

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
April 6, 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 (arrived at approx. 5:56 p.m.), Clerk/Secretary Jay Dyal (arrived at approx. 5:55 p.m.), and Board Member Tim Henney

Board Members Absent: Treasurer Christina Miller

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: Jon Haderlie and Josh Haidenthaller of Larson & Company

I. Mental Health Program Overview

Chief Emery provided a copy of PCFD's Health and Wellness Program to the Board members to review. The program has been in place for about 4 years now. Our Employee Assistance Program (EAP) is run through Blomquist Hale, and they have designated employees to meet with our personnel with no cap on the number of visits an employee can have. PCFD also has a critical stress team (CST) of about a half-dozen to a dozen firefighters on duty any given day. Any time there is a significant incident, our personnel will meet with someone from the team to run through the call. Personnel can also meet with someone from the CST to discuss personal issues, and they can meet with someone from the EAP any time. Additionally, when employees go for their annual physical they will fill out a mental health questionnaire that will be forwarded to Blomquist Hale, who will reach out to employees as needed based on that questionnaire.

Chair Howard said he would like to see employees take advantage of the mental health resources available to them if they need it, especially since we are still in a pandemic, and Board Member Henney commented he is pleased to see a mechanism is in place at PCFD for supporting first responders. Chief Hewitt added for the past four years, professional mental evaluations have been performed for firefighter applicants who make it into the later stages of the hiring process.

II. EMS Licensure

Chief Lewis said every five years we go through a process with the State of Utah to renew Park City Fire District as an advanced designation allowing fire engines to respond to scene calls and

establish patient care before an ambulance arrives, and also to license Park City Fire District and Summit County to provide EMS service throughout all of Summit County. Licenses for Park City, South Summit, and North Summit ambulance were combined into one Park City Fire District/Summit County license three years ago. This allows paramedic ground ambulance, interfacility transport, and EMT ground ambulance service to be spread throughout the county. Hopefully in the next couple of years and with funding assistance from the County, we can start building a paramedic program in North and South Summit so the EMS programs in those areas can progress. Once the new license is signed by the State, it will be effective until November 2025.

Chief Hewitt mentioned a radio interview on KPCW earlier today with County Manager Tom Fisher during which a reporter stated she was picking up information from social media that PCFD wanted to take over the North Summit Fire District. Chief Hewitt said this was an unsubstantiated rumor and PCFD has no intention of taking over the North Summit Fire District. He has spoken with the Chief of North Summit Fire to clear this issue up, and Chief Hewitt will participate in an interview with KPCW tomorrow morning to provide further clarity on this issue.

Chief Hewitt said during the interview he will also address an EMS call that occurred in South Summit a couple of weeks ago. The Summit County EMS Board will be conducting a post-incident analysis of calls as part of their priorities, and Chief Hewitt said some good suggestions for improvement came from the analysis of the South Summit incident during the last EMS Board meeting. Chief Hewitt commented the North and South Summit areas are rural, and rural areas have longer response times. We are doing the best we can with the resources we have, and Chief Hewitt said PCFD is just helping its neighbors.

Chief Hewitt said if the North or South Summit fire districts come through with another management equation that works and includes training and staffing, it will make sense for those districts to manage their own EMS services. Chair Howard commented the recent North Summit recreation levy barely passed, and North Summit just does not seem to have the tax base right now to take on the management of their EMS services. He said perhaps in coming years there may be more revenue coming in, but right now people in that area seem maxed out and he doesn't see a revenue increase in the near future.

Board Member Henney asked if our EMS service is comparable to other rural EMS services, and Chief Hewitt replied we are doing very well comparatively. Chief Lewis added until now, EMS was not considered an essential service and there were no standards agencies had to follow. Consequently, each agency operates their service a bit differently than others. Board Member Henney commented he thinks the east side of the county benefits from PCFD just by the nature of proximity and having a robust fire district nearby. It would be nice if there were data to prove that, but he understands there may be difficulty comparing "apples to apples" to get that data. Chief Hewitt mentioned there is a comparison with other jurisdictions in the EMS Baseline Report that was prepared for the Summit County EMS Board that provides more information on other counties' services.

III. 2020 Audit

The 2020 financial audit has been completed. Jon Haderlie and Josh Haidenthaller of Larson & Company were present. Jon briefly went through the audit report, which contains the independent auditor's report, basic financial statements, and required supplementary information, among other things. He also explained the communication with governance letter all Board members received, which included information on qualitative aspects of accounting practices and estimates used in the financial statements, management representations, and a schedule of findings and questioned costs. The following was reported under the schedule of findings and questioned costs:

- There were no internal control findings for the period under audit.
- There were no state compliance findings for the period under audit.
- There were no internal control findings for the prior period.
- There were no state compliance findings for the prior period.

