

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
March 1, 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: 5:36 p.m.

Board Members Present: Chair Michael Howard, Treasurer Christina Miller, Board Member Jeremy Rubell, and Secretary Jay Dyal (joined at approximately 5:45)

Board Members Absent: Vice Chair Alex Butwinski (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, CFO Del Barney, Human Resources Officer Patti Berry, Admin. Asst. Michelle Andersen, and Admin. Asst. Debbie Colgan

I. Chief's Update

Chief Zanetti began the meeting by welcoming everyone and introducing Jeremy Rubell as the newest Administrative Control Board member appointed by Park City. February 2022 was the busiest month PCFD has ever had based on call volume at 714 calls, and February is only a 28-day month. Chief Zanetti said he thinks March may set the next record.

Regarding the Station 34 rebuild, the supplier for the temporary housing we had secured many months ago cancelled on us shortly after the February Board meeting. A new supplier out of Riverton, Wyoming, was contacted and trailers are scheduled to be on site April 1. Contractor bids for Station 34 are due tomorrow evening, and the top 3-4 bidders will be invited to interview. We hope to have a contractor by the end of the week.

II. Policy Review

In review, HR Berry and Treasurer Miller discussed District payment of health insurance premiums for employees who are on unpaid leave. HR Berry discussed this issue with Summit County attorneys, and it was advised that the District should continue to pay the premiums for the employee on unpaid leave. If the employee does not return to work after the period of unpaid leave, the District can request repayment of health insurance premiums paid during the period of unpaid leave.

Policy Section 4 regarding classifications, reclassification, reassignments, etc., was fairly confusing due to the way it was written. HR Berry said the policy was edited to make the different

categories clearer. Additionally, instances where categories were discussed in other sections were removed from those sections with the exception of the reclassification category. Reclassification also appears in Section 7, but HR Berry said the definition in Section 7 now matches the definition in Section 4.

Chair Howard asked if the county attorneys are reviewing the suggested changes to the policies, and HR Berry replied Deputy County Attorney Helen Strachan has been reviewing them. Once Chief Zanetti and HR Berry make suggested changes, the policies are sent to Deputy County Attorney Strachan for review and then brought before the Board.

Changes made to Section 6 were mostly to clean up some of the language, delete the temporary employee category, and make some additions to the full-time employment section regarding EMS employees. The temporary employee category was something carried over from the County policies in 2017, and it is not applicable to PCFD so it has been eliminated. There was some clarification made to seasonal employees in that if they are not getting benefits and work 40 hours a week, they are not violating any laws. HR Berry said she also changed the task performance test (TPT) subsection in this policy to match the Section 4 TPT subsection.

In Section 7, Personnel Actions, there were clarifications made regarding the title and classification of employees, and the term “grade” was eliminated from the section since PCFD does not use it. The reassignment subsection in Section 7 now matches Section 4, and there were other minor clean-up changes made.

The information in Section 8 regarding percentage of salary increases to department heads was deleted, and there were some other items on the second page that were deleted because they do not apply to PCFD. Separation pay was listed several times in other policies, and it has now been deleted from all other policies and is clarified in Section 8. The overtime subsection has been updated to reflect the current procedure used for determining overtime, which includes no longer deducting sleep time from suppression employees’ overtime calculations.

Also in Section 8, qualifiers were added to the acting-in (out of qualification assignments) subsection to describe requirements that must be met in order for employees to get additional pay for acting-in. The subsection regarding instant bonuses was changed to match what PCFD does for performance recognition, as instant bonuses are something the County does and is not applicable to PCFD.

HR Berry said there were minimal clean-up changes to Section 10, and in Section 11 there were a couple of deletions. The first deletion was regarding call-backs and was taken out because it is discussed in another policy. The second deletion was the removal of the rest period subsection, as PCFD does not utilize rest periods.

HR Berry said these policy changes and the changes previously discussed regarding Section 9 at the last meeting will be up for approval later this evening in the regular meeting. Once approval is granted by the ACB, the policies will be forwarded to the County Council for final approval. There were no additional questions or comments from the Board regarding the policies discussed.

