

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Fire District Administrative Office Building  
January 4, 2022**

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:** 5:34 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, Battalion Chief Sean Briley, Fire Marshal Mike Owens, IT Officer Dave Dorsey, Human Resources Officer Patti Berry, and Admin. Asst. Michelle Andersen

**I. Welcome**

Chief Zanetti began the meeting by welcoming everyone and providing an update on Covid precautions currently in place for PCFD. The incident action plan (IAP) has been updated and includes notifying administration of exposures, masks are required to be worn again, and social distancing measures are being taken. There have been breakthrough cases in the past couple of weeks within the ranks, but Chief Emery said the biggest difference this year from last is employees are able to come back much quicker. Chief Zanetti commented there has been a surge county wide within the past couple of weeks.

**II. November 2021 Financial Review**

Chief Zanetti said the District has collected 94.4% of our revenue, and expenditures are at 74.8% as of the end of November. The capital outlay percentage spent is low because we budgeted for an engine that we ordered but has not come yet, and consequently, we have not paid for it yet. Chief Zanetti said CFO Barney said he has definitely seen an increase in prices over the past 6 months, such as the cost of fuel and apparatus and station repairs, and prices will likely continue to increase in 2022. There were some significant expenditures this past month, including computer purchases, and IT Officer Dave Dorsey will be talking more about this shortly. Other major expenditures included hazmat monitoring and architect costs for the Station 34 rebuild.

**III. IT Update**

IT Dorsey said Insight Public Sector is a reseller on the State of Utah government contract list so there is a limited profit margin they are allowed to charge. Consequently, the \$53K paid to them

in December sounds like a lot of money, but we got a good deal from them on laptops for the ambulances. The laptops are used for computer-aided dispatch and patient care reporting, and they must be durable. Input was received from the crews on the features they most wanted in these laptops, and a few different models were field-tested to see which worked the best. The computers selected are able to switch to a tablet, which is a feature the crews desired, and they do not have top-heavy characteristics like many other 2-in-1 computers do that makes them susceptible to tipping over while trying to type on them. They operate off of the Wi-Fi in the truck. IT Dorsey said the base price is about \$3K apiece and we added on 5-year protection plans for each of them.

IT Dorsey said all the ambulance computers were replaced at the same time instead of phasing it out over a few years because the power supply for the computers in the ambulances are specific to the laptop. Ambulances get swapped out all the time between stations, and it is much easier if the power supplies are all the same. Treasurer Miller asked what happens to the old computers, and IT Dorsey replied they get sent to other Summit County agencies if they need them or to surplus agencies.

One of the other major purchases in December was \$28K paid to SHI International Corp, another reseller agency, and this was for desktop computers. Every station has 2 PCs, and these and the desktops in Fire Prevention had not been replaced since 2012-2013. The old computers were updated as much as possible until new technology would no longer allow it, and there was money in the budget this year to make the upgrade so new PCs were purchased.

#### **IV. Election of 2022 ACB Officers**

Chief Zanetti commented in the past, Board members have kept their positions for 2 years, and unless the Board had any concerns with this, the members can retain their current positions for 2022. Treasurer Miller asked if there has been any change regarding the Park City representative, and Board Member Henney replied the new assignment will be made during the Park City Council's retreat, which is currently scheduled for February.

#### **V. Other Divisional Updates**

Chief Zanetti commented he, Chair Howard, and Vice Chair Butwinski attended a meeting with the County Council on December 17 regarding where the District is headed for 2022. There were some questions regarding employee housing and wildland issues, and the North Summit Fire situation was also discussed.

FM Owens said a couple years ago the District was approached by the County regarding the feasibility of creating an ordinance requiring Summit County residents to harden their homes and maintain defensible space around it. There were several problems identified with moving ahead with the idea, and the County has asked the county attorneys to write an opinion regarding whether or not we have the authority to enforce those types of rules. FM Owens spent some time on the

phone today with the attorneys going over state law and fire and wildland interface codes, and what we can and cannot do under those codes and laws.

Treasurer Miller asked if the attorneys were asking if PCFD could enforce the ordinance if it was passed, and FM Owens replied that is part of it, but they also want to know if the County has the authority to create such an ordinance. Treasurer Miller asked if PCFD told the County how hard it would be for PCFD to enforce this ordinance, and Chief Zanetti replied we did. FM Owens said the County was informed it would cost around \$2M a year just for the inspection aspect of such an ordinance, and that is if every building is inspected. That amount does not include enforcement or legal challenge costs that would be associated with the ordinance. FM Owens said anyone who has further questions regarding this can get in touch with him.

## **VI. EMS Subcommittee Update**

Chief Zanetti said Matt Leavitt, the Summit County CFO, was a guest at the December EMS Subcommittee meeting. There have been many questions regarding financing and budgeting of EMS if Summit County approaches the cities to provide their own services. Matt was able to answer some of the questions Mayor McCormick and others had, and he also provided insight on how the budgeting process works and where the money comes from for PCFD to operate EMS. Chief Zanetti said Matt said approximately 1% of the general fund is used to fund EMS, it is not much. Chief Lewis said the discussion for the January meeting will include how to split EMS up between entities and how to finance it.

## **VII. 2022 Recruit Class**

HR Berry said the written test will be administered on January 12, interviews will be held January 13-15, and the physical test will be held on January 15. Camp will start March 16 and will conclude around June 16. Chief Emery said a few of our full-time AEMTs will test and he believes they will get through the process, and this will be encouraging to others who join PCFD in the capacity of a full-time AEMT and have hopes of becoming a firefighter.