Jon mentioned the State Auditor's Office will be conducting a fraud risk assessment that will score an agency's ability to answer a questionnaire on fraud risks. Based on the score, the Auditor's Office will publicly post whether the agency has a high, medium, or low fraud risk. Jon said the District's controls are very good, but there is always room for improvement and he recommended using the questionnaire as a tool to identify areas where improvement could be made.

In closing, Jon emphasized the importance of having an independent audit committee comprised of members who are truly independent; otherwise, you are defeating the purpose of having an audit committee.

CFO Barney commented he sent the Board members some documents regarding the 2020 year-end financial review, and there is not much difference between 2020 and 2019.

IV. Compensation Committee

Chief Hewitt said it is important to maintain a competitive package for PCFD employees, and we periodically perform a comparison with other agencies in Utah to make sure we can attract and retain the best employees. HR Berry said the Compensation Committee has sent questionnaires to other entities in Utah who we have heard are making big changes to see what they are doing, and there is a lot of movement in the Salt Lake valley with pay scales. It is getting increasingly harder for all agencies to attract and retain qualified firefighters and paramedics. She said the committee is performing a very comprehensive comparison with other agencies regarding their pay scales and benefits, among other things, and is in the process of compiling all that information. HR Berry said more information will be provided as it becomes available, and she hopes to have recommendations in time for the June Board meeting.

V. Policy Review

Changes have been recommended for Policy Section 9, Fringe Benefits, and the Board has received a copy of the policy with the suggested changes. HR Berry commented there have been some issues with part-time ambulance staffing in North and South Summit, so we are considering adding some full-time EMT positions. Many of the changes that are recommended for Policy Section 9 reflect this change. There were some clean-up issues, but the majority of the changes are centered on the addition of full-time EMS employees to the policy. The funding for some full-time positions on the East side would come from the North and South Summit ambulance budgets and is made possible due to the retirement of the current full-time employee. During the regular meeting this evening, HR Berry said she will ask the Board to recommend Policy Section 9 to the governing board for final approval.

Vice Chair Butwinski asked how the vacation and sick leave accruals compare with other agencies and the public sector, and HR Berry replied they are comparable to both. Firefighters and EMS personnel do not get designated holidays off, so holiday hours have been added to their vacation accrual and it does appear to be a little higher. Firefighters also have a 56-hour work week versus a 40-hour work week. Vice Chair Butwinski asked how much the accruals are leveraged into recruiting efforts, and Chief Hewitt replied the accruals are part of the overall package but are not a big part of an applicant's decision to join an agency, and Secretary Dyal agreed. HR Berry added the way the District handles leaves allows for a lot of flexibility, and that is important in retaining employees.

VI. Future Meetings and Legislative Recap

Chief Hewitt said the Board meeting in May will be held through Zoom again, and then starting in June PCFD personnel will meet in person in the administrative building conference room. Board members who wish to attend the June meeting in person are welcome to do so, and we can create a Zoom meeting for any members who wish to participate remotely.

FM Owens provided a brief overview of bills the District was watching and uploaded a summary of them for the Board members. He said there was not much legislation that would have an effect on our fire district.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
April 6, 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: 6:32 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski, Clerk/Secretary Jay Dyal, and Board Member Tim Henney

Board Members Absent: Treasurer Christina Miller

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. Roll Call

Chair Howard began the meeting at 6:32 p.m. and conducted a roll call.

II. Approval of March 2, 2021, Meeting Minutes

Vice Chair Butwinski made a motion to approve the minutes of the March 2, 2021, Administrative Control Board meeting. The motion was seconded by Board Member Henney and passed unanimously, 4-0.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There was no discussion of the correspondence.

B. Financial

There was no discussion of the financial correspondence.

V. Old Business

There was not any old business.

VI. New Business

- a. Board Member Henney made a motion to approve the 2020 audit as discussed in the work session. The motion was seconded by Secretary Dyal and passed unanimously, 4-0.
- b. Vice Chair Butwinski made a motion to recommend Policy Section 9, Fringe Benefits, to the Summit County Council for final approval. The motion was seconded by Secretary Dyal and passed unanimously, 4-0.

VII. Staff Reports and Input

Board Member Henney commented March was very busy according to the monthly report and asked Chief Zanetti if he had any thoughts as to why. Chief Zanetti replied March had a large call volume, including many types of calls, not just EMS. Spring breaks also occur in March, which is one of the longer months, and we have more transfers from ski resorts in that month than any other month. March is always typically a busy month, and January and July are also busy months.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

LeGrand Bitter of the Utah Association of Special Districts will provide Open Meetings Act training during the May work session. CFO Barney will also briefly review the State Auditor's Office fraud risk assessment questionnaire.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Secretary Dyal made a motion to adjourn the regular meeting, it was seconded by Vice Chair Butwinski and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:38 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 4, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.