

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
May 3, 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: Chair Michael Howard, Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Jeremy Rubell

Board Members Absent: Secretary Jay Dyal (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Fire Marshal Mike Owens, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Chief's Update and Station 34 Construction Update

Chief Zanetti said there was a demolition delay on the tear-down of Station 34 due to a lead-sampling requirement for the demolition permit. That process should be completed by this Thursday, May 5, and Chief Zanetti said he hopes demolition will begin on that day.

Chief Zanetti said he asked FM Owens to talk to Park City Municipal (PCM) about the \$46K building permit fee, which FM Owens did, and the city said they would waive the fee. However, when the contractor went to pick up the permit today, he was told PCFD had not paid their fees. Chief Zanetti said he was not sure if this meant the issue had to go before the Park City Council, and Board Member Rubell replied it had not come to the Council and did not believe it would need to. Board Member Rubell offered to make contact at PCM to get it signed off, and FM Owens said he would appreciate it.

The Station 34 architect has received a GRAMA request from the Black Bear for the new station plans. Chief Zanetti said the architect told him the plans were prepared for PCFD, so it is up to PCFD to decide whether the plans are distributed or not and the architect will act accordingly. Chief Zanetti said there have never been any issues with Black Bear prior to this. Treasurer Miller asked if the request just asked for plans, or if the request included emails and other items, and Chief Zanetti replied he has not seen the request. Treasurer Miller said if the request was sent to the architect, it is not a GRAMA request, as GRAMA only applies to government records. Treasurer Miller suggested Chief Zanetti follow up with the architect to see exactly what the architect received, what Black Bear is asking for, and in what form it came.

Vice Chair Butwinski commented building plans are public record, and FM Owens added if someone asks PCFD for plans we have on record, we would send them. The Station 34 plans would not be any different because we would have reviewed these like any other plans. Vice Chair

Butwinski said he would recommend sending the plans to Black Bear, and Treasurer Miller reiterated PCFD should contact the person who requested them to find out exactly what they are looking for.

Chief Zanetti said the Station 34 crews have moved into the temporary quarters at the mine bench. Chief Emery said Park City is allowing crews to use a room in a building on the downhill side of the bench as a day room where they can all meet together, and this has been very helpful.

II. First Quarter 2022 Financial Update

CFO Barney said at the end of the first quarter, PCFD is at 20.3% of the budget, which makes us under budget for this time of year by 4.7%. Last year at this time, PCFD was 7.7% under budget, so we can see how increased costs this year are affecting the budget. CFO Barney said he is not concerned about this yet, but it affecting us. The \$78.4K amount under “Other Income” in the financial statements is from North Summit Fire for fire protection services we are providing in North Summit. This amount will increase until we are finished.

Besides the increased costs, CFO Barney said everything else is relatively the same as last year at the end of the first quarter.

III. Interlocal Agreement with Park City Municipal Corporation

FM Owens said the Interlocal Agreement with PCM has finally made it through the approvals needed there and is ready for the PCFD Administrative Control Board to review and approve. In the past PCFD has had an agreement with PCM to allow them to have their own Fire Marshal. This caused confusion as to who was responsible for enforcing code and performing fire investigations.

The current revised agreement states PCFD is responsible for enforcing the fire code and performing fire investigations. PCFD will have a responsibility to PCM to involve their building department in fire investigations and involve their police department if we believe a crime has been committed. The responsibility now lies with PCFD, which is where it should be, but PCM will still be able to issue operational permits. Another fire investigator will be hired to help with the additional workload, and FM Owens said it will take approximately three years to have all Park City buildings merged into our inspection schedule.

IV. North Summit Interlocal Agreement Update

Chief Zanetti said the North Summit Interlocal Agreement for fire protection services ended on April 22. Treasurer Miller commented the article in the Park Record about North Summit Fire and the new chief stated they would like to get certified as EMT instead of EMR. Chief Zanetti said the new chief is very ambitious and that is what North Summit Fire needs.

V. EMS Discussion and Direction

Chief Zanetti said when he first took over as Fire Chief and was in front of the Summit County budget hearing committee asking for more money for North and South Summit, it felt wrong because he should have been asking for more money for Park City. PCFD personnel spend a lot of time on EMS issues for North and South Summit, and we are not being reimbursed for it. Chief Zanetti said he told the County Council this, and he also told them next year there will be a management fee to continue managing EMS for North and South Summit.

