

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

Administrative Control Board work session called to order: 5:35 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Tim Henney

Board Members Absent: Secretary Jay Dyal (excused)

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. Recruit Camp Update

Chief Zanetti commented Chief Doshier graduated 11 recruits on December 2 and they were in the field beginning December 4. The ceremony was held in the Station 33 bay area, and Chief Zanetti said he believes this graduation ceremony was the best we have ever had. Approximately a third of the recruits are legacy firefighters, meaning their parents are or were firefighters. Everyone made great speeches, including the recruit who spoke on the behalf of the graduating class.

Chief Doshier said this class is unique because they are coming out with everything they need in their first year, including their advanced EMT certification.

II. October 2021 Financial Review

CFO Barney said the District is at 35% of revenues and 68% of expenses as of the end of October. The year is 83% over and the District is in good shape. Not much has been spent in capital outlay, and CFO Barney said he does not expect much to be spent before the end of the year except for some IT items that need to be purchased. In 2022 there will be some large purchases.

III. Discussion of 2022 Budget

There has been a slight change made to the 2022 budget. The budget presented at the beginning of November listed \$2.8M in ambulance revenue, and that has been changed to \$3.2M. Ambulance expenses consequently went up because we need to match the increase. Our overall revenues went to \$22.7M, which is \$3M over last year and covers the Station 34 rebuild. The Board will approve the budget during the regular meeting this evening and the budget will be presented to the County Council for approval tomorrow.

IV. Fraud Risk Assessment

The fraud risk assessment is the same as last year and we still lack in two areas, which are the lack of a licensed CPA on staff and we do not require all employees and elected officials to commit in writing to abide by a statement of ethical behavior. We are still in the very low risk category. Chair Howard said the District should look into a way to get ethical behavior statements collected from all employees, and HR Berry stated this could possibly be done during open enrollment.

V. Wells Fargo Bank and Zions First National Bank Lease Agreements

CFO Barney commented these are the lease agreements we prepare every year that state we have set aside money in our budget to be able to pay our bond and loan payments for the next year. These will be approved in the regular meeting later this evening and then signed by Chief Zanetti. Once the agreements are approved and signed, we will send them to Wells Fargo and Zions Bank. There were no questions on the lease agreements.

VI. Approval of 2022 Administrative Control Board Meeting Schedule

The 2022 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be the first Tuesday of every month with the exception of July, there will be no meeting in July. The schedule will be posted in the Park Record on December 18 and 25, 2021.

Chief Zanetti commented Chief Patrick Harwood and Engineer Sal Hoffman were recognized for their years of service at the holiday party. Both Chief Harwood and Engineer Hoffman will be retiring in December.

VII. EMS Subcommittee Update

The Summit County EMS Board has created a subcommittee that is meeting to try to determine what needs to happen under HB 303 and to make suggestions on how to implement any necessary changes needed to come into compliance. Chief Zanetti said he and Chief Lewis are attending the subcommittee meetings and there is a good effort being made to try to come to a consensus on what needs to be done. He said Deputy Manager Janna Young is doing her best to try to close in on solutions.

Chief Emery commented the survival rates for cardiac events are really good and there have been some good saves recently on the east side. There are some really positive things happening and we want to impress this onto the east side.

Chief Lewis said HB 303 is a poorly written bill and is entirely left up to interpretation. The county and city attorneys can interpret the bill according to the stance they take on who should be

responsible for EMS and the associated costs, and the majority of the discussions in the EMS subcommittee meetings so far has been regarding HB 303 and what it means. Chief Lewis said so far the bill seems to just want cooperation between agencies and have agreements made on who is providing EMS to the communities, as EMS has now been deemed an essential service in Utah at the state level.

