

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
April 5, 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

Administrative Control Board work session called to order: 5:33 p.m.

Board Members Present: Vice Chair Alex Butwinski, Treasurer Christina Miller, Board Member Jeremy Rubell, and Secretary Jay Dyal (joined at approximately 5:54)

Board Members Absent: Chair Michael Howard (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, Captain Dehn St. John, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

Additional Attendees: Jon Haderlie of Larson & Company

I. 2021 Audit

The 2021 financial audit has been completed. Jon Haderlie of Larson & Company briefly went through the audit report, which contains the independent auditor's report, basic financial statements, and required supplementary information, among other things. He also explained the communication with governance letter all Board members received, which included information on qualitative aspects of accounting practices and estimates used in the financial statements, management representations, and a schedule of findings and questioned costs. The following was reported under the schedule of findings and questioned costs:

- There were no internal control findings for the period under audit.
- There were no state compliance findings for the period under audit.
- There were no internal control findings for the prior period.
- There were no state compliance findings for the prior period.

Jon mentioned a review of the District's internal controls was performed to make sure internal controls are in place and they are functioning. He said no issues were found that Larson & Company would need to report. Jon said the District's controls are overall very good, and there were no findings to report to the State Auditor's Office. He said the fraud risk assessment from the State Auditor's Office will be around for the foreseeable future.

Board Member Rubell asked if the required supplemental information gets audited every few years, and Jon replied it does not. The reason is because the management's discussion and analysis (MD&A) section is something CFO Barney puts together that really summarizes what is in the

financial statements, so the auditor's main focus is the actual statements themselves. Government accounting requires that the MD&A section is placed near the beginning of the audit report to give a comparison of the audit year and the year prior. Jon said you do not often see comparative statements with governmental financial statements simply because of the way they are set up, so that is the purpose of the MD&A. The auditors go through the MD&A to make sure all the numbers tie back to the financial statements. Consequently, Jon said you could say the required supplemental information does get audited, but the auditors do not give an opinion on them.

II. Chief's Update

The District members present did a quick introduction of themselves to Jeremy Rubell, the newest member of the PCFD Administrative Control Board.

Chief Zanetti said there have been some disappointing delays in the Station 34 rebuild and the bid came in over budget. He and Chief Zwirn have been working with the architect and the contractor, there have been four revisions to the plans since the last ACB meeting and we are very close to where we need to be.

There are two issues that have not been settled, one of which is the air handling system in the station that takes out air particulates from the diesel engines. The first system was picked by the architect and Chief Zwirn found some issues with it, including the system not meeting industry standard recommendations and coming with a very high price tag. The system we selected is much cheaper but required some building modifications, and Chief Zanetti said this issue is close to being resolved.

The other, more complicated issue identified is the block the station will be made of. The contractor did not like the block the architect first picked out, stating he did not like to work with it and it was not the best available. Other options were explored and this delayed the project a bit. The architect originally designed a 12-inch block, and we are now looking at 10-inch block, which saves space and money but requires more modifications to the building specs. An R-value test of the 10-inch block was run today and the front wall (the bay door wall) missed minimum requirements by 6%, so we are delayed a bit longer while calculations are made for having the front wall constructed of 12-inch block.

Chief Zanetti signed a letter of intent with the contractor three weeks ago, and he hopes to have a contract signed when he meets with them again in a week. Hopefully the crews will be in the new station by Thanksgiving.

Two tiny houses will now be placed on the temporary housing site to house Station 34 crews during the rebuild. These units will be rented at a lower price than we would have spent on the other trailers, and the money saved will be put toward the cost of the rebuild. All of the existing plumbing and electrical work that was performed in anticipation of having the other trailers will work with the tiny houses, and we hope to get them on site within the next week. The crews have discussed going to neighboring places to exercise. Chief Zanetti also mentioned that because we are renting

the temporary housing, the contractor has agreed to pay \$330 for every day they go over the completion deadline.

