

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
October 5, 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: 5:31 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 Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief Patrick Harwood, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Michelle Andersen, and Admin. Asst. Debbie Colgan

I. Financial Update

CFO Barney said PCFD's tentative budget will be presented to the Administrative Control Board on November 2, and the presentation to the County will be on November 8. At the end of August, the District has spent about 50% of the budget, but the final Fleet Services building payment to Zions Bank will go out in October and this will bring the percentage spent up. CFO Barney said the chiefs and captains have done a good job of watching their budgets.

II. Operational Response

Chief Zanetti said the District is in the process of changing the way it responds to calls with personnel. Chief Emery has been working with the battalion chiefs for the last couple of months because we knew things had to change. PCFD has never had a seniority bid system, but the District has outgrown the old system. The District cannot afford to have multiple personnel in the same position, such as paramedics, off on the same day any longer. Moving forward, suppression personnel will be part of a bid system for vacation leave and station assignments. Chief Emery said the station bids will happen around the end of October or the first part of November, and the entire bid system will hopefully be online in early December, which is when the new recruits will graduate.

Chief Emery said 75-80% of the District's call volume occurs during daylight hours, which is roughly the timeframe between 7:00 a.m. and 8:00 p.m. Daytime ambulances will be added to the system with AEMTs (Advanced Emergency Medical Technicians) who will work 12-hour shifts. These AEMT-level ambulances will be staffed with AEMTs who are not part of PCFD's suppression personnel and will handle transports from the hospital to other facilities and other EMS calls during peak hours.

Additionally, three paramedic-firefighter units will be stationed near population hubs and will stay available within the District for ALS (Advance Life Support) calls. This will allow our ALS units

to be available for more serious calls and does not take them away from the District for hours at a time for transports to other hospitals outside the District. It also allows our firefighters to remain in the District to respond to fire, hazmat, and technical rescue calls. At nighttime, the two AEMT ambulances will shut down and the three firefighter-staffed ambulances will be responsible for EMS calls during that time. Chief Emery said the new staffing model will include rovers who will cover vacancies as needed, and the 11 recruits in camp right now will fill some of those rover positions.

Chief Emery said the new EMS staffing and bid system model is a long-term solution, and Vice Chair Butwinski commented he believes the bid system is a good idea. Chief Zanetti said there will be a transition period and personnel will need to adjust, but in the long run it will be a benefit to the District's response capability and its personnel.

Board Member Henney asked if the District would have implemented the new model if there wasn't already a staffing concern, and the next question would be how serious the staffing concern is and what happens if staffing continues to deteriorate. Chief Zanetti replied the District is down in staffing, but it is not a situation unique to the District. We have 11 recruits in camp right now and we are planning on holding another camp in spring 2022. The proposed staffing model is our solution to the staffing shortage and will work for years to come, and it can be adjusted as needed. He said the bid system for leaves and station assignments probably should have come earlier, and most fire agencies are using bid systems.

Chief Emery said the onboarding process for EMTs is about a month versus six months for firefighters, so any turnover that occurs in the AEMT-staffed ambulances will be easier to handle. Several of the District's Tier I suppression personnel will be eligible for retirement soon if they are not already.

Vice Chair Butwinski asked what the total suppression personnel headcount will be with the new staffing model. Chief Zanetti replied instead of having 26 people on per day, there will now be 24 AEMT or paramedic firefighters per day plus the 4 AEMTs on the daytime ambulances. Chief Emery said hopefully by the end of this recruit camp, we will also add 3 AEMT or paramedic firefighter rovers per day for a total of 27 firefighters and 4 AEMTs during the day and dropping to 27 firefighters during nighttime hours.

There are no policy adjustments to be made at this time for the new staffing model. HR Berry commented there was a policy change in a recent ACB meeting to add the new EMT only category and that was the only adjustment that needed to be made.

