

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
January 5, 2021**

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, Vice Chair and Treasurer Michael Howard, Secretary Alex Butwinski (joined at 5:40), 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 Pete Emery, BC Steve Zwirn, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Compensation Discussion

Chief Hewitt said when a new firefighter first comes on, they unfortunately do not think about the total compensation package and focus on the bottom line, and PCFD has fallen behind a bit around the state on the compensation for a first-step firefighter. We are also a bit behind on new paramedics. A 1% COLA was built into the budget and we may ask the Board to approve it in June, which would help bring up the paramedic scale. This would make the COLA effective on July 1. Chief Hewitt said he would not participate in this year's COLA increase if it happens, and we will discuss the COLA more as we get further into the year.

HR Berry said she consulted the Wasatch compensation website and performed a comparison of the top 11 agencies in the Wasatch area. She said the Unified Fire Authority also performed a similar comparison and the results matched what HR Berry found. For PCFD's entry-level firefighter position, we are currently ranked 5th out of 11 agencies. As Chief Hewitt said, a lot of entry-level firefighters look at their take-home pay for the first year instead of the total compensation package, and to remain competitive we need to raise the base pay.

Consequently, we are looking at raising the entry-level firefighter pay by 2.75%, and this would only affect first-year firefighters. This would place us at 3rd out of 11 agencies for that position, and with a 1% COLA, it would place us very close to 2nd. With the increase in the first-year firefighters pay, HR Berry said the 1% COLA would also help raise our entry-level paramedic pay, which is currently ranked 6th out of the 11 agencies evaluated. With the step increase and COLA, our paramedic pay would be ranked 4th.

Regarding the cost associated with the first-year firefighter increase, HR Berry said we are not suggesting to adjust any other steps. It would only affect employees in their first year, and the cost for 2021 is minimal at an increase of about \$4K. The 1% COLA would cost around \$75K, and

both of these increases are within the budget, so there would be no budget adjustments and it would be sustainable. HR Berry said there are discussions among some of the agencies she evaluated that are ranked below us about trying to be more competitive, so she believes there will be movement in the entry-level firefighter and entry-level paramedic positions. We do not want to get too far behind and then have to catch up. We will start advertising for the 2021 recruit camp in April, and the camp is scheduled to begin in September.

HR Berry looked at what the national CPI is doing, and they have not come out with the annual average yet but it is around 1.2% in 2020 so far. Social security is looking at a 1.3% COLA for 2021, and Utah Retirement Systems always takes the average for the year for their COLA. Vice Chair and Treasurer Howard asked if HR Berry had looked at the Utah CPI, because it might be higher than the national number. She replied she did not look at Utah individually but she did look at the western region, and the western region CPI was higher than the national; in November 2020 when the national CPI was 1.3%, the western region was at 1.8%.

Chief Hewitt reiterated the total compensation package for PCFD firefighters is very good, but first-year firefighters tend to look at their beginning pay rather than the longer picture, so he believes it is important to stay competitive.

II. EMS Committee Update

Chief Hewitt said there is an EMS committee meeting next week and there is a Council of Governments (COG) meeting after that. The bottom line is Chief Lewis has been doing a great job of running the ambulance service. Chief Hewitt said if there was a better alternative for management, PCFD would support it, but he has not seen any evidence of another entity that would do a better job of managing the North and South Summit ambulance services. We want to help North and South Summit any we can. Chiefs Lewis and Emery are among some of the PCFD employees who have stepped up and filled staffing shortages for those services, we just want to be good neighbors.

HR Berry was asked what it would take to add three ambulances to the east side for a total of five ambulances in an effort to bring the level of service up to that of PCFD. Their current total budget is around \$900K. HR Berry said it would cost about \$3.5M just in salaries and wages with about another \$500K in other costs, which would make the total upwards of \$4M. Based on the 2019 call volume, this would make the average cost per call of around \$4.5K. The cost per call for Park City is about \$509. Chief Hewitt said the point of this is that if the east side wants to have a recognizable service level increase, it will not come without an exponential increase in their budgets. He said the report Deputy County Manager Janna Young put together supports PCFD's assessment of the situation.

