

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Fire District Administrative Office Building
November 2, 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: 5:33 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 Steve Zwirn, Fire Marshal Mike Owens, Chief Financial Officer Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Michelle Andersen, and Admin. Asst. Debbie Colgan

I. Third Quarter Budget Review

CFO Barney said at the end of the third quarter, the District was at 56.5% of the 2021 budget. That percentage has since increased because the Zions loan payment processed in October, and the Fleet Services Building is now paid for. We are slated to be about \$2M under budget for the year. A large portion of that is due to the liability we account for every year if everyone used all their sick and vacation time; it most likely will not happen, but it needs to be budgeted for. CFO Barney said the District is doing well and \$500K has been transferred to the capital projects fund to sit for Station 34 construction costs next year.

II. Discussion of 2022 Tentative Budget

Chief Zanetti then began the PCFD budget presentation, which will also be presented to the County Council on November 8. Total call volume dropped in 2020 from the previous year due to Covid, as ski resorts and other tourism entities abruptly stopped operations in March 2020. Chief Zanetti said the yearly call volume is approximately 60% EMS calls and 40% fire. We are around 4,700 calls this year through October.

CFO Barney presented the District's 10-year plan and commented the District will be debt-free in 2026. There is currently \$12.325K in reserves, or what we call the capital projects fund. We also have \$1.5M in impact fees, making approximately \$13.8M available. Estimating the cost of the Station 34 rebuild, CFO Barney said this will make approximately \$9.5M available after the building is complete.

CFO Barney commented in the 10-year plan, the District's gain/loss after capital begins to run in the negative around 2028-2029. He estimates the District will need to go through the truth in taxation process in 2025 or 2026, whether a new station is built or not. Board Member Henney commented when he first joined the Board, it was estimated the District would need to go through truth in taxation a few years sooner than that. CFO Barney replied that was based on building

Station 39 in the Round Valley area, which is not going to happen for a while. Chief Zanetti said the last truth in taxation for PCFD occurred in 2009, and Chair Howard said he fears the next increase could be a big bump. CFO Barney replied the only way it would be a big bump is if a new station is built, and even then it would not be that big. Chief Zanetti commented the District would likely rebuild Station 35 near Pinebrook before a new station is built.

Board Member Henney asked CFO Barney how he determines the appropriate amount to keep in reserves, and CFO Barney replied he keeps enough for the District so it does not go in the hole. He said he currently keeps around \$8-9M in reserves, and there is no statutory requirement for the amount that must be kept in reserves. On the other hand, if there is too much in reserves, the State Auditor will notify us.

CFO Barney said the projected revenue for 2022 is around \$17.3M, and he is expecting just a little over \$17M for this year, so there is not much of a difference. There is approximately \$460K more budgeted for payroll in 2022 than this year, which is an overall increase of about 3.3% in salary and wages. We have budgeted \$22.5 in expenditures for 2022, and last year we budgeted about \$19M. The difference is due to the Station 34 rebuild and wage increases.

Treasurer Miller asked if the fees for the new development coming to Hoytsville will go to the District or the County, and CFO Barney replied that area is in North Summit and we will not receive anything for it.

We have paid for a new engine chassis this year and will pay for the rest of the rig in 2022, and we will purchase another engine chassis for a second engine later in 2022 and finish paying for that second rig in 2023. CFO Barney mentioned there were no amendments to the 2021 budget.

Wrapping up the budget presentation, Chief Zanetti identified three issues that are presenting challenges to the District: the Tier II retirement system, recruitment, and employee retention. The Tier II system has been problematic for about 10 years now, but there are some rumors it may be discussed again in the 2022 legislative session. CFO Barney commented it is just talk right now, and an analysis will need to be made on the impact it would have to URS, and that will cost money.

Chief Zanetti added every public safety agency is having recruitment and retention problems right now, and Treasurer Miller commented every employer is facing those challenges.

III. Summit County EMS Committee Update

Chief Zanetti said the subcommittee formed under the Summit County EMS Board has met and is in the process of narrowing down the purpose of the committee and determining the long-term goal. Regarding the EMS budget, the county budget committee evaluated our budget, made their recommendations, and approved the increases we recommended for the east side of the county. Since then, County Manager Fisher decided to have further discussion on the budget during the budget hearing on November 8.

Chief Zanetti commented next year we should have a better idea of how EMS will operate county wide and the EMS budget could see a big change based on the direction the EMS program takes. He said PCFD has been administering the EMS program for many years and there are a lot of soft costs we are not getting compensated for, and this will be brought up during the budget hearing on November 8. Chief Zanetti said he made sure County Manager Fisher was aware Chief Zanetti would be addressing this topic during the hearing.

Chief Zanetti said starting in January 2022, PCFD will begin tracking the costs associated with administering the EMS program. He also mentioned some of the ambulances are getting old and need to be replaced.

Chief Lewis talked about the Rural EMS Conference he is currently attending and how rural EMS directors from around the state have shared information on the same challenges PCFD is facing regarding EMS responses, budgets, and staffing, among other things. He said it is a good opportunity to talk to other directors and brainstorm on possible solutions for the common problems rural EMS programs have.