III. Financial Update

CFO Barney said the field audit by Larsen & Company has been completed and they will give their presentation to the Board on April 5. There were no adjustments or findings. Some financials for January have been sent to the Board but CFO Barney is still working on closing 2021. As of the end of January, PCFD is at 7.5% of the budget compared to the 8.3% we would typically be at the end of the first month of the year. We are already at 8.9% of the fuel budget, so this is something we will need to watch, and medical supply costs have also increased. We are at a normal percentage in revenues for this time of year.

IV. Legislative Update

CFO Barney said the Utah Association of Special Districts (UASD) has been watching almost 400 bills this legislative session. Below are some of the bills they have been watching that are of interest to PCFD:

- HB12 regarding public safety retirement amendments is being held in the Senate and may not pass. CFO Barney said he believes we will see this bill again next year.
- HB22 regarding the Open and Public Meetings Act was passed and prohibits voting by proxy during an electronic meeting unless a resolution is adopted by the Board to allow it. This bill also states non-unanimous votes must be taken by roll call.
- HB60 regarding vaccine passport amendments states it is unlawful for a place of public accommodation to discriminate against an individual based on the individual's immunity status, and it also prohibits a governmental entity from requiring proof of immunity status, with certain exceptions. Entities are also prohibited from requiring an individual to receive a vaccine. HR Barney said the UASD had this bill amended to state we can require TB shots unless the employee submits in writing that they have a strictly held religious or personal reason why they cannot receive one. This bill may not pass out of the Senate.
- HB63 regarding vaccine exemptions amends provisions related to Covid-19 in the workplace and states an employee can be exempted from a Covid-19 vaccine requirement if the individual has had Covid and has a note from their physician. The bill would also prohibit employers from keeping employees' Covid test results, and CFO Barney said this bill may not pass out of the Senate.
- HB237 regarding local district modifications passed and requires tentative budgets be made public on the District and Utah Public Notice websites seven days after being adopted. CFO Barney commented PCFD has already been doing this.
- SB46 regarding medical cannabis patient protection amendments means medical cannabis prescriptions must be treated like any other prescription. Cannabis cannot be used 12 hours

prior to or while employees are on duty. Employees cannot be fired for having a prescription. Chief Zanetti said he was originally concerned PCFD could lose federal funding due to employees having cannabis prescriptions, but CFO Barney commented states that allow recreational use of cannabis in addition to medicinal use have not lost their funding.

- HB466 is regarding special service district studies. If two-thirds or more of the district's boundary is contained within a municipality's (city's) boundaries, this bill would require a feasibility study to be conducted every ten years to determine if the municipality could provide service better and cheaper than the district can. CFO Barney said he believes this bill will not pass.

FM Owens said there were three bills in this session he has been watching, they are as follows:

- HB293 is regarding ground ambulance interfacility transport licensing. There was a problem in Utah County with agencies who held licenses being able to upgrade their AEMT license level to paramedic for the sake of transports. FM Owens said the bill's language has been resolved to the point where it will not affect PCFD and will allow Utah County to do what they need. It will allow any agency who wants to increase their level of service to do so even if it creates an overlap in an already-existing area.
- FM Owens said HB 39 regarding state construction code amendments passed and is important because it cleared up the language to allow fire authorities such as PCFD to perform inspections and plan reviews and approve items without having to go through licensed engineers. It also clears up who is allowed to design systems without going through licensed engineers.
- HB 292 regarding microenterprise home kitchen amendments passed and exempts micro kitchens from hood requirements.

V. 2021 Annual Report

Chief Zanetti said the 2021 annual report is complete and provides a nice snapshot into history. He said some agencies do not prepare an annual report but he believes it is an efficient way to be able to look back at some of the important events that happened during the year.

VI. Administrative Update

Chief Lewis said there is nothing significant to report regarding the EMS subcommittee that has been meeting monthly. During the last subcommittee meeting, representatives from Wasatch, Grand, and San Juan counties provided brief overviews of how their counties operate and some of the issues they have encountered. Each one of them had gone through some sort of EMS

assessment by an outside company. Chief Lewis said each of those counties found value in the assessment that was performed, and a discussion was held between EMS subcommittee members regarding whether such an assessment would be beneficial for Summit County. He commented you will find other organizations that did not find any value in the assessment, and these assessments come at a high cost. Chief Lewis said there will be further discussions on this at future EMS subcommittee meetings, including who would be responsible for paying for such an assessment.

