

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
September 7, 2021**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, and electronically via Zoom

Administrative Control Board work session called to order: 5:32 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller (joined at approx. 6:08 p.m.), Clerk/Secretary Jay Dyal (joined at approx. 6:10 p.m.), and Board Member Tim Henney

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

I. Donations

Chief Zanetti began the meeting by passing around a thank-you card the District recently received that included a financial donation in regards to the suppression efforts PCFD performed during the Parley's Summit fire. He said a good number of food donations and other thank-you notes and letters have been received in response to the fire.

II. Financial Update

CFO Barney said as of the end of July, the District is at 43.4% of its budget. A large part of this is because capital outlay is only at 3%, but we are expecting an engine purchase before the end of the year and a large payment will be made soon for a Zions Bank loan payment. With that payment, the Fleet Services Building will be paid off, which will reduce the amount of future payments we make to the Zions Bank loan. CFO Barney said all of the expense budgets are doing well, and we will see what happens in the fourth quarter, as it is always more expensive.

II. Compensation Committee Update

HR Berry said during the last meeting, we had talked about looking at our proposed salary increases for next year and what it would cost to implement those changes into this year. HR Berry and CFO Barney went over the proposed changes and the current financial situation of the District, and there were some lower than expected expenses for this year. The proposed changes total just under \$200K, and the anticipated expenses that we are not paying this year will cover the proposed increase, meaning there would be no amendments to the budget and nothing needs to be presented

to the County Council. There is room in the projected budget to implement the increases this year on the first pay period of October.

Board Member Henney commented Park City recently conducted a similar study of cities like Park City and implemented recommended category increases for personnel this year instead of waiting until next year because the market is so competitive right now and they were losing people they vested in. It is much easier to keep personnel and pay more to keep them rather than to pay to continually bring new people in and train them.

III. EMS Update

Chief Lewis said the Summit County EMS Board met last week and Chief Zanetti will serve as Vice Chair for the group. Among other topics, there has been a lot of discussion regarding HB303 and how it will affect Summit County EMS operations, and a workgroup will be formed to sort out what needs to happen to come into compliance with the new law. This workgroup will bring recommendations to the EMS Board on how to move forward.

Chief Lewis said the part-time system for North and South Summit EMS is continually being adjusted to make sure ambulances are staffed. He said part-time positions present difficulties due to the current job market, and some full-time positions have been created to help alleviate this.

Chief Zanetti said there are open lines of communication between PCFD and North and South Summit fire districts, and the end goal for both North Summit and South Summit remains for each to have their own EMS program. He said it is a good goal and progress has been made, but a lot still needs to be done before that can happen. Chief Lewis added just the process the State of Utah requires for licensure will take 18 months.

Chair Howard commented there is a perception that the east side wants that transition to happen quickly, but people don't fully understand all the steps required to make that happen and he wants to make sure communication between PCFD, North Summit, and South Summit chiefs and officials is ongoing. Chief Lewis said HB303 will bring financial obligations to communities managing EMS systems, because as of right now, it appears communities will either need to contract with Summit County to have PCFD provide the service, or they will take the service on themselves and it will be up to them to fund and operate it.

IV. Parley's Summit Fire Update

Chief Zanetti said Park City and Summit County officials worked well together and offered support during the Parley's Summit fire. The emergency managers will be holding a town action discussion for the public late in September to discuss what worked well and what we can do better. Chief Zanetti met with Senator Romney and other officials to discuss the fire, and he said it was a productive meeting.

Chief Emery said sometimes the best offense in facing a situation is knowing when outside assistance needs to be called in. When a wildland fire is threatening or has the potential to threaten structures, PCFD can call for air assistance without having to wait for the county fire warden to make the call. Chief Emery said he believes this is how the Parley's Summit Fire was prevented from becoming much more serious.

Chief Emery said at 1:16 p.m. on August 14, PCFD units were dispatched to a brush fire on I-80 eastbound at mile marker 137. This location is in the jurisdiction of the United Fire Authority (UFA), so as PCFD was sending units to the area for mutual aid, UFA was also sending units from Salt Lake. Chief Zanetti commented it is standard procedure for PCFD to respond as mutual aid for incidents on I-80 east of mile marker 137, regardless of the type of incident.

Chief Emery said PCFD was first on scene, and more importantly, as PCFD units were traveling westbound on I-80, the crews identified this was a situation where the fire was traveling very fast away from the roadway and more resources were going to be needed to combat it. Consequently, air resources were being called in by PCFD while they were still traveling westbound. Chief Emery said this quick action prevented the fire from gaining more ground on the first day and probably saved the incident from becoming a disaster.

Board Member Henney asked what PCFD had to do in order to get the authority to be able to request air resources without going through the fire warden or others. Chief Emery replied when PCFD took over the chipping program, it became covered by the state's insurance umbrella. Additionally, many hours of wildland training with Bryce Boyer and others have been completed by PCFD crews so they know when air assistance is warranted, and the process of contacting and coordinating air resources with the air agencies has been reviewed with those agencies many times. All of our frontline apparatus are equipped with VHF radios that can be used to communicate with air resources, and this was a big step for PCFD.

