

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
June 1, 2021**

Meeting was held electronically, via Zoom, at 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: 5:31 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, Battalion Chief Ashley Lewis, Battalion Chief Pete Emery, Battalion Chief Patrick Harwood, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Wildfire Mitigation Stakeholder Update

A couple weeks ago, FM Owens attended a meeting hosted by Park City Municipal discussing general wildfire awareness, the wildfire ordinance, requirements for building, and what current homeowners can do to make their homes safer, as well as some city-specific items. It was a good community awareness event.

Last week during their city council meeting, Park City Municipal signed their Community Wildfire Protection Plan (CWPP), which gives them guidance on steps to take to make the city safer and also provides a format for the HOAs to use to make their communities safer. Board Member Henney commented there have been 225 post-event views on the city's Facebook page for that discussion, which shows citizens are using these archived presentations to view them later and it is proving to be very beneficial to the community. FM Owens added these events are ideal for opening lines of communication with citizens on what they can do to contribute to fire safety in their community.

II. Park City Municipal Fire Marshal Agreement

FM Owens said PCFD and Park City Municipal have been working on the fire marshal agreement for several years. FM Owens met with Dave Thacker of the Building Department of Park City Municipal this afternoon and they overcame concerns that have existed on both sides. As the next step, the agreement will go to Park City Municipal's legal department, and then it will go to the Park City and Summit County councils for final signatures.

III. EMS Service Update

Chief Hewitt said the comprehensive review of the EMS program conducted a few months ago shows we are doing a good job managing it. The push from the east side in wanting to provide their own EMS services in the near future has lessened a bit. The east side probably needs incremental increases to their budget, and Chief Lewis will be asking for more money for next year.

Chief Lewis said the last Summit County EMS meeting was productive. HB 303 and its implications for the County and municipalities were discussed, as well as EMS budgets and staffing, EMS/fire joint responses, and monthly statistics. Chief Hewitt said he is hopeful the North and South Summit fire districts will be able to take over the management of their own EMS services at some point in the future.

IV. Selling Ambulances

Chief Lewis presented some ambulance quotes he has received this year. The same ambulance purchased two years ago with a slightly bigger chassis now costs \$215K. The budget from the County to purchase an ambulance this year is \$180K. Chief Lewis said a question for the County Auditor is whether we can get some of the money made in selling ambulances back to help us purchase an ambulance this year. There are four ambulances to be sold right now, which could mean \$60-80K.

Chief Lewis said there is limited availability on a chassis due to the chip shortage in China. He has been able to find one available chassis and we need to purchase it soon. There is also difficulty being able to get into the processing plant to get the ambulance in production this year. He said any overages in the cost of an ambulance over what has been budgeted for it comes out of the EMS operations budget, and that is impossible.

Chair Howard said the revenue from selling ambulances comes back into the County's general fund, so it is not really earmarked for anything and goes to surplus. He said he could talk with County Manager Fisher about increasing the EMS budget, because moving revenue would be a change in policy on how these funds from surplus are allocated. Right now when something is sold, it all goes back into the general fund, and Chair Howard said he is concerned about creating a precedent in regards to other agencies. He will discuss this with County personnel and report back to Chief Lewis.

Vice Chair Butwinski asked if the transport van is not considered an option for future purchases now, and Chief Lewis replied we have not had enough time to make an objective evaluation. The van option has not been dismissed, but we need to continue to evaluate its operation. He said the biggest reason for looking at an ambulance right now is the availability; there are no van options available right now. Next year we may look at a van again.

V. Financial Update

Chief Hewitt said the District is sustainable and has enough in reserves to pay for the Station 34 rebuild without bonding for it. We will also be retiring some debt soon. CFO Barney said for the period ending April 30, 2021, last year at this time we were at 24.1% of the budget spent and this year we are at 23.5%. We have spent less on capital outlay this year than last, but we will have payments to make on items not purchased yet. Our income is up from 9.75% this time last year to 11.8% so far this year. The only area we have really decreased in is interest. There is a \$23.1M fund balance at the end of April.

Chief Hewitt commented the District has not had a tax level increase since 2010. CFO Barney said the fleet services building will be paid off at the end of this year, the Wells Fargo loan will be paid off two years after that, and after that the remaining loan will be paid off and the District will be debt free by the end of 2026. There has been around \$200-250K in new growth per year, and Chair Howard said we are on track for that again this year.

CFO Barney said rising costs in all areas will eventually catch up, and he estimates the District will need to go through the truth in taxation process around 2028-2029. Board Member Henney commented when he first joined the Board, a tax increase was projected to happen sooner around 2024-2025, and CFO Barney replied that projection was based on the purchase of land near Round Valley and the anticipated construction of Station 39. That project is on hold, so unless Station 39 is built in the next few years, the next tax increase would be around 2028-2029.