III. Recruit Camp Update

Chief Doshier said the camp started out with 12 recruits and 1 of them suffered a minor injury that kept them out of camp participation after the first week; that individual has since decided to become one of our full-time AEMTs. The recruits are currently working on their wildland red card, hazardous materials operations, aerial/apparatus operations, and AEMT certifications. The recruits will graduate with everything they need to hit the ground running, and Chief Doshier said we have

a really good group of recruits participating in this camp. He also mentioned the onboarding process has begun for full-time EMTs, and an advanced airway dummy has been ordered.

IV. Chief Hewitt Memorial

Chief Zanetti commented there is a run associated with Miner's Day every year, and with Chief Hewitt's past involvement with the event and his passion for running, it might make sense to dedicate that run in his memory. Treasurer Miller replied the Rotary Club had designated that run as the fundraiser for an organization and recently gave it to the Sunrise Rotary. She said it would be a perfect fit to have a run on that day to honor Chief Hewitt, and she will get in touch with the Sunrise Rotary to find out what they are planning on doing with the Miner's Day run.

If the Miner's Day run does not work out, a Paul Hewitt Memorial First Responders 5K or something similar involving all first responders from Summit County could be organized. This would make it more of a District event rather than an offshoot of a Miner's Day event, and Treasurer Miller said the District can decide what it wants to do.

Treasurer Miller said she is happy to help with memorial events, and the Rotary Club has been discussing possibly having a memorial bench in City Park or Rotary Park. Chief Zanetti commented a community scholarship from the District in Chief Hewitt's name has also been suggested. Treasurer Miller said community scholarships can be named anything the sponsoring organization wants to call it, and that organization would designate the requirements the recipients would need to fulfill. The money would be sent to the recipient's college, but it does not have to be a university. Chief Zanetti said the District will include the scholarship in the 2022 budget.

V. Policy Review

HR Berry posted the following policies prior to the meeting for review:

- Policy Section 1 – Personnel System Provisions
- Policy Section 2 – Equal Employment Opportunity
- Policy Section 3 – Administration

HR Berry said no adjustments had been made to these policies and they were posted for the Board for review only. She asked the Board if they had any recommended changes they would like to see made to the policies, and there were none. Chair Howard commented the policies are in line with the County. HR Berry said she is documenting the review dates for policies to make sure policies are reviewed regularly.

Work Session Concluded: 6:20 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
October 5, 2021**

The meeting was held at the anchor location of the Park City Fire District Administrative Office Building, 736 West Bitner Road, 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, Clerk/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, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Michelle Andersen, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Howard began the meeting by conducting a roll call.

II. Approval of September 7, 2021, Meeting Minutes

Board Member Henney made a motion to approve the minutes of the September 7, 2021, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 5-0.

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 no old business.

VI. New Business

Treasurer Miller commented she heard from several Rotary Club members that Chiefs Zanetti and Emery gave very good presentations on the Parley's Summit fire at the community meeting in

September and at the Rotary meeting earlier today. She thanked both Chiefs for giving those presentations.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney will discuss the 2022 budget at the November meeting, and HR Berry will have additional policies for review.

IX. Closed Meeting

Treasurer Miller made a motion to open the closed meeting. The motion was seconded by Secretary Dyal and passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:35 to 7:32 p.m. Those in attendance were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Tim Henney, Chief Bob Zanetti, Deputy Chief Pete Emery, and HR Officer Patti Berry.

Vice Chair Butwinski made a motion to dismiss from closed session and reconvene the regular meeting. The motion was seconded by Board Member Henney and passed unanimously, 5-0. Those attending the remainder of the regular meeting were Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Tim Henney, Chief Bob Zanetti, Deputy Chief Pete Emery, and Human Resources Officer Patti Berry.

X. Adjournment

Board Member Henney made a motion to adjourn the regular meeting, it was seconded by Vice Chair Alex Butwinski and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:33 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 2, 2021, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.