Chief Lewis said the next big piece will be financing the EMS system, and this will be a big piece. At the County Council meeting where EMS was discussed, Roger Armstrong suggested perhaps there can be a county-wide taxing entity that taxes for EMS service, and that is where Deputy Manager Young and others want to use the EMS subcommittee to figure some of these things out. Chief Lewis said during these meetings, we discuss HB 303 and make good progress there, but the meetings usually end with the same problems we have discussed over and over again being brought up with no solutions. Chair Howard asked if there has been any changes or language clarified in HB 303, and CFO Barney replied he has not heard of any changes or clarifications made to that bill.

Chief Lewis said there are many things to consider, including a proposal to the County for the District to take the licensure for the Park City area. Chief Zanetti commented he and others feel this is the direction we should probably take, and then we can figure out the rest. He said even if the District did get the license, the County may still want the funds to be funneled through them, so there are many questions to be answered before any action is taken. Chief Zanetti added EMS is a losing proposition, and if it were not for interfacility transports, the Park City service would lose money as well. This is just one piece of the bigger picture we are looking at.

Chief Zanetti said an all-hazard response is the model most agencies across the country use, because it does not make sense anymore to pay firefighters just to fight fires. Chief Lewis said the interlocal agreement is up in March, and now may be the time to have discussions on how to approach that agreement.

Treasurer Miller asked if the communities want PCFD out of EMS on the east side, and Chief Lewis replied it is not the communities. If you ask people about local EMS in their community, they are really only going to reply if they had have experience with it, and they would reply all they care about is that EMS gets there fast and takes care of the problem. Chief Lewis said it is the fire agencies for North and South Summit who are pushing to take over EMS from PCFD.

Treasurer Miller then asked if it is other agencies pushing to take over EMS, why not let them do it. Chief Lewis replied the fire districts on the east side do not have the foundation to take over EMS right now, and eventually it would fall back on PCFD. The other agencies may eventually get there, but right now they are not ready to take over EMS, and the County knows this. Vice Chair Butwinski asked where County Manager Fisher's stands on all of this. Chief Zanetti replied County Manager Fisher sees the bigger picture, and Chief Zanetti heard a radio broadcast where County Manager Fisher said he wants to work towards the fire agencies taking over EMS in their areas, but it is going to take time. Chief Lewis said EMS will be an ongoing issue and some options will need to be presented to the Board before the interlocal agreement comes up in March.

Treasurer Miller commented she attended several meetings with Chief Hewitt where he reiterated PCFD is not hanging on to EMS because it is a cash cow, and PCFD is providing EMS as a service for the whole community because it makes sense for the whole community. She also said Chief Hewitt said other agencies are welcome to take over EMS in their area, but they would need to have a tax to pay for it. This is when the other agencies said they would need to take a survey of their area to decide what their constituents want including consideration of the financial cost it would take to take over EMS in their areas, and Treasurer Miller said she is not sure residents would be happy to have their taxes raised.

Chair Howard said primary residential buildings never pay their own way, it is commercial and secondary buildings that bring money and that is why Park City is successful. Revenue contrasts are about \$400K in North Summit versus \$12.5M in Park City, the tax base is much larger in Park City. Coalville has fought expansion and there are two mentalities going on: they do not want change, but they want the level of service Park City has, and there must be some financing involved to get it. Chief Emery said the money the County is providing for EMS in 2022 for the east side will put PCFD in a better position to schedule proper staffing and coverage, and CFO Barney agreed. Chief Zanetti commented it was a chief from PCFD who asked for the east side budget increase.

VIII. Fire Prevention Update

FM Owens presented some photos and video footage of the Home Depot fire that occurred on November 15. The alarm came in about 4:20 a.m. and PCFD crews initially responded to the front doors. Realizing the front was not the best access point, crews went around to the back of the building. Items people have returned are stored in the back of this building, and any hazardous materials are also stored in specialized bins in this area. A company comes to pick these items up when the area gets full. At the time the fire started, this area had several specialized containers containing hazardous materials such as batteries, fertilizer, and paint.