Chief Hewitt said the EMS committee is meeting next week and following that a meeting will be set up between Vice Chair and Treasurer Howard, Board Member Miller, and Chiefs Hewitt and Lewis to bring everyone up to speed before the COG meeting.

III. Affordable Housing

In review, Chief Hewitt said PCFD purchased property for our Fleet Services building. We used 2 acres for the fleet building and have 19 acres remaining that should be subdividable. If that property was divided into quarter-acre parcels, that would leave 76 lots available. If you put a roughly \$150K price tag on 80 lots and take development costs into account, that property is probably worth around \$8M+ in the next 5 years.

Chief Hewitt said he has not talked to another fire chief that has become involved in a cooperative agreement to provide affordable housing, it is tough. Chief Hewitt said he believes it is in the best interest of the District to retain at least 10 of those 19 acres for future needs. Chief Lewis said we have looked at what it would take to rezone the property, and there should not be any issues with anything we want to pursue. We have had conversations with the Mountainland Community Housing Trust, and as Chief Hewitt said, there are challenges in working with another entity in affordable housing.

Secretary Butwinski commented anything the District goes into as the developer/owner comes with incredible administrative problems. Even if a property manager was hired, the District owns the property and that is where they will come back to. The other thing to consider is what the infrastructure would cost, and Chief Hewitt agreed the infrastructure costs are unknown, but even with them the property would be worth quite a bit. Chief Hewitt reiterated the District will need property in the future and the affordable housing issue is something we can continue to discuss as more development in the County progresses.

IV. November 2020 Financial Review

CFO Barney said as of the end of November, we are at almost 94% of income and 78.2% of expenditures. This is about where we were last year at this time as far as expenditures are concerned. Our cash position as of December 30 compared to last year is almost \$1M more in the general fund than last year. The total of all funds is \$1.187M more than last year, and our property tax collections are about \$976K more than we collected at this time last year, and we have not received December's tax collections yet. CFO Barney said we are looking good for this year. Vice Chair and Treasurer Howard commented the coming year is what everyone is worried about because property tax collections for 2020 were based on year-end values from 2019, and we were not considering any valuation appeals for 2020. He said valuation appeals will happen in 2021, and we should start seeing movement around May or June that will give us an idea of what collections will be for this coming year.

Chief Hewitt said we will be rebuilding Station 34 and the \$12.7M construction cache will consequently go down. CFO Barney said we will start spending that if the architectural process for the rebuild happens before the end of the year.

V. Election of 2021 ACB Officers

A brief discussion of the election of ACB officers for 2021 was held, and it was pointed out the City seat on the board changes often and we have avoided appointing that seat into the Chair position so we do not lose a Chair midstream. Therefore, moving in succession from 2020 and pending reappointment for all, it was decided Michael Howard would be the 2021 Chair since he served as Vice Chair in 2020, and then Alex Butwinski would serve as the Vice Chair, Jay Dyal would serve as Clerk/Secretary, and Christina Miller would serve as Treasurer for 2021.

VI. Station 34 Update

Chief Zanetti said we have looked at temporary housing for the engine and ambulance, and two of the three structures we looked at did not meet the City's snow load rating for building requirements, so we are limited and options are really expensive. We will get the architect involved in 2021 and they may be able to help with some of the temporary structures as well. Construction will start in March or April 2022.

VII. Covid/Vaccine Update

Chief Emery said over 80% of our suppression personnel have received the first dose of the vaccine and those that have had Covid will be vaccinated in a few weeks, which will make the percentage vaccinated close to 93%. Employees are not required to get the vaccine. In a station where the entire crew has been vaccinated, they will no longer have to wear a mask in the station; outside of the station, however, they will still need to wear a mask and will need to wear one when dealing with the public.

