

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
August 3, 2021**

Meeting was held at the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, with electronic participation available via Zoom

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, and Clerk/Secretary Jay Dyal

Board Members Absent: Board Member Tim Henney (excused)

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

I. Second Quarter Financial Review

CFO Barney said the District is at 36.7% of the budget as of the end of the second quarter, and we have already received more revenue in impact fees at the end of the second quarter than was budgeted for the entire 2021 year. We are only at 3% of capital outlay at the end of the second quarter, but it will increase when we receive a fire engine before the end of the year which will cost just over \$500K. General and administrative expenses are at 18% at the end of the quarter, but this will increase because in July we paid liability and auto insurance, among other things. CFO Barney said the District is in good shape.

II. Tax Rates and Budgets Resolutions

CFO Barney said there are two resolutions the Board will vote to adopt during the regular meeting. These are final tax rate budget resolutions basically stating that according to the tax rate and the income we will receive, we will have enough money to cover our budget and we agree to that rate. It is a formality because the rates have already been certified.

III. Wildland Deployment

Chief Zanetti commented our wildland crew returned yesterday from their deployment in Oregon, they had various assignments while deployed and said it was one of the biggest fires they have seen. Chief Emery added it was an EMAC deployment and was requested by the State of Oregon, and we usually do not see these types of deployments until late September or October. The fact our crews have already completed an EMAC deployment shows how bad this wildland season is

nationally. Chief Zanetti said these deployments are hard on the wildland apparatus and we will be looking to have the unit that went to Oregon serviced so it is ready to go again.

IV. Compensation Discussion

HR Berry said last November the District compared well with compensation packages of other agencies in the valley; however, in January, agencies began making changes to their packages because it is becoming increasingly difficult for all agencies to recruit and retain employees. She began making comparisons with the District's package with other top agencies, and the Compensation Committee also conducted comparisons with some other agencies. The end result was a comprehensive review of total compensation packages for 10 other agencies in the valley.

The Compensation Committee talked with District personnel about compensation issues important to them, and one of the biggest was the length of time it took for District employees to reach the top level of pay, as other agencies in the valley top out sooner. Chief Emery commented this was an area we had to address in order to stay competitive with other agencies.

HR Berry said between January and July, there were several agencies offering lateral transfers, and Chief Emery added he had never seen job offers and lateral transfers from other agencies at that level before. After many agencies made changes to their packages in July, the District's total package was falling behind in several areas.

Consequently, under Chief Hewitt's direction at the time, HR Berry calculated a 2.5% COLA and reduced the number of steps to top-out from 14 to 10. With those changes, compared with the other agencies in the study we were ranked 1st for firefighters, 2nd for engineers but very close to being 1st, and entry-level paramedics ranked 2nd but were also very close to being 1st. Captains were still ranked 3rd but it was a significant increase for our captains. HR Berry said she is also looking at other ranks including battalion chief, assistant chief, deputy chief, and some administrative positions.

With these calculated figures, HR Berry said it would be about a 5% increase to the salaries and benefits budget, and those figures are what she would like to present for preparing the 2022 budget and would go into effect January 1, 2022. She said some other agencies have been asking what the District is going to do, and there could be movement among agencies for some time. This is a driving factor to try to get our positions ranked near 1st so we do not fall far behind again. Chief Zanetti commented there are two captains on the Compensation Committee as well as two firefighters and an engineer, and they have all helped HR Berry come up with the proposed changes in this very competitive market.

Regarding sustainability of the proposed increases, CFO Barney said the 1% COLA for 2021 did not go into effect until July 1, and that helped. Over the next 5 years, the sustainability of the proposed increases is aided by the elimination of approximately \$1.2M in debt over that timeframe as bonds and other debt services are paid off. There are also some upcoming retirements for topped-out personnel that will lower the current salaries and benefits budget, and CFO Barney said

updating the District's long-term budget planning sheet with this information and the new figures shows the proposed changes are sustainable.

Chair Howard commented the CPI should be monitored closely, as it appears inflation may not be transitory and could be of a longer duration. CFO Barney replied the long-term budget planning sheet goes through 2030 and covers all expenses, including an inflation factor. Chair Howard said there will also be new growth revenue as developments build out and new developments begin.

Vice Chair Butwinski asked if the District's goal is to be #1 in all the study categories, and Board Member Miller replied the goal has always been to be as close to the top as we can get because the District needs to attract people living outside the District to come here. Chief Emery added PCFD has a very high standard, if not the highest standard in the state, for physical fitness and AEMT requirements, and it is a significant consideration for many applicants.

Chief Zanetti said it is fine if employees have homes and are settled outside our area, but for young employees who are moving here and starting families, he said we are going to do everything we can to get them here. The goal is to get them here and make sure they have housing. Chief Emery added as long as the District is competitive, he believes employees will stay even if they are driving a little further and there are other agencies closer to where they live; if we do not stay competitive, however, that could change.

Vice Chair Butwinski asked if the pay increases will be implemented all at once or phased-in, and HR Berry replied the changes would all go into effect on January 1, 2022, which is the beginning of the District's fiscal year. Board Member Miller asked if the District must wait until January to implement the increases, because more employees could leave between now and January. HR Berry replied it may be possible if we phased part of the increase in through the rest of the year and did not go over the existing salaries and benefits budget for 2020.