Chair Butwinski said the District is doing a good job of maintaining reserves and evaluating trends to ensure an increase in taxation is not needed sooner rather than later. CFO Barney added the budgets submitted by the chiefs and other personnel for their divisions are generally no more than they were the previous year, and that is how our budget has stayed the same. Chief Hewitt added all District personnel look for ways to save money.

Chair Howard commented we will need to pay attention to Phil Lyman's bill next year, which would change the collection method on taxes and create some cash flow issues.

VI. Station 34 Update

Chief Hewitt said we hope to break ground in April 2022 and have the crews back in the new station in December 2022. Chief Emery said the temporary housing for Station 34 will be at the Ontario Mine Bench and it is a good location for continuity of service. The ambulance and engine will be kept in the mine garage with space heaters and the crews will be housed in rented trailers.

The first part of the relocation project will be clearing Station 34 out, and the second part will be working with the Jordanelle Special Service District to get the garage cleared out, fenced, and somewhat habitable so crews can get the apparatus in and out. The last part will be getting the trailers placed and outfitted for the crews. Chief Hewitt acknowledged Park City for helping PCFD secure a temporary solution.

VII. Compensation Committee

Chief Hewitt said fire and law enforcement agencies across the nation are having a hard time with recruiting and retention issues. There are many fire agencies in the valley who are offering lateral transfers to attract firefighters and paramedics. The number of applicants applying for open positions appears to be at an all-time low across all agencies, and this results in stiff competition between hiring agencies for qualified applicants.

Many agencies are reevaluating their compensation packages to attract more applicants, including PCFD. HR Berry said a very comprehensive study of 10 other agencies' compensation packages in the valley has been conducted. Last year at this time PCFD was sitting fairly well with total compensation, as other agencies had not decided what they were going to do with the ongoing pandemic.

In January the pandemic eased a bit and several of the other agencies implemented large compensation increases. Several other agencies will implement changes on July 1. HR Berry said PCFD is now falling behind in a few areas, and we are looking at ways to be more competitive. This is going to result in costs for the District, and Chief Hewitt said we are looking to time compensation changes with the retirement of debt to make it sustainable.

Board Member Henney asked if PCFD has lost any employees due to lateral transfers, and Chief Hewitt replied we have. There are many reasons why employees may choose to lateral to another position, such as compensation, distance to their home, and advancement opportunities. Chief Emery said we are starting a recruit camp in September, and more than likely we will have another camp in the spring of 2022. Further discussion of PCFD's compensation package will be held during the August Board meeting.

VIII. Other Divisional Updates

HR Berry said firefighter applications will be accepted through next week and the written test will be held on June 16. Interviews and the physical test will be conducted on June 19, and ride-alongs for potential candidates will be conducted in July. The chiefs' interviews will be held in August with an anticipated recruit camp start date of September 1. Chief Emery said the recruit camp will be 13 weeks long, and the camp will include an advanced EMT class.

Six personnel recently completed PCFD's captain's exam. We had one captain retire last week creating an opening, and there will be more openings in January as two of our battalion chiefs retire and captains are promoted into their positions.

There will be a District holiday party in December and a Lagoon day in August. There were no policies to review during this meeting.

Work Session Concluded: 6:29 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
June 1, 2021**

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Chair of the Park City Fire District Administrative Control Board (the ACB Board) has issued written determinations supporting the ACB Board’s decision to convene electronic meetings of the ACB Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend ACB Board meetings in person. However, members of the public are invited and encouraged to view and participate in the ACB Board’s electronic meetings.

Members of the public who wish to listen to this meeting may do so by emailing your intent to participate to ACBmeetings@pcfd.org, at which time instructions for joining the meeting will be provided. Public input will be taken using the chat feature. We appreciate your patience and understanding as we navigate through this electronic meeting format.

Administrative Control Board regular meeting called to order: 6:29 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, Battalion Chief Ashley Lewis, Battalion Chief Pete Emery, Battalion Chief Patrick Harwood, 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 by reading the statement above regarding Utah Code Section 52-4-207(4) and then he 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. Old Business

There was not any old business.

V. New Business

There was not any new business.

VI. Staff Reports and Input

Vice Chair Butwinski commented Chief Zanetti's monthly report for May documented some interesting incidents, and Chair Howard said he will talk with Chief Emery later to learn more about the escape artist device mentioned in the report.

VII. Discussion of Possible Future Agenda Items/Additional Comments

During the next meeting, PCFD's compensation package will be discussed further and HR Berry will have policies to review.

VIII. Closed Meeting

There was no need for a closed meeting.

IX. Approval of May 4, 2021, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the May 4, 2021, Administrative Control Board work session. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0. Chair Howard abstained from voting as he was not present for part of the work session.

Treasurer Miller made a motion to approve the minutes of the May 4, 2021, Administrative Control Board regular meeting. The motion was seconded by Secretary Dyal and passed unanimously, 5-0.

X. Adjournment

Vice Chair Butwinski made a motion to adjourn the regular meeting, it was seconded by Secretary Dyal 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 August 3, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.