Video footage of the area the fire started in shows the area had good ventilation, and a flash can be seen that is indicative of an electrical spark or something similar. There were rechargeable lithium ion batteries stored where the flash occurred, and lithium batteries store a tremendous amount of power. FM Owens said lithium ion batteries have a chemical process called a runaway process where they start to get hot because the chemicals inside start to react, and in this case one of the batteries got hot and lit itself on fire. This is the flash that can be seen on the video footage.

After the flash, smoke and flames started spreading, and the ventilation system began spreading smoke throughout the building. The plastic barrels in the area also began smoking and contributing heat. Vice Chair Butwinski asked if they are allowed to store hazardous materials in plastic barrels, and FM Owens replied those containers are designed to store hazardous materials, but there are rules that must be followed such as not mixing certain hazardous materials together.

When crews came through the back door to make entry, smoke was down to the ground and visibility was very poor. The crews did a great job putting the fire out and overhauling the scene,

and the sprinkler system did a good job keeping the fire in check. There was quite a bit of water in the building afterward due to the sprinklers, but they served their purpose. Home Depot has been very cooperative with the investigation, and there was an estimated \$50-75K worth of damage incurred due to the fire. FM Owens said Home Depot is considered a target hazard, where the loss of this structure would mean a huge hit to the County in tax revenue, jobs, and present the possibility of dangerous fire conditions, so it was a great stop by the crews.

Work Session Concluded: 6:30 p.m.

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

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 Board Member Tim Henney

Board Members Absent: Secretary Jay Dyal (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, 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 November 2, 2021, Meeting Minutes

Board Member Henney made a motion to approve the minutes of the November 2, 2021, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

Chair Howard acknowledged the thank you note from the Mountainlands Community Housing Trust and the private donation made to the District.

B. Financial

There were no questions about the financial reports.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval to Recommend the 2022 Final Budget to the Governing Board for Final Approval

Treasurer Miller made a motion to recommend the 2022 final budget to the governing board for final approval. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

B. Possible Approval of Wells Fargo and Zions National Bank Lease Agreements

Board Member Henney made a motion to approve the Wells Fargo and Zions National Bank lease agreements. The motion was seconded by Vice Chair Butwinski and passed unanimously, 4-0.

C. Approval of the 2022 Administrative Control Board Meeting Schedule

Vice Chair Butwinski made a motion to approve the 2022 Administrative Control Board meeting schedule. The motion was seconded by Treasurer Miller and passed unanimously, 4-0.

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

Treasurer Miller 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 Vice Chair Butwinski and passed unanimously, 4-0.

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

Board Member Henney made a motion to recommend the 2022 final budget of the Local Building Authority to the governing board for tentative approval. The motion was seconded by Treasurer Miller and passed unanimously, 4-0.

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

Vice Chair Butwinski 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, 4-0.

IX. Staff Reports and Input

Chief Zanetti asked Board Member Henney what his position will be now as Board member, and Board Member Henney replied during the first meeting of the City Council in January they will appoint an interim member and then appoint an official liaison during the retreat in February or March. Chief Zanetti, the PCFD personnel present, and the rest of the Board thanked Board Member Henney for his service. Board Member Henney said he will continue to be an advocate for issues important to the District, such as affordable housing.

X. Discussion of Possible Future Agenda Items/Additional Comments

Chair Howard said EMS will continue to be an ongoing conversation, and there will need to be a discussion soon on compensation given inflationary pressures, as he does not like what he is hearing from the Feds regarding strong inflation numbers for 2022. Chair Howard said he does not want to lose new recruits, and Board Member Henney added PCFD has high standards and will probably experience poaching from other agencies much like Park City Police is experiencing. Chief Zanetti said he will keep the Board informed of the District's situation.

XI. Closed Meeting

There was no need for a closed meeting.

XII. Adjournment

Treasurer Miller made a motion to adjourn the regular meeting, it was seconded by Vice Chair Butwinski and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:43 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 4, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.