Chief Lewis said some of the issues brought to the Summit County EMS Board were lack of local resident involvement, short employment tenure of part-time employees, and the skill and confidence of part-time employees. He said there is constant movement and hiring of part-time EMTs, and hiring full-time EMTs is one way to combat this problem. We are still dealing with Covid, and when a part-timer gets sick it is hard to find another part-timer to come in and fill that shift.

Money for full-time EMTs was included in the east-side budget sent to the county committee, and the committee recommended a budget of \$400K, which was less than the \$581K requested. County Manager Tom Fisher decided it would be a good idea to discuss the budget further with the County Council, and Chief Lewis said we will be discussing this at the County Council hearing on November 8. Chief Lewis said the Summit County EMS Board will continue to work toward coming up with a plan on how to best manage EMS in the county, and hopefully there will be a plan created and we can start collectively working on that plan to provide the best service we can.

Treasurer Miller asked if anyone from the east side was lobbying with Chief Lewis to get more funds for EMS, and Chief Zanetti replied PCFD has been doing it alone at these budget hearings. Chief Zanetti commented perhaps next year the EMS Board should ask for more money. Treasurer Miller said it is important for the residents of the east side to know that it is PCFD who is fighting for more money for the east side, and the County needs to understand the overhead costs associated with managing the EMS program. Chief Lewis commented Park City also pays for other costs not covered by the budget, such as ambulance repairs. For example, if a bill comes in for an ambulance repair that puts us over the budget, Park City picks up the cost because we can't have an ambulance out of service simply because we are over budget.

Treasurer Miller commented it is important for PCFD and its constituents that the County is well aware of these costs and it is documented. Vice Chair Butwinski commented earlier in this discussion it was mentioned costs associated with running the EMS program would be tracked

more closely, and CFO Barney replied that is correct. Starting January 1, 2022, all of the time and costs spent on the EMS program will be documented so the following year a more accurate representation of the time and money PCFD spends can be presented during the budget process. Chair Howard commented this will also allow the east side fire agencies to get an idea of the time and costs involved when they are ready to take over EMS operations in their areas. Treasurer Miller added both North and South Summit will need to find out what their constituents want.

IV. Station 34 Update

Chief Zanetti presented concept drawings for the Station 34 rebuild. The Park City County Council has approved the project and the drawings will go to the Building Department next. The station will have 3 bays upon completion instead of 2, and the new station will be the first in the District to have a fire pole. Chief Zanetti said the pole was an alternative to building an exterior staircase to allow for 2 egresses into the bays, and it saved a lot of money and space. An RFP for contractors will go out in January or February.

As discussed in previous meetings, the temporary station will be on the Mine Bench, and it is a great location because it does not put our responses in jeopardy at all. Right now the plan is to have two rental trailers on that site for the crew living spaces. Chief Zanetti said having those trailers for 6 to 9 months is going to be expensive, so we will be looking to see if there are any other cheaper options.

V. Policy Review

HR Berry said there were not any policies to review during this meeting, but she will post some for December's meeting.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
November 2, 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, Battalion Chief Steve Zwirn, 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 October 5, 2021, Meeting Minutes

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

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

Treasurer Miller commented the letter from Senator Romney was nice.

B. Financial

There was no discussion of the financial correspondence.

V. Old Business

There was no old business.

VI. New Business

A. Possible Approval to Recommend the 2022 Tentative Budget and 2021 Budget Amendments to the Governing Board for Tentative Approval

Board Member Henney made a motion to recommend the 2022 tentative budget to the governing board for tentative approval. The motion was seconded by Secretary Dyal and passed unanimously, 5-0. There were no amendments to the 2021 budget.

VII. Dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, Utah

Vice Chair Butwinski made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Secretary Dyal and passed unanimously, 5-0.

A. Possible Approval to Recommend the 2022 Tentative Budget of the Local Building Authority to the Governing Board for Tentative Approval

Treasurer Miller made a motion to recommend the 2022 tentative budget of the Local Building Authority to the governing board for tentative approval. The motion was seconded by Secretary Dyal and passed unanimously, 5-0.

VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board

Secretary Dyal made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Treasurer Miller and passed unanimously, 5-0.

VII. Staff Reports and Input

Chair Howard commented on Chief Emery's monthly report and asked about some photos in the report. Chief Emery replied the photos in question were from the attic electrical fire the crews were on last week. Chief Emery also commented on a recent vehicle rollover mentioned in the report, he said the vehicle was traveling at a very fast speed and ended up on the Canyons Resort Golf Course. Chief Emery said there seems to have been a lot of high-speed accidents this year.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Vice Chair Butwinski had a question on a radio broadcast he heard where Summit County Council Chair Glenn Wright commented PCFD's Administrative Control Board would be looking into a situation, and Vice Chair Butwinski said he was not clear what the situation was. Chief Zanetti replied this will be addressed in the closed session of this meeting.

IX. Closed Meeting

Vice Chair Butwinski made a motion to open the closed meeting. The motion was seconded by Board Member Henney and passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:40 to 7:15 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.

Board Member Henney made a motion to dismiss from closed session and reconvene the regular meeting. The motion was seconded by Secretary Dyal 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 Secretary Dyal and passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:15 p.m.

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