sensitivity. There haven't been any station tours for schools this year and crews have not been able to visit schools due to the pandemic, so Chief Hewitt and FM Owens have produced videos of station tours so kids can watch them from home. Chief Emery encouraged the Board members to look at PCFD's Facebook and Instagram accounts.

#### **V. Ambulance Services Update**

Chief Hewitt said in Park City, there is an ambulance for every 27.5 square miles, and in the rest of the rural county there is an ambulance for every 845 square miles. The County EMS Committee has been in discussions with the North and South Summit fire chiefs regarding their desire to manage the North and South Summit ambulance services, and Chief Hewitt said we are doing everything we can to give good advice and information on this issue. The call response in the rural areas is going to be longer given the larger area, and in order to have a measurable service level increase in those areas there would need to be a measurable budget increase as well.

Chief Lewis commented the issue has provided an opportunity to look at some data and processes that we may not have look at before, and it has validated things we already knew and provided insight on others. For example, we looked at how many times Park City crews and apparatus responded to Coalville and Kamas over the last three years to provide mutual aid, which amounted to over 300 responses. Those responses take a resource out of the Park City area, but Chief Hewitt said we are happy to help. He said we will continue to dissect the issue, and the objective should always be to get to the call as fast as you can with the resources you have and take care of the problem, whether it is a medical situation or a fire.

Chief Zanetti then briefly talked about a recent incident involving a brush fire. He said we have learned over the years that brush fires can occur after Thanksgiving, and we need to be ready for late-season wildland fires. He said today was a good example of this, we had a brush fire that was knocked down in about 20 minutes and our crews did a great job. We are fortunate we have a full-time department, as there were high-priced structures on three sides of the fire.

#### **VI. Fire Prevention Week, Hideout Annexation, and Tech Park Development**

FM Owens said plans for the tech park went through the Snyderville Basin Planning Commission, and the commission forwarded an unfavorable recommendation to the County Council. The County Council has held meetings regarding the tech park, and the Council is mostly positive on the project. The project's design has changed since its inception, including the removal of the underground transit center and the gondola, and there would be no changes to SR 224. They are just focusing on what is above ground, and they are talking about moving the buildings back a bit

and making them a little higher to reduce the density. This project is on the County Council's agenda for every meeting through the end of the year and is progressing. Secretary Butwinski asked at what point the project designers will reach out to the District regarding accessibility for the fire department, and FM Owens replied they contacted the District before they even went to the planning commission so they could get an idea of the requirements. He said they have been great to work with because they have been meeting with District personnel from the beginning.

FM Owens said Fire Prevention week this year was interesting. We typically host an open house that the public and students from nearby schools can attend. This year we recorded three virtual station tours at Station 38 for different school-age groups and they are available on YouTube. We also held a contest for promoting kitchen safety, and the winner and his little brother spent some time with firefighters and went on a quick ride around the block in an engine. The contest winner had made a video of him dressed as a firefighter with him holding a fire extinguisher and talking about fire safety. The video is available on our FaceBook page.

Regarding Hideout, the town of Hideout began an annexation process with the goal of increasing the size of their town. They are very interested in a part of Summit County for expanding their commercial operations and creating a town center type community, and FM Owens said it would be a big project. The annexation process was allowed due to a law passed in the state legislature earlier this year. Complaints to the legislature ensued, and the lawmakers said the law they passed was being misrepresented. The law was repealed this summer, but the repeal did not go into effect until later in October.

On their first annexation attempt, there was a court injunction imposed that would not allow them to proceed until legislators were able to decide whether the annexation is something that should happen, but they were able to start a second annexation attempt. It was a side effect the courts knew might happen, but the law allows it. None of the proposed annexation area includes any of the Superfund site, and the soils have been tested and are clean. FM Owens said there is really nothing holding them back from building in the area.

Secretary Butwinski asked if the group pushing the annexation has contacted the District about who would provide fire service in the area. FM Owens said he has spoken to Jami Brackin regarding this, and there are conflicting laws on whether or not we can or must provide service to that area. There is a state law requiring all municipalities to provide fire and police services for their communities. This means Hideout would have to provide those services. Additionally, because we are a special services district, the portion of the annexation that is in Summit County is within our District and we tax that area, so we service that area. However, since the annexation is being initiated by a city, we are not treated as a special services district; rather, we are treated as a local service district. In those cases, we do not have to provide services to that community. FM Owens said Jami Brackin is discussing the situation with her group and they will write an opinion on whether or not the District must provide fire services to the area.

FM Owens said EMS services are different. Summit County has a geographic license to provide EMS service to the entire county, so the part of the annexation located in Summit County would be part of our response area. He said Hideout has not approached the District about dividing any

services. In the entire annexation plan, there is one mention of a fire marshal and whether the fire marshal has the authority to decide whether the access into the community off of SR 248 is sufficient.

Chief Hewitt clarified that there is no question about EMS service to the area, as the District would provide EMS service to it; the question is regarding fire services. Secretary Butwinski asked if the Board would be involved in making a decision regarding the area's fire service or whether it would fall to the County Council or some other entity. Chief Hewitt replied the town of Hideout does not want to provide their own fire service, as it would be very expensive, and we want to do what is right. He said this is an ongoing issue and we will figure out the fire response issue as things progress. New information will be provided to the Board as it becomes available. FM Owens added the development agreement states no development can begin until everything is in place, so the fire service issue will need to be resolved before they can begin developing.

## **VII. Policy Review**

HR Berry said there is a policy under legal review by the County regarding our productive work environment, which includes a drug-free workplace policy. Some changes are being made regarding medical marijuana prescriptions and how that fits into our drug-free workplace. Medical marijuana is like any other legal prescription an employee could have; our employees are under an obligation to notify administrators if they are taking a prescribed or over-the-counter medication that could render them unable to perform their duties. If they can perform their duties, they do not have to let us know. Chief Hewitt said we will go over the productive work environment policy in more detail at a later meeting.

Chief Hewitt said the interlocal agreement (ILA) with Park City will be reviewed with the Board at the next meeting. FM Owens said a new ILA is being created that more accurately reflects the way we are operating and how we will operate in the future.

**Work Session Concluded:** 6:32 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
November 3, 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, Secretary Alex Butwinski, Board Member Tim Henney, and Board Member Christina Miller

**Board Members Absent:** Vice Chair and Treasurer Michael Howard (excused)

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

**I. Approval of October 6, 2020, Meeting Minutes**

Secretary Butwinski made a motion to approve the minutes of the October 6, 2020, Administrative Control Board meeting. The motion was seconded by Board Member Henney 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. Possible Approval to Recommend the 2021 Tentative Budget and 2020 Budget Amendments to the Governing Board for Tentative Approval**

Board Member Miller made a motion to recommend the 2021 tentative budget and 2020 budget amendments to the governing board for tentative approval. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

**VI. Dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, Utah**

Board Member Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

**A. Possible Approval to Recommend the 2021 Tentative Budget of the Local Building Authority to the Governing Board for Tentative Approval**

Board Member Miller made a motion to recommend the 2021 tentative budget of the Local Building Authority to the governing board for tentative approval. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

**VII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board**

Secretary Butwinski made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

**VIII. Staff Reports and Input**

There were no questions or comments regarding the staff reports.

**IX. Discussion of Possible Future Agenda Items/Additional Comments**

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



Hewitt will discuss the new interlocal agreement being drafted between Park City Fire District and Park City, and HR Berry will discuss the productive work environment policy.

#### **X. Closed Meeting**

There was no need for a closed meeting.

#### **XI. Adjournment**

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be December 1, 2020, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.