

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

**Board Members Present:** Chair Jay Dyal (joined at 5:50), Vice Chair and Treasurer Michael Howard, Board Member Tim Henney, and Board Member Christina Miller

**Board Members Absent:** Secretary Alex Butwinski (excused)

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

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

CFO Barney said nothing has changed in the 2021 budget or 2020 budget amendments since the last meeting in November. The 2020 budget did not have any amendments in revenues, and the 2021 budget in revenues is slightly under the 2020 budget. There was an amendment made to the 2020 budget expenditures for a slight increase in general liability insurance because of added apparatus, and capital outlay went down because we took \$1.1M out for the property that was purchased last year. The total 2021 budget is \$18,999,579. We will take the 2021 budget and 2020 budget amendments to the County Council tomorrow for final approval.

**II. Wells Fargo Bank and Zions First National Bank Lease Agreements**

CFO Barney commented these are the lease agreements we prepare every year that state we have set aside money in our budget to be able to pay our bonds for the next year. These will be approved in the regular meeting later this evening. Once the agreements are approved and signed, we will send them to Wells Fargo and Zions Bank. There were no questions on the lease agreements.

**III. October 2020 Financials**

CFO Barney said the District was at 72.8% of the 2020 budget as of the end of October. At that time of the year, we should be at 83.3%, so we are still under budget. This is due to payroll because we budget for sick and vacation time as if it was all going to be paid out during the year. This does not happen, but we still need to make sure we have the funds available if it did. Last year at this time we were at 63.5% of the 2019 budget, but we spent \$1.1M in December for the land purchase which we will not be doing this year, so it will even out.

We are about \$250K short on our cash flow from this time last year, and this is due to interest we are not receiving that we received last year and fees we are not collecting through CPR classes, standbys, etc. CFO Barney commented when you are looking at a \$19M budget, that shortage is not bad. Nothing has been borrowed from the capital projects or reserves funds yet, but when Station 34 is rebuilt, those balances will decrease. The current total of all funds is \$15.8M.

Board Member Henney commented the District instituted cost-savings measures to be proactive during the pandemic and we have not seen a reduction in property tax revenue that we thought we might see. With this in mind, he asked if the District might actually add to the reserves this year. CFO Barney replied in September we were ahead in property tax revenue from what we collected last September, but we are now behind in October. In October 2019, we collected almost \$1M in property taxes, but now it is only almost \$600K. We will have to see where we are at after January for the total 2020 property tax revenue.

Chief Hewitt commented the District has submitted close to \$30K in Covid leave reimbursement requests through the CARES Act and we will be submitting for more reimbursements before the end of the year. There has not been a tax rate increase since 2009 and we will eventually need one. Board Member Henney said the proactive measures the District instituted early in the pandemic should make it easier to go before the County Council with the proposed 2021 budget. CFO Barney said the 2021 budget really has not changed much from last year, and if the District had not purchased property late last year, the two budgets would be neck-in-neck and he believes the County sees that. Chief Hewitt commented we are in a health pandemic and he believes the County understands the District needs to remain whole to provide needed services to the community.

Vice Chair and Treasurer Howard said he believes the tax collection rate for this year will be on average based on the low number of appeals on valuation that have been received. There is not a lot of financial pressure as of yet, if there is going to be any, on the community being able to pay property taxes. If valuations go up, then by nature the tax rate will go down and there will not be a revenue burst from increased valuations, but right now it is relatively stable. He said the District has done a good job of keeping expenses in line with revenues.

#### **IV. Approval of 2021 Administrative Control Board Meeting Schedule**

The 2021 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be the first Tuesday of every month. A suggestion was made to remove the July meeting date from the schedule, as it is always a busy month for everyone, and the Board agreed to remove it. The schedule will be posted in the Park Record on December 19 and 26, 2020.

#### **V. Interlocal Agreement between PCFD and Park City**

Chief Hewitt said there has been an interlocal agreement (ILA) for many years between PCFD and Park City. There was a time when PCFD did not have the resources or budget to cover the fire

marshaling duties of the City, such as inspections, code enforcement, special events, and fire investigations. As PCFD and the tax base has grown, it made sense that PCFD should become the fire marshaling authority, but the ILA does give the City some powers. Chief Hewitt said it seemed there wasn't anyone who was really responsible for the fire inspections, code enforcement, and life safety issues that occur in Park City Municipal (PCM) and proper, and we wanted accountability in that arena.