Vice Chair Butwinski stated the District should not go over the 2020 budget for this category, and CFO Barney agreed and said no changes would be made that would put the District in that position. CFO Barney said he and HR Berry would look into how increases would affect the 2020 salaries and benefits line item. Chief Emery added he believes personnel would understand if we could only offer a partial increase for this year due to budget constraints with the understanding the full increase would be implemented in January.

V. Fire Prevention Update

FM Owens said the interlocal agreement with Park City Municipal regarding fire marshaling responsibilities is still in progress. Concerns were addressed and the agreement is with the legal department at Park City Municipal for approval. FM Owens said he does not anticipate any problems with it moving through.

In working with HOAs, FM Owens said they said it would be a big help if there was a service available where they could use the District's chipping service to chip wood coming out of their

common space, because the disposal is very expensive. FM Owens has been trying to get a chipping machine that would be designated for such larger projects and could be used by many agencies. The chipper would be staffed by one District staff member and the organization using it would need to supply extra personnel for operations safety. He has found chippers are not eligible for many grants, but Jessica Kirby with Basin Recreation was working on a watershed restoration grant and was able to secure \$127K for the District for community fuel reduction, which we can use to purchase a chipping machine and truck. The new chipping service would run in conjunction with the existing chipping program and would not alter how the existing program is operating.

FM Owens said the current program contributes a lot of money toward the matches for both the County and Park City Municipal for the state wildland fire program. Under this state program, if we need to call in air resources for a fire attack, the state pays for those services. With the new chipping program, we would be performing more work and contributing more money to the state program, but we cannot use the money we will spend on the chipper or truck because you cannot use grant money to pay for the program. Consequently, we cannot use the new chipper and truck to completely replace what we already have, we need to use them together and maintain both programs. The paperwork on this is with Basin Recreation now and we should have it shortly. FM Owens is hopeful we will have the new equipment by next summer.

FM Owens said 648 piles have been processed so far this season, compared with 1200 piles last year. He is looking into reasons why there has been a drop this year, and one of them may be due to people being home more last year due to the pandemic and being able to complete a good deal of work, leaving not as much work to be done this year.

Plan review numbers are up, so far this year 1,099 reviews have been completed compared to 1,209 reviews total in 2020. The District has received a lot of plan reviews over the past 3 years, most of which were for single-family residences. There have been 1,342 inspections performed so far this year.

VI. Other Divisional Updates

During July, Chief Zanetti said there were 584 calls, which is about 100 more than last July. Special event standbys are still not at the levels we have had in past. Staffing has remained constant and employees have stepped up when they needed to.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
August 3, 2021**

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, and Clerk/Secretary Jay Dyal

Board Members Absent: Board Member Tim Henney (excused)

District Personnel Present: Deputy Chief Bob Zanetti, Battalion Chief Ashley Lewis, Battalion Chief Pete Emery, Battalion Chief Steve Zwirn, 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 conducting 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

In light of Chief Hewitt's passing, Treasurer Miller said a member of the Rotary Club has offered to have a free Wills for Heroes day at the District to provide advice on estate planning. Chief Zanetti recommended the individual should contact HR Berry to get details worked out.

Additionally, Treasurer Miller said members of the Rotary Club have offered suggestions regarding possible memorial events for Chief Hewitt to commemorate his Rotarian activities. Among the suggestions is a commemorative high school scholarship for students showing an interest in fire operations and a 5K "fun run." The District could participate in both these activities.

A celebration of life event for Chief Hewitt is being planned by the Rotary Club, there will be more details to come.

V. Closed Meeting

Secretary Dyal made a motion to open the closed meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:36 to 7:04 p.m. Those in attendance were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, and Chief Bob Zanetti.

Treasurer Miller made a motion to dismiss from closed session and reconvene the regular meeting. The motion was seconded by Vice Chair Alex Butwinski and passed unanimously, 4-0. Those attending the remainder of the regular meeting were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, Chief Bob Zanetti, Chief Ashley Lewis, Chief Pete Emery, Chief Steve Zwirn, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

VI. New Business

A. Possible Recommendation of Chief Zanetti's Contract to the County Council for Approval

Secretary Dyal made a motion to recommend Fire Chief Bob Zanetti's contract to the County Council for approval. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

B. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets from Summit County in Tax Year 2021

Secretary Dyal made a motion to adopt the Utah State Tax Commission – Property Tax Division's Resolution Adopting Final Tax Rates and Budgets from Summit County in Tax Year 2021 as discussed during the work session. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

C. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets from Wasatch County in Tax Year 2021

Chair Howard commented the final tax rate and budget for Wasatch County is adopted because District services span both Summit and Wasatch counties. Treasurer Miller made a motion to adopt the Utah State Tax Commission – Property Tax Division's Resolution Adopting Final Tax Rates and Budgets from Wasatch County in Tax Year 2021 as discussed during the work session. The motion was seconded by Secretary Dyal and passed unanimously, 4-0.

VII. Staff Reports and Input

There were no questions on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

At the next meeting, there will be further discussion of memorial events to honor Chief Hewitt, and HR Berry and CFO Barney will discuss the possibility of implementing suppression personnel wage increases before January 1, 2022.

IX. Approval of June 1 and July 27, 2021, Meeting Minutes

Secretary Dyal made a motion to approve the minutes of the June 1 and July 27, 2021, Administrative Control Board meeting minutes. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

X. Adjournment

Treasurer Miller made a motion to adjourn the regular meeting, it was seconded by Secretary Dyal and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:09 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 7, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____