Since then, Chief Zanetti said the first quarter has completed, and using that data, costs were calculated for running the Park City Ambulance service. It is hard to quantify costs, but the hard cost for running EMS in Park City has been determined to be approximately \$3.3M yearly. There are many other additional expenses, but the hard cost total is hard to argue. It includes wages and benefits for staffing 5 ambulances; EMS supplies and equipment; the ambulances themselves along with maintenance, repairs, and fuel; and billing and Medicaid collection expenses.

After meeting with County Manager Tom Fisher, Chief Zanetti came to the conclusion PCFD would be better off being on its own. The current licensure situation is confusing, and no other agency in its position as a full-time, professional department shares a license. Chiefs Zanetti and Lewis contacted the Bureau of EMS, and the director told them the license belongs to PCFD and Summit County's name happens to be on it. PCFD runs the transport service, maintains paramedic service, and performs collections.

The first thing Chief Zanetti talked to County Manager Fisher about was getting PCFD's name solely on the license. Summit County could then apply for a new license for North and South Summit, if that is what they want to do. The collections for transports are being made by PCFD staff but the revenue is going to the County, and this is wrong. Chief Zanetti said this is the second thing he told County Manager Fisher he would like to change. Every quarter Chief Lewis and CFO Barney need to come up with an amount as part of our \$2M budget to submit to the County, and then the County gives us the money, but not all of it. CFO Barney said the amount PCFD bills to the County must fit within the budget the County gives us, and Chief Zanetti said the amount we submit is not the true cost.

Chief Zanetti then showed the Board a cost breakdown of PCFD EMS costs for just Park City Ambulance. As mentioned before, the hard cost is \$3.3M, and that does not include all the costs associated with running the EMS program. In 2021, the County gave PCFD \$2.025M, which resulted in an almost \$1.3M dollar PCFD general fund loss. Additionally, the collections from Park City Ambulance totaled \$2.376M; after the County returned \$2.025M of it to PCFD (the budgeted amount for the year), the County retained \$351K of the collections.

Chief Zanetti said he is trying to demonstrate the citizens of PCFD are paying \$3.3M+ for EMS service, and the County believes they are paying for EMS service out of their general fund. In reality, PCFD citizens are also paying into the County's general fund as well, and that is double taxation. Treasurer Miller commented if the County is using Park City Ambulance's surplus to pay for items outside of PCFD's area, the County is using Park City funds to fund other districts. She

said she does not understand the mindset of using Park City Ambulance collections to offset costs for districts outside of our own, and we have a fiduciary duty to the taxpayers within our district.

Board Member Rubell commented the County is also collecting money from everyone in Summit County, and this is where Chief Zanetti said there is double taxation because there is the special service district line item and then the County general fund. Board Member Rubell then said the County is not going to *not* collect it into the general fund, and Chief Zanetti replied they might and it is up to the County to decide where they place those funds. They could create a separate taxing entity for North and South Summit, and Chair Howard commented the County already has a separate line item for each area for fire, but not EMS.

Chief Zanetti asked Chair Howard about how the municipal fund is used, and Chair Howard replied the municipal fund is set up only for those areas that receive municipal-type services that are unincorporated. Park City does not pay the municipal tax, and the only ones who pay it are those who live in the unincorporated areas. The general fund is used to help spread the burden.

Chief Zanetti said PCFD has 15 minutes a year to present its case to the County Council, and he wants to get some things changed before budget season. The first thing is for PCFD to get the Park City EMS license and collections. PCFD will not abandon the County, but it cannot continue to provide service without covering the expense that comes with it. EMTs are being paid \$13.50 an hour and North Summit is now offering \$20.00 an hour to be a firefighter with no certifications required, so we may lose EMTs. Chair Howard commented North Summit will be going through truth in taxation soon. Chief Emery said with the budget PCFD has been given, we cannot staff the east side appropriately. An hourly rate of \$13.50 is not sufficient to keep good EMTs.