Board Member Henney asked if there are any other "bottlenecks" similar to when PCFD had to go through the fire warden for air resources that could hamper PCFD's response to wildland fires. Chief Emery replied PCFD has wildland apparatus and maintains good relationships with other agencies, providing mutual aid when needed, and said he has no doubt other agencies would come to the aid of PCFD if needed. He said no significant bottlenecks exist right now, and Chair Howard commented it seems any that come up are being addressed. Chief Zanetti said we are in a good position and PCFD crews have been working wildland fires more and more frequently over the past few years, which provides valuable experience in containing wildland fires.

Chief Emery continued with a summary of the first day of the fire, stating by 1:26 p.m., 1 helicopter, 2 single-engine air tankers, 3 forest service engines, 1 squad, and air attack command were all headed to the fire.

At 1:31 p.m., PCFD Battalion Chief Zwirn arrived on scene and determined there were 2 fires a half-mile apart, and an offensive fire attack from I-80 was coordinated. It was a wind-driven fire being pushed upwards toward Summit Park, and it became very clear air resources were needed as soon as possible.

At 2:00 p.m. air attack arrived, which was approximately 45 minutes after the fire began. Air attack is an aircraft that circles overhead and is in charge of helicopters and other aircraft at the fire. Air attack identified there were approximately 1,000 residents within a half-mile that were at risk and spotting was occurring at half a mile. A local IC Type 3 team was ordered.

At 2:12 p.m., air command ordered 4 additional air tankers from Colorado and Idaho for support, and Summit Park was ordered to evacuate with an evacuation rate of over 90%. The air tankers refueled and picked up retardant at Hill Air Force Base, and PCFD moved most of its resources into Summit Park for structure protection. Crews reported the evacuation went well and happened in an orderly fashion with no major issues.

At 2:40 p.m., the local fire warden ordered 6 hand crews, and at 3:06 p.m. incident command notified PCFD that life and property in Summit Park were imminently threatened. An IC Type 2 team, which is a federal team used for large incidents or high-value areas, was requested and approved at 3:10 p.m. Multiple agencies in Utah sent or offered assistance.

Pine Brook was ordered to evacuate at 3:30 p.m., and by 4:00 p.m. most of the fire was only reachable by aircraft and an aggressive air campaign was waged. Chief Emery said initial estimates put the fire at 2,500-3,000 acres after the first day. A recon flight on day 3 put the fire at roughly 500 acres on the first day, and after the third day the fire traveled approximately 40 more acres.

Chief Emery said in the area the fire occurred, there is a bowl-shaped area that bottoms out and then runs up the back side of Summit Park. He said incident command will often pick a ridgeline to drop retardant on because it serves as a natural fire break, and the incident commander ordered attacks in this bowl as well as dropping retardant on the ridgeline. The fire was stopped at the bottom of this bowl, and Chief Emery said it appears the fire was approximately 300 feet from making a run up the back of Summit Park and becoming a much more serious issue.

Chief Zanetti commented he felt the incident was stable on day 2 from a command standpoint, as there were multiple resources on site and PCFD was providing structure protection. He said early on, incident supervisors were telling him the fire was going to come over the ridge and a plan was made for how to handle it. Fortunately, the fire did not reach the ridge, and Chief Zanetti said incident command made all the right calls. A significant rain storm that moved through the area aided in suppression efforts and the fire was a non-threat after the storm.

Chair Howard asked if a definitive cause of the fire has been determined, and FM Owens replied it appears to have been a catalytic converter component from a vehicle.

V. Recruit Camp Update

Chief Zanetti introduced Max Doshier as the new Training Battalion Chief. Chief Doshier is running the current recruit camp with 12 recruits, which is the largest camp ever. Chief Doshier said in addition to hazmat operations and Firefighter I and II certifications, the recruits will also graduate

with their AEMT, wildland, and ADO and aerial certifications, which is more than any recruits have ever graduated with. Today was the first day of camp and it will run for 13 weeks.

Crews have begun the yearly task performance test (TPT), Chief Doshier said about two-thirds of the crews have completed the test and no problems have been encountered so far.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
September 7, 2021**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, and electronically via Zoom

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, Secretary Jay Dyal, and Board Member Tim Henney

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Max Doshier, Fire Marshal Mike Owens, Captain Scott Greenwood, 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. Approval of August 3, 2021, Meeting Minutes

With the correction of a name, Secretary Dyal made a motion to approve the minutes of the August 3, 2021, Administrative Control Board meeting minutes. The motion was seconded by Treasurer Miller and passed unanimously, 4-0. Board Member Henny abstained from voting, as he was not present for the August 3, 2021, meeting.

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

Treasurer Miller thanked Chief Emery for driving a float in the Miner's Day parade.

VII. Staff Reports and Input

There were no questions on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

The policy review and Chief Hewitt memorial discussion items that were not discussed during the work session will be included on the agenda for the October meeting. Additionally, Chair Howard asked HR Berry to provide an update on compensation changes at the October 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 Board Member Henney 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 October 5, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.