VII. Other Divisional Updates

Chief Zanetti mentioned new recruit interviews will be held next week and recruit camp will start on March 21.

There are about 30 days left on the North Summit Fire interlocal agreement and shifts have been filled without any vacancies and without affecting staffing at PCFD. Chief Zanetti told County Manager Tom Fisher PCFD would do everything it can to help the new chief once they are hired, and PCFD crews have been performing equipment checks and doing other tasks as needed to move toward that end. Chief Zanetti commented while he was attending the North Summit community meeting a couple weeks ago, it became clear to him that there was still a lot of misinformation in the community about what is going on in North Summit.

Tollgate is becoming the focus in North Summit now, and although the area is not within PCFD's boundaries, we do provide aid there. Chief Zanetti said Tollgate residents want a full-time fire station for the area, and there will need to be conversations with the County on how they would move forward with that and how it would be paid for.

VIII. EMS Update

Chief Zanetti said there have been rumors that since North Summit firefighters have been suspended, EMS is not being provided for the area. PCFD has been providing emergency medical services for the entire county for several years now, and the North Summit firefighters have not been involved with EMS. Treasurer Miller asked if North Summit firefighters have an EMR certification, and Chief Zanetti replied South Summit does not, but North Summit does. Chief Zanetti said we are providing the best response we can right now.

Work Session Concluded: 6:32 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
March 1, 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, Treasurer Christina Miller, Board Member Jeremy Rubell, and Secretary Jay Dyal

Board Members Absent: Vice Chair Alex Butwinski (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, CFO 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. Oath of Office to be taken by Board Member Jeremy Rubell

CFO Barney administered the Oath of Office to Board Member Jeremy Rubell as follows:

"I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

III. Approval of February 1, 2022, and February 7, 2022, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the February 1, 2022, Administrative Control Board meeting. The motion was seconded by Secretary Dyal and passed unanimously, 3-0. Board Member Rubell abstained from voting, as he was not yet an official Board member for the February 1, 2022, meeting.

The meeting minutes for the February 7, 2022, meeting were tabled, as there was not a quorum present of Board members who attended the February 7 meeting.

IV. Public Input

There was no public input.

V. Board Member Reports and Business

A. Correspondence

Chair Howard commented the thank you notes the District received were thoughtful.

B. Financial

There was no discussion of the financial reports.

VI. Old Business

There was not any old business.

VII. New Business

A. Possible Approval to Recommend Policies to the Governing Board for Final Approval

Secretary Dyal made a motion to recommend Policies 4, 6, 7, 8, 9, 10, and 11 as discussed in the work session to the governing board for final approval. The motion was seconded by Treasurer Miller and passed unanimously, 4-0.

VIII. Staff Reports and Input

Treasurer Miller commented about an incident in the monthly report where an AED was placed on a patient and no shock was advised. She asked if it is the AED that advises no shock or if that is a crew decision, and Chief Emery replied the device advises whether to shock or not. Chair Howard also had a question regarding what equipment was shown in a picture in the monthly report, and Chief Doshier replied it was a tripod built for high-point extrication training, such as rescuing someone from a ditch.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Larsen & Company will present the 2021 audit to the Board at the April 5th meeting, and LeGrand Bitter of the Utah Association of Special Districts will provide Open Meetings Act training during the May 3rd meeting beginning at 5:00 p.m.

X. Closed Meeting

Secretary Dyal made a motion to close the regular meeting of the Administrative Control Board. The motion was seconded by Treasurer Miller and passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss the character, competence, or health of an individual from 6:42 to 7:17 p.m. Those in attendance were Chair Michael Howard, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Jeremy Rubell, Chief Bob Zanetti, Chief Pete Emery, and Administrative Battalion Chief Ashley Lewis.

Secretary Dyal made a motion to dismiss from closed session and reconvene the regular meeting. The motion was seconded by Treasurer Miller and passed unanimously, 4-0. Those attending the remainder of the regular meeting were Chair Michael Howard, Treasurer Christina Miller, Secretary Jay Dyal, Board Member Jeremy Rubell, Chief Bob Zanetti, Chief Pete Emery, and Administrative Battalion Chief Ashley Lewis.

XI. Adjournment

Secretary Dyal made a motion to adjourn the regular meeting, it was seconded by Board Member Rubell and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:18 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 5, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.