Treasurer Miller commented the citizens of PCFD's own taxing entity are asking questions about funding parts of the county that they are not supposed to be taxed for, and PCFD has to deal with it. Chief Zanetti said he has been trying to address this through meetings with the County, but the meetings seem to turn away from not being about PCFD and being geared toward the County's needs. Chief Zanetti said he has a meeting with the County Council next Wednesday during their work session, and perhaps progress can be made there.

Vice Chair Butwinski asked if the system would be able to remain the same if everything stayed exactly the same and the County gave PCFD the \$1.3M yearly it loses to run EMS in Park City. Chiefs Emery and Zanetti replied the \$1.3M loss is actually a very light number, as it only includes wages and hard equipment. Chief Emery said it does not include fire stations, heating a fire station, chief personnel, administrative staff, etc. Chief Zanetti said the \$1.3M is a 2021-2022 number, and since then several costs have increased, including fuel and medical supplies.

Chief Zanetti said if the County does not want to change anything, they will need to pay PCFD what it costs to run it. PCFD wants to run the Park City Ambulance service on its own, and it is already self-sufficient without having to raise taxes. CFO Barney said eventually we will need to go through truth in taxation, as the District has not done so for 12 years, and Treasurer Miller commented there will be a lot of citizens asking what is going on when that happens. There are issues that need to be resolved before a truth in taxation process begins.

Treasurer Miller commented the North Summit Fire Chief seemed open to the idea of North Summit taking over EMS in their area, and Chief Zanetti said he came from a system like that and that is what he is familiar with. Chief Zanetti said if he were the North Summit Fire Chief, he would take on the EMS system this year because they are already going after a tax increase.

Treasurer Miller said during her time on PCFD's Administrative Control Board, she hardly heard anything from Park City citizens. However, now she is hearing backlash of how PCFD is operating EMS in North Summit, and it would just be much easier and less stressful for the citizens of each area, both administrative boards, and the County if it were separate.

Chief Emery said when people look at the budget, it appears that the County is giving PCFD \$2M, and they are only giving \$400K each to the other areas for the EMS system. In reality, the money PCFD receives is just a pass-through and most people do not understand this. Vice Chair Butwinski said when PCFD presents this during truth in taxation, they will need to break EMS out as separate line items on the budget to show the actual costs. Chair Howard and CFO Barney commented it will be another 2-3 years before PCFD goes through truth in taxation. CFO Barney said PCFD will probably go through truth in taxation when the new station (Station 39) is built.

Board Member Rubell said from the data Chief Emery presented, it appears Park City Ambulance collects \$351K more than what the County provides for a yearly budget. If that money went to PCFD, the PCFD general fund loss as presented would be around \$900K, not almost \$1.3 M. Chief Emery said if they gave PCFD that surplus back, \$900K would be correct.

Vice Chair Butwinski said if PCFD tells the County PCFD is running at a deficit, the County is going to want to know exactly how the money PCFD is given is spent and where the deficit is coming from. Chief Emery said that is why only a \$3.3M hard cost for 5 ambulances is presented, it does not include other expenses that are harder to quantify.

Chief Zanetti said those other expenses include personnel on-boarding, liability, and insurance; paramedic assist fees; computer hardware and software; internet fees; office supplies; drug testing; ambulance housing (PCFD pays North and South Summit to house ambulances in their stations, but PCFD does not charge the County to house ambulances in PCFD stations); certification fees; and others. Chief Zanetti said such costs were left out because he felt the County would have a harder time deciphering those.

Chief Emery reiterated these costs are only for Park City Ambulance, they do not include anything for North or South Summit. The Board members then offered suggestions on how to clarify the information presented and to make sure the presentation for Park City Ambulance does not include any information from North or South Summit to avoid confusion.

Treasurer Miller commented the EMS services executive summary Chief Zanetti presented to the Board states if PCFD obtained their own license, then North Summit, South Summit, and Summit County would need to obtain their own licenses. She asked if there are communities that do not fall under the Park City, North Summit, or South Summit districts, and Chief Zanetti replied there are not. Treasurer Miller then said the County would not really need a license unless North and

South Summit did not get one, so really either three licenses or two licenses would be needed. Chief Zanetti replied that is also correct, but the law states EMS must be provided so the County would hold onto the license for Coalville and Kamas to make sure they are providing the service. Then, perhaps in a year or so North and South Summit can break away from the County and provide their own service.