FM Owens said the latest version of the ILA was written in the early 2000's, and it was very similar to the original version that came out in 1984. The current ILA gives PCM the responsibility of investigating fires and performing activities for a list of items related to enforcing the fire code. FM Owens has been working Dave Thacker to develop a new ILA, which is currently with the County Attorney's office for review and comments. The new ILA clearly defines the responsibilities each organization has.

PCM will retain the ability to appoint a fire marshal for their jurisdiction, and the responsibilities of that fire marshal will be rather than enforcing the entire code, they will only enforce the provisions of the fire code relating to operational permits. They will continue to have the ability to issue and enforce the provisions of those permits, but everything else will be PCFD's responsibility, including annual inspections and life safety systems in Park City. PCFD will also now be responsible for all fire investigations, but PCM personnel have an open invitation to be present during any fire investigation. FM Owens said the new ILA clears up the ambiguity of who is responsible for performing various duties.

Chief Hewitt said a report will be provided to the County Council at least annually detailing when inspections were performed, life safety issues that were discovered, and what was done to correct those issues. The District has the funds to hire another full-time fire prevention employee to help complete the extra duties the District is now responsible for. Board Member Henney asked if this means the PCM fire marshal position no longer exists, and Chief Hewitt replied the ILA leaves an opportunity for PCM to hire a fire marshal to help out in certain areas in the City. FM Owens added the PCM marshal would have the responsibility to enforce those provisions of the fire code that PCM will continue to enforce, such as operational permits. PCM had posted a notice for an open fire marshal position, but it has since been removed and have stated they are not going to hire in that position. Dave Thacker has been acting as the fire code official.

Board Member Henney asked if there is concern over the rebalancing of who is bearing the financial burden to perform the fire marshal services, and Chief Hewitt replied those responsibilities are part of the District's services and we probably should have been providing it for the last several years since we had the resources to provide fire marshaling. Chief Owens said the District will be adding an entry-level employee to help provide services and PCM is not hiring a management-level marshal.

Board Member Henney commented about half of Summit County's tax base, which pays everything from the Health Department to the fire district, comes from Park City's tax base. Consequently, when you look at redistribution of service versus revenue received and expenses, Park City is eliminating a little and the District is taking on a little, but in the bigger picture you

need to look at where the money comes from and where the tax base is generated and then it makes sense. He said sometimes you need to make that argument in order for people to understand it. Chief Hewitt agreed and said this point will be one of many made when we need to seek a tax increase. Hopefully the County Attorney's office will review the ILA by the next ACB meeting and then we can bring it to the Board.

## **VI. Summit County Ambulance Management**

Chief Hewitt said Chief Lewis and the Summit County Deputy Manager, Janna Young, have been studying the ambulance management in great detail. As discussed in past meetings, the push behind this is because some members of the County ambulance service believe the North and South Summit services would be better if they were run by locals. An EMS council was created by the County and has met five times to date. This council has created a detailed report regarding the ambulance management, and the findings will go to the Council of Governments meeting on the 15<sup>th</sup>. Chief Hewitt said he would like a member of the Board to attend this meeting as well.

He commented the report shows our taxpayers are paying more than most rural systems, and he believes this is because we service a very large area. Chief Hewitt said he believes the report details a system that is run well considering the budget. He said the District does not gain anything by managing the system, and it was former County managers who made the decision for the District to run it. By doing so, employees for all three ambulance services have access to the same medical review meetings and training among other things, and Chief Hewitt said the report details why and how Park City is a very good neighbor in managing this system. PCFD ambulances respond into North and South Summit's areas over 100 times a year through a mutual aid agreement.

Chief Hewitt said during the last EMS council meeting, he voiced his belief that he does not believe it would be in the best interest of the North and South Summit residents to change management of their ambulance services. There will be one more meeting of the EMS council and then findings will go to the Council of Governments on the 15<sup>th</sup>. Board Member Miller said she would be happy to review the information gathered so far and attend the Council of Governments meeting. Chief Hewitt mentioned the ACB will be getting a new chair at the first of the year and it would be good if they could also attend that meeting. As the current Vice Chair, Michael Howard is next in line to take that position, and he said he will also plan on attending. Chief Hewitt said he will get with Vice Chair and Treasurer Howard and Board Member Miller prior to the meeting.