III. February 2022 Financial Review

CFO Barney said the District is at 13.4% of its budget as of the end of February. At the end of February we would expect to have spent 16.67% of the yearly budget, so we are 3.27% under budget. In past years at this time we have been even more under budget, so we are starting to catch up and CFO Barney said this makes him feel even more comfortable about the budget. Fuel, wages, and medical supply expenses have gone up, but we took that into account when preparing the budget for this year and everything seems to be running normally at this point. The Station 34 rebuild appears it will cost more than we budgeted, but we will amend the budget at the end of the year when the station is finally paid for to capture that cost.

CFO Barney asked if there were any questions on the financial statements he distributed to the Board, and Vice Chair Butwinski asked about an expense on the check register for Henry Schein. CFO Barney replied Henry Schein is a medical supply company and the expense was for medical supplies. Vice Chair Butwinski also asked about checks issued to Siddons-Martin Emergency Group and Weidner Fire. Chief Lewis replied Siddons-Martin is an apparatus (fleet) repair service, and we purchased new extrication tools from Weidner Fire. The tool purchase was expected and had been included in the budget. There will be more to come on the extrication tools later in the meeting.

IV. North Summit Interlocal Agreement Update

Chief Zanetti said he met with North Summit Fire Chief Ben Nielson before he officially started and he has some big plans and ideas. They discussed the interlocal agreement (ILA) and Chief Zanetti's desire to have the extension be 15 days instead of 30 due to PCFD's apparatus needs and also to provide a little push for North Summit Fire to get its staffing in place. Therefore, the ILA extension is for 15 days with two options, the first of which is to charge North Summit Fire for half a month.

The second option involves the stationing of a brush truck in North Summit, as open burning began April 1 and there will be brush fires. We would be more comfortable having a brush truck in the area so one has been sent to the North Summit Fire station, and that comes with a cost. There are also other incidental expenses, including mattress purchases and station supplies. Consequently, the second option of the ILA includes additional costs for the brush truck and incidentals. The first option does not include these costs.

Treasurer Miller commented there is administrative time that is not accounted for in the agreement, as well as other costs associated with traveling back and forth between the areas. She said at a minimum it seems fair to recoup the actual expenses incurred, and the other Board members agreed. Chief Zanetti said PCFD is not coming out ahead on these costs at all.

V. Administrative Update

Chief Zanetti said he, Chief Emery, and Chief Lewis will be meeting with County Manager Tom Fisher and Deputy County Manager Janna Young on Thursday. Among the topics to be discussed are first-quarter ambulance revenues and the time our administrative staff have spent working on east-side EMS issues.

Chief Zanetti said the last EMS subcommittee meeting really had nothing to do with EMS and was unproductive. After that meeting, Deputy County Manager Young along with others recommended a study of EMS and fire be conducted by an outside agency. Chief Zanetti said he does not believe a study is a good idea for PCFD, as we are already up and running, we have already produced a baseline report, and a study is going to be expensive. This will be another topic of discussion during the meeting with the managers on Thursday.

Treasurer Miller asked why fire was included in the scope of the study, and Chief Zanetti replied it was mostly because Kamas is not really doing anything in the EMS arena. They only respond on certain EMS calls, and they do not have a license to do it. Such a study could also provide direction for North Summit, but Chief Zanetti said Chief Nielsen knows what needs to be done. Treasurer Miller then asked why PCFD should be included in the study, and Chief Emery replied the bigger issue with the study is the load will be put back on PCFD to provide information for all three agencies.

Chief Zanetti said PCFD has a plan moving forward to take over the Park City Ambulance licensure in 2023, and they will discuss this with the managers on Thursday. North and South Summit will probably not be able to take over their services in 2023, but perhaps they will be by 2024. Chief Zanetti said the proposal will eventually need to be brought to the Summit County Council, and Vice Chair Butwinski commented he is pleased to hear progress is being made on this.

VI. Review of New Extrication Tools Purchases

Chief Zanetti introduced Captain Dehn St. John, one of PCFD's extrication experts. One of the capital improvements this year was the \$30K purchase of new extrication equipment, and Captain St. John had the new equipment as well as the old equipment laid out for presentation to the Board. Captain St. John said equipment is constantly evolving, and PCFD wants the best equipment available to better serve our community.

