

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
February 2, 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: Vice Chair Alex Butwinski, Treasurer Christina Miller, Clerk/Secretary Jay Dyal, and Board Member Tim Henney

Board Members Absent: Chair Michael Howard (excused)

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

I. Financial Update

CFO Barney said our tax revenue for 2020 was just over \$13M and \$12.6M was budgeted, which is really good. He said he does not foresee things slowing down due to Covid or anything else; almost a third of the impact fees budgeted for 2021 have already been collected in January alone. The only area we really see a decrease in during 2020 as a result of Covid is in CPR class revenue.

Board Member Henney commented tax revenue for Park City during the months of August through November 2020 was greater than the same months in 2019. He said although we are not seeing visitors from distant destinations staying at resorts, we are seeing people making a lot of day trips. Park City was busy all summer long, and the resorts and restaurants are busy even with all the Covid protocols. Board Member Henney said the tax revenue for December 2020 through March 2021 is expected to be lower than the revenue for those months in 2019; however, Park City is in much better shape than they thought it might be in due to Covid.

CFO Barney said a year-end review of 2020 will be prepared for the next meeting.

II. Fire Prevention Division Update

FM Owens gave a brief overview of the Lincoln Station development on Bitner Road. The larger buildings are meant to be affordable housing apartments that will be rented, not owned, and there will be 17 units per building. There will also be 8 townhomes, a small office building, and underground parking. He said 2020 was an interesting year, and he can remember only 3 instances where a developer cancelled a project due to Covid.

There is a lot of development happening in Silver Creek Village, which is slated to have over 1,700 homes in the area. There will be both affordable and market-rate housing there and lots are being reserved very quickly. The development will be townhomes and single-family residences for the most part, but there will be a couple of condominium buildings as well as apartment buildings for affordable housing. FM Owens said the developers worked with the District to make sure apparatus had access to both the front and back of the structures.

Discovery Ridge, which is located behind the Weilenmann School on Kilby Road, is a project that has taken a long time to get underway and gone through many iterations. The developers were required to build affordable townhome units before they could build market-rate housing. Most of the townhomes have been built and they are starting to work up the mountain on the market-rate houses.

The Yotel project near Canyons Village is completed. The units are designed as one-bedroom studio apartments with common spaces. They are being used as nightly rentals, people are not living in them, and FM Owens said that was expected.

FM Owens presented a map showing the density of the roughly 1,200 plan reviews completed in 2020. In 2019, almost 1,400 reviews were completed. Development in 2020 was heaviest near Silver Creek Village, the Colony, Promontory, and Summit Park. He said the unique thing about last year was where there was a slight dip in the amount of new construction, there was a significant increase in the number of tenant improvements completed.

In January 2021, 168 plan reviews were completed, which is the most ever reviewed in a single month since tracking began in 2018. As of today, 42 plan reviews have already been completed for February. A lot of this burst in development is going to be attributed to the Silver Creek area with over 1,700 units in the area, and this is going to equate to a good amount of impact fees coming into the District.

Regarding other Fire Prevention updates for 2020, the chippers processed about 1,200 piles in 2019 and 1,300 piles in 2020. The wildland structure inspector performed 124 inspections on properties throughout the District, which were completed at the homeowners' requests. The average cost to harden homes based on the inspection recommendations was \$750-\$1K range. FM Owens said for approximately 35 of those inspections, the work was completed either by the homeowner themselves or they hired it out. There were eight significant fire investigations completed last year, and we assisted South Summit Fire with an investigation that resulted in an arrest. There were also a couple of human-caused wildfires last year.

FM Owens has been working with Dave Thacker of the Park City Building Department to update the Interlocal Agreement (ILA) between PCFD and Park City. As we have discussed before, Park City has the responsibility of completing the fire safety inspections within the City limits, and we are working out details for having PCFD perform those. Further discussions regarding the ILA have been put on hold until the legislative session is over, as it is occupying a lot of time for many people.

III. 2020 Annual Report

Chief Hewitt briefly reviewed the 2020 annual report. Vice Chair Butwinski commented it may be a good idea in the future to add a footnote in the Financial Summary stating a large portion of District reserves are earmarked for new fire stations, apparatus, and other needs, and Chief Hewitt agreed.

Regarding call volume, Chief Zanetti commented we had some slower months due to Covid and it is reflected in the overall number of calls in 2020, which was 325 calls less than last year; however, the summer months were some of the busiest we have had. EMS calls continue to be the majority of the calls we respond to every year. He believes the call volume will continue to increase every year once things get back to normal.

Chief Lewis said Covid brought a lot of operational challenges, but as an organization we navigated those well. There were IT improvements made to allow more remote access for employees including an upgrade of our phone system which, among other things, now allows calls to be forwarded to our cell phones. Changes were made to our CPR class to allow distance learning and we held smaller, more one-on-one type skills assessments for the practical portion. The transport van the District purchased in 2020 still has not been delivered, it is currently at a paint shop in Salt Lake City. Chief Lewis said we will hopefully get it soon so we can evaluate it and determine whether we want to purchase another van or go back to purchasing an ambulance in 2021. We could purchase two vans for one ambulance.