Chair Howard said a separate taxing entity would still need to be created; otherwise, EMS will continue to be paid out of the general fund and Park City would still be subsidizing service on the east side. The point should be made to the County that an EMS service area should be created over there with its own levy they can charge so they can provide EMS for the east side. Chief Zanetti pointed out that if North and South Summit would pick up their own EMS license and provided their own service, this would not have to happen.

Vice Chair Butwinski asked when PCFD should start recommending to the County that fire and EMS be combined into one taxing entity, and Chair Howard replied we could for North Summit, but we cannot dictate that to South Summit. Chief Zanetti said the County Manager knows this is the best model. He also commented South Summit will have three new board members and there will be some changes over there.

Chief Emery commented during the meetings PCFD has held with the County regarding PCFD getting its own license, the topic has been always steered back to how EMS is going to be managed for the east side. Chief Zanetti said there is an option he does not want to use, and that is he could notify the County PCFD will not continue to provide EMS to North or South Summit, and the County would have 18 months to make arrangements for EMS coverage for the east side. Treasurer Miller said if PCFD moves in that direction, she would recommend having a succession plan on how to move EMS to the County, and the County should be notified PCFD will require additional funds to provide service until their departure.

Vice Chair Butwinski commented if PCFD takes over Park City Ambulance, in theory the \$1.3M deficit goes away, and the County will want to know what PCFD intends to do with that money. Board Member Rubell replied the District would still have a deficit, but it would be more like \$900K after the \$351K surplus from collections is gained. Board Member Rubell said the point would remain of what PCFD would do with the \$351K surplus, and Chief Emery replied we could buy an ambulance.

Chief Zanetti said the \$2.3M collected in 2021 for Park City Ambulance was the highest ever collected, and that may not happen every year, as ambulance services typically run at a deficit. Treasurer Miller said even if PCFD has its own license and ran the Park City Ambulance service independent of the County, PCFD would still have the \$1.3M loss from its own funds, although it would be tempered with collections that will grow greater than \$2.0M. She said any way you look at it, whether PCFD obtains its own license or stays under the County's umbrella, PCFD will still incur a loss. However, if PCFD has its own license, it is a loss that is absorbed by PCFD's own tax payers and is not a loss our tax payers have to bear for other parts of the county that should be separately taxed for their loss.

Board members offered further suggestions on how to clarify the presentation for the County Council, and Vice Chair Butwinski commented it would be a good idea to talk to some of the council members before the meeting if possible. Chief Emery said he would be happy to meet with any Board members who had further questions on this issue.

Work Session Concluded: 6:48 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
May 3, 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: 6:43 p.m.

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

Board Members Absent: Secretary Jay Dyal (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, 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 April 5, 2022, Meeting Minutes

With a correction of Board members present, Treasurer Miller made a motion to approve the minutes of the April 5, 2022, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski. Those in favor were Vice Chair Butwinski, Treasurer Miller, and Board Member Rubell; the motion passed unanimously, 3-0. Chair Howard abstained from voting, as he was not present for the April 5, 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 Approval of Amended and Restated Interlocal Cooperation Agreement between Park City Fire Service District and Park City Municipal Corporation

Vice Chair Butwinski made a motion to approve the Amended and Restated Interlocal Cooperation Agreement between Park City Fire Service District and Park City Municipal Corporation. The motion was seconded by Treasurer Miller. Those in favor were Chair Howard, Vice Chair Butwinski, Treasurer Miller, and Board Member Rubell; the motion 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 June work session beginning at 5:00 p.m., Open Meetings Act training will be provided by a representative of the Utah Association of Special Districts. Chief Zanetti will also provide updates on the EMS program and Station 34, as time permits.

IX. Closed Meeting

There was no need for a closed meeting,

X. Adjournment

Treasurer Miller made a motion to adjourn the regular meeting and it was seconded by Board Member Rubell. Those in favor were Chair Howard, Vice Chair Butwinski, Treasurer Miller, and Board Member Rubell; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:54 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 7, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.