From February 11, 2020, through January 5, 2021, we have had 3,291 hours of sick time used due to Covid. All of those hours are not tied to just Covid-positive cases, but also to leave used due to any symptoms related to Covid. We have had 12 Covid-positive firefighters, and most of them contracted the virus in November and December. We have received about \$30K from the County through the CARES Act for relief of Covid costs.

Chief Emery said we are in a good place as an organization and IHC has been instrumental in working with us through this pandemic and we are grateful for their assistance. There was some further discussion about the vaccine and its effectiveness against spreading the virus once someone has received it, and Chief Emery said he would set up a meeting between our IHC contacts and any of the Board members interested in learning more about the vaccine.

VIII. Policy Review

HR Berry posted personnel policy Section 12, Productive Work Environment, prior to the meeting. She said employees are required to notify the District when they are taking a medication that causes

them to be impaired and they cannot perform the functions of their job. The policy states they do not need to identify the prescription, but they do need to notify HR Berry they are taking such a prescription and she will notify our medical advisor who will then contact the patient and see if they need to be reassigned for the duration of the medication. This was the impetus for the change to this policy.

The other big change in the policy is regarding secondary employment. Employees used to have to sign a statement regarding their secondary employment and the Chief had to expressly approve it. Now, they need to contact the Chief in writing, either through email or a letter, to state they are interested in outside employment. If the Chief believes there is a conflict of interest, he will contact the employee.

HR Berry said the rest of the changes indicated in the policy are just to clear up some items. She asked if there were any questions on the two major changes, and Vice Chair and Treasurer Howard asked if anything should be added to the policy regarding an employee starting their own business. HR Berry replied that would fall under the scope of outside employment and would be covered under the policy. She will add the policy to the meeting agenda next month for approval from the Board to recommend the policy to the governing board for approval.

Work Session Concluded: 6:34 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
January 5, 2021**

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, 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 Pete Emery, BC Steve Zwirn, FM Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Approval of December 1, 2020, Meeting Minutes

With a spelling correction regarding a name, Vice Chair and Treasurer Howard made a motion to approve the minutes of the December 1, 2020, Administrative Control Board meeting. The motion was seconded by Board Member Miller and passed unanimously, 3-0. Secretary Butwinski abstained from voting, as he was not present during the December 1, 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

Vice Chair and Treasurer Howard asked if a \$40K payment to the County was for annual human resources and legal services dues, and CFO Barney replied that was correct.

IV. Old Business

There was not any old business.

V. New Business

A. Elect Administrative Control Board Members for 2021: Chair, Vice Chair, Clerk/Secretary, and Treasurer

The current roles of the Administrative Control Board members are as follows: Chair – Jay Dyal, Vice Chair and Treasurer – Michael Howard, Clerk/Secretary – Alex Butwinski, Board Member – Christina Miller, and Board Member – Tim Henney.

As discussed in the work session, Secretary Butwinski made a motion to elect Michael Howard as Chair, Alex Butwinski as Vice Chair, Jay Dyal as Clerk/Secretary, Christina Miller as Treasurer, and Tim Henney as Board Member for the 2021 Administrative Control Board. The motion was seconded by Board Member Miller and passed unanimously, 4-0.

VI. Staff Reports and Input

Chief Zanetti said he will get his monthly report posted soon.

VII. Discussion of Possible Future Agenda Items/Additional Comments

FM Owens will provide a review of Fire Prevention activities at the next meeting. Vice Chair and Treasurer Howard asked about the timeline for reviewing policies to make sure we have adopted best practices, and HR Berry replied we have been reviewing policies and the policy we discussed during the work session this evening is a start. She said we will go through personnel policies with the Board in the coming months to make updates and recommend them to the County Council. At the next meeting we will also review our timeline for reviewing all policies.

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 Secretary Butwinski and passed unanimously, 4-0. 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 February 2, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____