

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
May 4, 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: 5:00 p.m.

Board Members Present: Chair Michael Howard (arrived at approx. 6:10 p.m.), 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: LeGrand Bitter, Executive Director of the Utah Association of Special Districts

I. Open Meetings Training

LeGrand presented his annual board member training for special service and local districts to the Board. All current Board members received the same training last year. Topics included the following:

- Training requirements for open meetings, general Utah Association of Special Districts (UASD) training, and records officers. Open meetings training is required every year, and within one year of appointment or election Board members must complete the State Auditor's Office/UASD training, which is provided online.
- Open meetings law including the definition of an open meeting, requirements for electronic meetings and emergency meetings, closed meetings procedures and requirements, electronic messaging limitations during meetings, and notice requirements for meetings and public hearings. LeGrand commented the District's policy for electronic meetings should be modified if needed to allow Board members who want to participate electronically to do so now that business are returning to normal.
 - SB 125 from the 2021 legislative session states there must be an anchor location for a public meeting, unless there is a finding by the chair that they read in the meeting describing why there cannot be an anchor location. Findings may include the determination of a substantial health risk at the anchor location or the normal anchor location is ordered closed for safety or public health reasons. In such cases, the meeting notice must describe the chair's determination and fact summary, and

a means must be provided by which the public may attend remotely or electronically. This law goes into effect on May 5, 2021.

- The public body is considered as the chair and members of the board who have been appointed or elected. Staff members are not considered members of the public body.
- Requirements for public meeting notices and agendas, public hearing notices and requirements, quorums, emergency meetings, public input, and what may be discussed and voted upon during public meetings.
 - There is no limit on the number of public meetings that can take place in a year, but public meetings must be held at least quarterly.
- Meeting minutes requirements and retention schedules (both open and closed).
 - HB 293 goes into effect on May 5, 2021, and requires approved open meeting minutes to be posted on the public notice website or posted on the entity's website with a link to the public notice website. All public materials that were distributed at the meeting must also be posted.

LeGrand then briefly mentioned some of the things the UASD is involved in regarding local and national representation for districts and the legislation governing them. The UASD is one of the founding member of the National Special District Coalition.

Board Member Henney asked if there is a difference between the terms district, special district, and special service district, or if are they interchangeable. LeGrand replied they are different. About 1/3 of the districts in Utah are special service districts, or dependent districts. They are dependent on the entity that created them and are created to provide expertise and focus in a particular area, such as fire, sewer, or water. The other 2/3 are local or independent districts created by petition or by vote of the people and are not dependent on any other form of government, such as counties or cities. LeGrand commented there is legislation being prepared to change the codification of districts to make them similar across the nation. School districts fall under a different title of the code and are neither a local district nor a special service district, they are a different type of entity altogether.

II. EMS Service Update

Chief Hewitt commented the east side of the county would like to manage their own ambulance service, and he believes the County Council would have no problem turning it over to them if the east side can prove they could manage it at least as well as PCFD does. Chief Lewis said the Summit County EMS Board has been meeting to comb through some of the issues that were identified in the EMS summary report provided to the Council of Governments in November 2020,

and a lack of staffing is one of the constant issues we are dealing with. In response to this, fifteen new employees have been recently hired and we are back to staffing levels we are comfortable with. The current EMS Coordinator for the east side, who is a long-time paramedic for PCFD, is retiring in June; the total compensation for this employee will be distributed between four new full-time EMT positions to help with consistency within the program. Training has been and will continue to be a priority to make sure our employees are comfortable in the back of an ambulance.

Vice Chair Butwinski asked what taking over “management” of the ambulance service would actually mean for the east side, and Chief Hewitt replied if they took over the management, PCFD would not have anything to do with their hiring, firing, policies, vehicles, training, payroll, billing, or staffing.

III. Fraud Risk Assessment/Audit Controls

CFO Barney said the annual fraud risk assessment was made a requirement by the State Auditor’s Office last year. The assessments for entities are published on the Utah Public Notice website. We met the minimum requirement (score) to be classified at the very low fraud risk level, and the two items we were lacking in were Items 3 and 4 of the assessment.

Item 3 asked if we had a licensed or certified expert (such as a CPA) as part of our management team, and CFO commented we do not and he does not know of many districts that do. Item 4 asked if employees and elected officials are required to annually commit in writing to abide by a statement of ethical behavior, and we do not do this. Chief Hewitt commented employees must sign documentation when they are first hired about ethics and the responsibility to know District policies, and CFO Barney said there is a state ethics law that employees and members of public bodies are required to abide by.

IV. First Quarter Budget Review

CFO Barney said last year at this time we were at 17% of the budget for expenses, and right now we are at 17.3%. Overall, we are healthier this year than last year; last year we were at a fund balance of \$23M and this year we are at \$24.2M. This is because last year we were at 90% of our budget in revenues and this year we are at 11%. We have collected more in property taxes and fees and permits this year than last year.

V. Other Divisional Updates

Chief Hewitt said going forward with Board meetings, beginning in August Board members will have the option of attending meetings at the anchor location of the PCFD administrative building or joining via Zoom. The District is planning to resume its annual holiday party in December, and details regarding this will be available as we get closer.

HR Berry said the application process is open for hiring new firefighters. Applications will be accepted until June 7 and the written test will be on June 16. Oral boards will be conducted on June 18 and 19, and the task performance task will also be on June 19. After that we will go through the process of conducting reference checks and ride-alongs, with a recruit camp start date of September 1 and graduation in early December. Chief Hewitt added there are several retirements coming up and we will have vacancies to fill.

FM Owens said there is a lot of building going on right now and fire prevention is very busy. The chipping program is in full swing, and regarding the wildland fire season, the outlook is we are probably going to get drier a little earlier than expected. FM Owens presented a short video from Great Basin Predictive Services regarding the Great Basin seasonal outlook from May through August. In summary, Chief Hewitt said they are predicting a bit of an earlier fire season, and Chief Zanetti said late August afternoon monsoons would benefit us greatly. Treasurer Miller commented it would be a good idea to post the video link on the District's website.

Treasurer Miller notified the Board that she will not be present at the June ACB meeting.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
May 4, 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. Roll Call

Chair Howard began the meeting at 6:30 p.m. and conducted a roll call.

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. Approval of April 6, 2021, Meeting Minutes

Secretary Dyal made a motion to approve the minutes of the April 6, 2021, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0. Treasurer Miller abstained from voting as she was not present for the April 6, 2021, meeting.

V. Old Business

There was not any old business.

VI. New Business

There was not any new business.

VII. Staff Reports and Input

Board Member Henney said there will be a meeting in Park City with personnel from the Park City Municipal Building Department on Thursday evening at 6:00 p.m. regarding wildland urban face code-related issues. There will be a discussion on hardening structures. FM Owens and Firefighter Brant Lucas will be attending, and Chair Howard said it would be good to have a summarization of that meeting presented at the next Board meeting.

Board Member Henney commented the last Coffee with Council meeting was well attended and well received, it was regarding the fire season and addressed our current status, what our status might be going forward, and some of the reasons residents are concerned about the upcoming fire season. He said the Coffee with Council meetings are held monthly and Board members are welcome to attend.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

FM Owens will provide a summary of the meeting regarding wildland urban face code-related issues at the next meeting.

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, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:36 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 1, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.