## **VII. Policy Review**

HR Berry said the drug-free workplace policy is still under legal review by the County, and hopefully we will be able to review it at the next meeting. Under the policy employees are required to notify the District when they are on medications that may impair their ability to perform their job. HR Berry also said the payscale for entry-level firefighters is under review and she will bring information regarding this to the Board at the next meeting. Chief Hewitt commented the District

needs to stay competitive in order to attract new firefighters, and HR Berry added the cost of adjusting the payscale would be negligible and is included in the 2021 budget.

### **VIII. Other Divisional Updates**

Chief Hewitt said as of about a month ago, the District had only had two firefighters contract Covid since the pandemic began, and right now we have six who had tested positive and are off duty. Chief Emery said when the rapid tests first came out, they were around 30 to 50% accurate. New data shows the tests are now about 90% accurate, but it is all about timing. He said the rapid test is really accurate right before symptoms occur, and around 5 to 7 days after that the accuracy starts to fall off. The test that everyone is getting through the hospital is accurate throughout the whole disease.

Any time an employee receives a positive rapid test here, we immediately send them to the hospital to get the full test. When an employee tests positive, we start contact tracing to make sure no one else is sick. Chief Emery said the rapid tests we have received through the Health Department have been a huge help, and all three platoons will be screened within the next week. Right now it looks like PCFD employees will receive the vaccine in late December or a week into January.

Chair Dyal commented he has read reports that all types of tests are somewhat inaccurate and the accuracy depends on which lab the tests are processed through. Chief Emery said any firefighter who is symptomatic does not report for duty. Originally any employee who tested positive must have had a negative test before they could return to work, but now they are allowed back after the employee has had roughly 10 days without a fever. Depending on the severity of the illness, however, that timeframe could be longer. Chief Emery believes that with the vaccine being available soon, the District is in a good spot. Chief Hewitt said he will highly recommend District employees get the vaccine.

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

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

**Board Members Present:** Chair Jay Dyal, Vice Chair and Treasurer Michael Howard, Board Member Tim Henney, and Board Member Christina Miller

**Board Members Absent:** Secretary Alex Butwinski (excused)

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

**I. Approval of November 3, 2020, Meeting Minutes**

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

**A. Possible Approval to Recommend the 2021 Final Budget and 2020 Budget Amendments to the Governing Board for Final Approval**

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

**B. Possible Approval of Wells Fargo and Zions National Bank Lease Agreements**

Board Member Miller made a motion to approve the Wells Fargo and Zions National Bank lease agreements. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

**C. Approval of the 2021 Administrative Control Board Meeting Schedule**

With the recommendation of removing the July 2021 date from the schedule as discussed during the work session, Board Member Henney made a motion to approve the 2021 Administrative Control Board meeting schedule. The motion was seconded by Vice Chair and Treasurer Howard 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**

Vice Chair and Treasurer Howard 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 Final Budget of the Local Building Authority to the Governing Board for Final Approval**

Board Member Miller made a motion to recommend the 2021 final 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**

Vice Chair and Treasurer Howard 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**

Vice Chair and Treasurer Howard commented the hazmat school report provided by Engineer Kramer was very good, as was Chief Zanetti's monthly report.

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

Board Member Henney commented there are several affordable housing projects in Park City planned or underway, and it may be a good time to revisit what role PCFD could play in providing affordable housing. During the next Board meeting, Chief Hewitt said we can discuss affordable housing. HR Berry will also discuss the productive work environment policy pending approval from the County Attorney's office.

Board Member Miller wished to thank PCFD for working with the Park City High School and allowing boxes to be placed outside the fire stations for clothing and food donations.

### **X. Closed Meeting**

There was no need for a closed meeting.

### **XI. Adjournment**

Board Member Henney made a motion to adjourn the regular meeting, it was seconded by Vice Chair and Treasurer Howard and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:47 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 5, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.