The EMS Council meetings have brought up some issues we are going to try to address, and Chief Lewis commented all of the data that was presented have allowed the community leaders to look at things a bit differently and have a greater appreciation for what managing those systems entails. Chief Hewitt commented Chair Howard and Treasurer Miller attended one of those meetings and asked Treasurer Miller what her take was on it. She replied she agrees with the stance the District has taken, which is the District would hand over management of the ambulance services for Kamas and Coalville but it doesn't make sense for those communities to take it on right now or for the County to run it on their behalf. She said the take-away was it will happen eventually and we will continue to keep working toward it, and as soon as their numbers make sense for them to do it by themselves, they can run it. If they want to poll the communities to find out what they are willing to pay for, then they can find out if they can do it sooner rather than later. Chief Lewis added PCFD will continue strengthening relationships with North and South Summit to work toward solutions.

IV. Covid 19 Update

Chief Hewitt said over 90% of our employees have received the vaccine now. Chief Emery said there are 4-5 employees who will receive the vaccine in about another week. Crews will be able to take their masks off in the station but will still be required to wear masks when outside of the station and dealing with the public.

Board Member Henney said along the lines of the safety and well-being of the District firefighters, he asked what the District provides to firefighters to ensure their mental well-being. Chief Hewitt replied over the last few years the District has put a lot of emphasis on mental health, and Chief Emery added it has evolved into a very good program and PCFD is well ahead of the curve. There is a team of about 9 firefighters who are trained in the mental health aspect of the job, and these firefighters check in with others to determine if there is a need to enlist help from the employee assistance program or the University of Utah Neuropsychiatric Institute (UNI). Additionally, any time there is a traumatic incident that meets certain criteria, per policy the crews involved are pulled out of service shortly after the incident to speak with them and provide them with contact information for resources that can help them.

Chief Hewitt said we will discuss the mental health program in more depth at the next Board meeting. Board Member Henney commented it may be a good idea to include information about PCFD's mental health program in next year's annual report, and Chief Hewitt agreed. CFO Barney mentioned he is a member of the board for the Utah Association of Special Districts (UASD) and is part of a task force for mental health for first responders, and he said there is legislation to continue the task force through 2025. He said there is also legislation to create a grant program for mental health resources for first responders. There is a push to get the state involved and get the perception of mental health turned around, and CFO Barney said it appears to be working.

V. Legislative Update

Chief Hewitt said HB 122 would allow people who owe property taxes that were 5 years in arrears to pay for one year and then they would be given another year to pay the 5 years' worth of late taxes. He said this would be a major hit to organizations relying on property taxes. CFO Barney said as of today this bill is still in House Rules, and anything still in House Rules this late in the session will probably stay there. He said many organizations are opposing it, including the UASD, and the UASD is fairly confident the bill will not go anywhere.

HB 98 is sponsored by Rep. Paul Ray and amends provisions related to local government building regulation. The bill would basically allow developers to bypass certain local building inspection and plan review requirements. FM Owens said this Bill is being opposed by many agencies, and this bill is also still in House Rules. He said the bill was halted until a group was formed to work out the details. FM Owens said the group has not met yet but he will be part of it, and he will provide updates as they become available. This bill will most likely not make it out of this year's session.

The 2020 national electric code is going to be adopted and there is a bill regarding this, and there is also a bill for accessory dwelling units. The League of Cities and Towns is fighting the accessory dwelling unit bill. Right now, a county or city can determine whether or not you can have an accessory dwelling unit on your property, and this bill would make it so a prohibition couldn't be placed. FM Owens said there are a few other bills regarding fire prevention in this session, but they are minor.

There is a bill running that would allow a firefighter who retires to go back to work for another Utah Retirement Systems organization in 60 days rather than having to wait a year; however, both CFO Barney and FM Owens do not believe this bill will go anywhere.

VI. Administrative Update

Chief Hewitt commented the chiefs will be getting together face to face after everyone has been vaccinated, there is a lot of planning to do and a new strategic plan will be developed. He said he will reach out to the Health Department soon to see when we can get back to business as usual in the administration building.

VII. Policy Review

A clean copy of the policy that was discussed during the January 5, 2021, work session was posted for the Board members to review prior to this meeting. The policy is Section 12 – Productive Work Environment. There were no further questions from the Board members regarding this policy, and a vote will be taken during the regular meeting this evening for possible approval of the policy to be forwarded to the County Council for final approval.

VIII. Other Divisional Updates

Chief Emery asked Board Member Henney to forward his appreciation to Park City Municipal for allowing access to PCFD to the Bonanza site for training purposes.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
February 2, 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: 6:30 p.m.

Board Members Present: Vice Chair Alex Butwinski, Treasurer Christina Miller, Clerk/Secretary Jay Dyal, and Board Member Tim Henney

Board Members Absent: Chair Michael Howard (excused)

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

I. Approval of January 5, 2021, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the January 5, 2021, Administrative Control Board meeting. The motion was seconded by Secretary Dyal and passed unanimously, 3-0. Board Member Henney abstained from voting, as he was not present during the January 5, 2021, 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 was no discussion of the financial correspondence.

IV. Old Business

There was not any old business.

V. New Business

A. Possible Approval to Recommend PCFD Personnel Policy Section 12.0 – Productive Work Environment to the Governing Board for Approval

Secretary Dyal made a motion to recommend PCFD Personnel Policy Section 12.0 – Productive Work Environment to the governing board for approval. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

VI. Staff Reports and Input

There were no questions on the staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney will present a year-end financial review for 2020 at the next meeting, and Chief Emery will discuss PCFD's mental health program.

VIII. Closed Meeting

There was no need for a closed meeting.

IX. Adjournment

Secretary Dyal made a motion to adjourn the regular meeting, it was seconded by Board Member Henney and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:35 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be March 2, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.