Captain St. John said most of the old equipment was run off of a generator or gas powered, and the new equipment runs on batteries that are interchangeable between tools. The batteries last around 45 minutes, and there is a battery charger on the engine. The battery power source is a major improvement and allows crews to get tools on scene faster and eliminates set-up time. Multiple tools can be in use at once, where before only one or possibly two tools at a time could be run off the generator. The new tools can be completely submerged, which is a major benefit

when working extrications in creeks and other water sites. Captain St. John said the new tools come with many features the old ones did not.

Engine 33 and Heavy Rescue 36 each carry a set of extrication tools. Station 36 is the primary heavy rescue unit, and Medic Ambulance 35 and Engine 33 are also staffed with personnel who are specifically trained in extrication techniques, and they will move together as needed.

Vice Chair Butwinski asked if the \$30K spent was for six tools, and Captain St. John said the first two tools were purchased approximately two years ago, and then we waited for this new generation of tools to come out and then purchased the rest. Captain St. John said PCFD was the first agency in Utah to receive the first set of these new tools from Weidner Fire. Chief Emery said it is common to have two different extrications happening at once on a scene, and that is why two sets of equipment are maintained. The total cost for both sets of extrication tools is around \$60K.

VII. Other Divisional Updates

Chief Emery briefly discussed the hotload program with AirMed. There are five specific spots within the District where the helicopter will land before we arrive, and the goal is to get the patient loaded into the running helicopter upon arrival and to a Trauma 1 center as fast as possible. In instances where the helicopter has not yet landed in the designated spot once the ambulance is close, the ambulance will continue on to the hospital.

A quarterly comparison of average time on scene with a helicopter was made with Davis County and Nephi based on their number of trauma calls. PCFD's average time on scene with a helicopter is 3 minutes, compared to 14 minutes for Nephi and 18 minutes for Davis. The hotload program is really the way to move forward, and other agencies are seeing this as well.

Other items on the work session agenda were tabled for a future meeting.

Work Session Concluded: 6:48 p.m.

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

Administrative Control Board regular meeting called to order: 6:48 p.m.

Board Members Present: Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary Jay Dyal, and Board Member Jeremy Rubell

Board Members Absent: Chair Michael Howard (excused)

District Personnel Present: 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, and Admin. Asst. Debbie Colgan

I. Roll Call

Vice Chair Butwinski began the meeting by conducting a roll call.

II. Approval of February 7, 2022, and March 1, 2022, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the February 7, 2022, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski and passed unanimously, 2-0. Board Member Rubell abstained from voting, as he was not present for the February 7, 2022, meeting. Secretary Dyal also abstained from voting, as he was not present for the entire meeting.

Treasurer Miller made a motion to approve the minutes of the March 1, 2022, Administrative Control Board meeting. The motion was seconded by Secretary Dyal and passed unanimously, 3-0. Vice Chair Butwinski abstained from voting, as he was not present for the March 1, 2022, meeting.

III. Public Input

There was no public input.

IV. Commission Reports and Business

A. Correspondence

There were no comments on the correspondence.

B. Financial

There was no discussion of the financial reports.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Acceptance of the 2021 Audit

Secretary Dyal made a motion to accept the 2021 audit performed by Larson & Company. The motion was seconded by Board Member Rubell and passed unanimously, 4-0.

B. Possible Approval of First Amendment to Interlocal Cooperation Agreement for Fire Protection Services

Treasurer Miller made a motion to approve the First Amendment to Interlocal Cooperation Agreement for Fire Protection Services. The motion was seconded by Secretary Dyal and passed unanimously, 4-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

During the next work session, Chief Lewis will discuss a new ambulance purchase and FM Owens will provide an update on the Fire Prevention Bureau. These items were tabled from the earlier work session.

IX. Closed Meeting

There was no need for a closed meeting,

XI. Adjournment

Treasurer Miller made a motion to adjourn the regular meeting, it was seconded by Secretary Dyal and passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:52 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 3, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.