

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

**District Personnel Present:** Chief Paul Hewitt, Deputy Chief Bob Zanetti, Battalion Chief Ashley Lewis, Battalion Chief Pete Emery, Battalion Chief Darren Nelson, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

**Additional Attendees:** Summit County Council Member Glenn Wright

## **I. Community Wildfire Overview**

Chief Hewitt began by welcoming Summit County Council Member Glenn Wright to the meeting. Personnel from PCFD and the County Council Chair and Vice Chair met last year and discussed imminent threats to our community, and wildfire was identified as one of the biggest.

Chief Hewitt commented the Paradise, California, wildfire last year caused concern that the same thing could happen in our District, and he said the environment and circumstances in Paradise were very different than they are here. However, he said we can still make our situation safer, and the Blue Ribbon Committee has been very involved with the community toward that goal.

FM Owens provided information on community wildfire preparedness and talked about areas within the District and the challenges with some of them regarding access, water availability, fuel load, and general construction of the structures. The Blue Ribbon Committee was formed to educate communities within the District regarding wildfire issues. The basics of wildfire were presented to HOA leadership members, which included how fire spreads, how it is started, and how it affects houses. The HOA leadership then took the information to their HOA members. The HOA leadership was enthusiastic about the committee discussions, but the homeowners needed a little more guidance. Consequently, flyers were sent out giving information on simple things homeowners could do on a weekend, and information was provided so homeowners could schedule a one-on-one inspection of their homes and be shown what they can do.

When the inspection program started, only two of our communities had Community Wildfire Protection Plans (CWPPs) in place. Firewise is a National Fire Protection Association (NFPA) program that provides guidance to communities on how they can make their whole community safer, and there are several communities working to become Firewise certified.

When it came to recommendations for improvements, ignition zones around houses were identified. Defensible space is space around the house that will help stop the fire from getting to the house. For the first 5 feet immediately around the house, or the immediate zone, there should not be any dead or dying vegetation and trees should be pulled back from the chimney. Within the intermediate ignition zone, which is 5-30 feet around the house, it is fine to have clustered trees but they should be off the ground with no ladder fuels, which are fuels that allow a fire to spread from the ground up into the tree canopy. It is acceptable to have more trees in the extended ignition zone, which is 30-100+ feet around the house, but they should not be very dense.

FM Owens said as important as defensible space is, home hardening is much more beneficial. A list of recommended improvements was developed using guidelines from the Firewise program. Our wildland structure inspector had experience in wildland firefighting and structure inspections, and he was able to give solid advice to homeowners. The inspection program was advertised through various means, including through the HOAs.

There were 124 inspections/assessments completed through the wildland structure inspection program from mid-May to mid-September in 2020, and that number includes inspections performed in Park City Municipal locations as well. Follow-up information from homeowners was requested, and only 23 responses were received.

FM Owens said over 1,200 piles were chipped last year as part of the chipping program, and efforts will be made to get more CWPPs in place and have a greater number of communities certified as Firewise. The Blue Ribbon Committee, which is now called the Summit Wildfire Group, will also continue working with communities.

Summit County Council Member Glenn Wright commented the actions performed last year are a great start to becoming more prepared for wildfires. Everything was completed as part of a voluntary process. He expressed his concern for the upcoming fire season due to the low snow pack we received this winter, and he believes more can be done to get homeowners more actively involved, and that could include the implementation of some kind of a county ordinance.

Council Member Wright said he is most concerned about the areas deemed to be the highest risk areas, such as Summit Park and upper Silver Creek. He asked FM Owens if he had a map showing the areas where the 23 follow-up responses to the inspection program came from, and FM Owens replied he did not. Council Member Wright commented receiving only 23 responses demonstrates that only a very small percentage of homeowners in the high-risk areas participated in the program.

Chief Hewitt said prior to the start of the voluntary inspection program last summer, members from HOAs were enthusiastic about the program; however, very few homeowners took advantage of it. He said the Blue Ribbon Committee has made great progress in getting things done. Chief Zanetti commented the Forest Service has a long-term project underway near the Summit Park area where they are burning fuels to reduce the fuel load, and this project will continue for a couple of years. Chief Zanetti said he has never seen efforts like those performed last summer with controlled burns, and he feels good about the direction things are going in. There were a couple of complaints about the burns, but overall it has greatly improved the situation. He commented the

biggest ally we have besides the Fire District is the people who live up there, they are all aware of the dangers there. We are continually receiving calls from that area, and many turn out to be smoke from a barbeque or something similar, but District apparatus always responds. Chief Hewitt commented our personnel are well trained and very good at what they do.

Vice Chair Butwinski commented if we have a higher fire hazard this summer as Council Member Wright believes we may have, it will be a test to understand what our real risk is versus what would need to be spent in order to mitigate the risk. If we have a lot of fires, that enhances the need to take a very aggressive stance.

Council Member Wright stated the County Council has a responsibility to the health, safety, and welfare for the population of the entire county. He believes the day is coming in some areas within the District where structures will need to meet requirements to maintain insurance coverage, and FM Owens said he already receives calls from homeowners asking for information their insurance company wants in order to keep their coverage. He also receives calls from insurance companies inquiring about our response capabilities.

Chair Howard asked if the access in Summit Park was sufficient, and if there was room for apparatus to be going up while people are evacuated down. FM Owens replied there is plan for that community, and there are alternate gates that can be opened to give people other ways out. The idea would be to get people moving in one direction and have PCFD respond from the other direction.

Chief Emery said there are evacuation protocols in place and we have the capability to use reverse 9-1-1 through Dispatch. They can also issue emergency alerts to cell phones regardless of whether the cell is subscribed to reverse 9-1-1. Chief Emery said the Summit Park roads are in the worst condition during winter, and during the summer the roads there widen up a bit. All officers have the ability to call in air support very quickly when needed.

It was agreed there is more to discuss and evaluate regarding improvements that can be made to our communities to further reduce the risk of wildfire, and the Summit Wildfire Group will continue working with communities. Council Member Wright asked everyone to continue thinking about this subject.

The other items on the work session agenda for this meeting that were not discussed were tabled to the next meeting.

**Work Session Concluded:** 6:30 p.m.

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

**District Personnel Present:** Chief Paul Hewitt, Deputy Chief Bob Zanetti, Battalion Chief Ashley Lewis, Battalion Chief Pete Emery, Battalion Chief Darren Nelson, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

**I. Approval of February 2, 2021, Meeting Minutes**

Treasurer Miller made a motion to approve the minutes of the February 2, 2021, Administrative Control Board meeting. The motion was seconded by Board Member Henney and passed unanimously, 4-0. Chair Howard abstained from voting, as he was not present during the February 2, 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**

HR Berry provided a schedule for reviewing policies, and there were no questions regarding this.

## **VI. Staff Reports and Input**

There were no questions on the staff reports.

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

LeGrand Bitter with the Utah Association of Special Districts will provide open meetings training to the Board during the April or May work session. Other items from the March 2, 2021, work session agenda that were not discussed during that session due to time constraints will be discussed during the April 6 work session.

Chair Howard said the State Auditor's Office is now requiring all boards to take additional on-line financial training. The link to the training is on their website and must be completed by each board member by year-end.

## **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 Vice Chair Butwinski and passed unanimously, 5-0. 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 April 6, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.