Chief Zanetti said it seems hard to believe we are already testing again, but there are at least 5 individuals who could retire in 2022 and we need to stay on top of staffing. He said we have taken recommendations from the Board and personnel within PCFD, and there will be a physical test orientation day and we will have a female on the interview board. Vice Chair Butwinski asked if it would be better to have those from PCFD on the interview board dress in business casual attire instead of a uniform. Chief Zanetti said when he interviewed, it was impressive to see a battalion chief in uniform and it is a matter of pride. He said the interview board receives direction on how to conduct the interviews, such as not being intimidating, etc.

### **VIII. Station 34 Update**

Chief Zanetti presented images of what Station 34 will look like and commented the color scheme and logo will be slightly different than what the images show. The architect will be working with interior designers for interior details such as cabinets and carpet colors. The flag pole will not be located on the building as originally planned, it will be set on the ground next to the station. Final approval is still pending from Park City, and once it is received, we will start getting construction bids. The temporary housing is set with the exception of the sewer line, and Logistics Officer Colgan and Chief Emery are working on that. Chief Zanetti said he hopes to start the tear-down of the old station at the end of April, and he will keep the Board updated as the project moves forward.

Treasurer Miller asked about the possibility of building employee housing near the Fleet Services Building as discussed last year, and Chief Zanetti replied there is no activity on that issue right now. Treasurer Miller asked if there was any benefit in notifying community members that essential service workers here could use housing and putting a list together of community members who have accommodations available and are willing to rent them out for temporary housing at a reduced rate. It could be a pool of people to whom we could reach out when we have essential services workers, such as firefighters, who need housing.

Treasurer Miller said PCFD could partner with other agencies, such as law enforcement, and put requests in the newspaper or KCPW for short- or long-term housing needs. She said there could be community members who want to help but have never thought of this option. Chief Zanetti said it is a good idea, and we have partnered with UOP in the past to provide temporary housing. FM Owens mentioned another workforce housing project near Canyons coming online in May or June that we might be able to tie into.

Chief Zanetti said PCFD loses firefighters after they have been renting here for a couple of years and decide they want to buy a place, and they find they can buy something in Lehi or elsewhere for much cheaper than Park City. Then, after a year or two of making the commute to Park City, they decide to look at agencies closer to where they live where they can make the same money and have more home time, and they leave. Board Member Henney said that scenario needs to be explained to the councils or any other group of authority that has anything to do with housing in the community.

### **IX. TPT Assessment**

Chief Emery said he has had in-depth discussions with Dr. DiVico, who helped create the validated task performance test (TPT), and County Attorney Jami Brackin regarding reassessing the TPT. The overall feeling from those discussions is making sure we as the organization and our legal representation is comfortable with what we are doing, and Jami Brackin said she is very comfortable with our current TPT process. She said the process should always be reevaluated periodically both internally with PCFD as well as with the Summit County Attorney's Office, but she does not feel we are in a position where we need to perform a reassessment right now, and Dr. DiVico echoed these sentiments.

Chief Emery said the new TPT orientation firefighter applicants can participate in prior to the actual test date should help applicants better prepare for the test and eliminate some of the anxiety related to having to take the test without having run through it first. He will be having future meetings with County Attorney Margaret Olson, who will be taking over for Jami Brackin when she leaves, to make sure we continue to stay on the right track with the TPT.

**X. Policy Review**

Policy review was tabled until the February Board meeting.

**Work Session Concluded:** 6:32 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Fire District Administrative Office Building  
January 4, 2022**

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: 6:32 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, Battalion Chief Sean Briley, Fire Marshal Mike Owens, Human Resources Officer Patti Berry, and Admin. Asst. Michelle Andersen

**I. Roll Call**

Chair Howard began the meeting by conducting a roll call.

**II. Approval of December 7, 2021, Meeting Minutes**

Vice Chair Butwinski made a motion to approve the minutes of the December 7, 2021, Administrative Control Board meeting. The motion was seconded by Board Member Henney and passed unanimously, 4-0. Secretary Dyal abstained from voting, as he was not present during the December 7, 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. Chief Zanetti commented a donation to the District was made today and he will post it for next month.

**B. Financial**

There was no discussion of the financial reports.

**V. Old Business**

There was not any old business.

## **VI. New Business**

### **A. Elect Administrative Control Board Members for 2022: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

The current roles of the Administrative Control Board members are as follows: Chair – Michael Howard, Vice Chair – Alex Butwinski, Treasurer – Christina Miller, Clerk/Secretary – Jay Dyal, and Board Member – Tim Henney. The Board members agreed to retain their current positions for 2022.

Board Member Henney made a motion to retain Michael Howard as Chair, Alex Butwinski as Vice Chair, Christina Miller as Treasurer, Jay Dyal as Clerk/Secretary, and Tim Henney as Board Member for the 2022 Administrative Control Board. The motion was seconded by Vice Chair Butwinski and passed unanimously, 5-0.

## **VII. Staff Reports and Input**

There were no comments or questions on the staff reports.

## **VIII. Discussion of Possible Future Agenda Items/Additional Comments**

There were no additional comments or future agenda items identified.

## **IX. Closed Meeting**

There was no need for a closed meeting.

## **X. Adjournment**

Treasurer Miller 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 6:39 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 1, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.