

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
June 7, 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: 5:10 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski (via Zoom), and Board Member Jeremy Rubell

Board Members Absent: Secretary Jay Dyal and Board Member Christina Miller (both excused)

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

Additional Attendees: Heather Anderson, Government Affairs Director of the Utah Association of Special Districts

I. Open Meetings and Board Governance Training

Heather Anderson presented annual board member training for special service and local districts to the Board. Open meetings topics included the following:

- Training requirements for open meetings, general Utah Association of Special Districts (UASD) training, and records officers. Open meetings training is required every year, and within one year of appointment or election Board members must complete the State Auditor's Office/UASD training, which is provided online.
- Open meetings law including the definition of an open meeting, requirements for electronic meetings and emergency meetings, closed meetings procedures and requirements, electronic messaging limitations during meetings, and notice requirements for meetings and public hearings.
 - When entering a closed meeting, a motion to convene a closed meeting must be publicly announced and recorded, the reason for closing the meeting must be clearly stated, the location of the closed meeting must be recorded, and the vote of each board member must be recorded.
- Requirements for public meeting notices and agendas, public quorums, emergency meetings, public input, and what may be discussed and voted upon during public meetings.

- Public hearings must be held in the evening no earlier than 6:00 p.m. General board meetings can be held on the same day of a public hearing prior to the hearing, but they may not be held during or after the public hearing. Nothing else can be on an agenda after a public hearing.
- Meeting minutes requirements and retention schedules for both open and closed meetings.

Ms. Anderson also provided training on board governance including the topics of board member requirements and compensation, ethics, nepotism, transparency, government records (GRAMA), and personnel.

- To address individuals and entities who submit multiple GRAMA requests within a short timeframe, a new law regarding charging for requests was passed in the last legislative session. The first 15 minutes of answering a request is still free. Under the new law, if multiple requests by the same individual or entity are made within a 10-day period, only the first 15 minutes of the *first* request are free, and the requestor can be charged for the full time necessary to address other requests in that period.

II. Station 34 Update

The old station has been torn down and construction has begun. The concern raised by the Black Bear HOA a couple months ago has been handled, Park City shared more information with the HOA and the issue has been resolved. No further action is required from PCFD.

Chief Zanetti said the Station 34 temporary housing on the mine bench received an unexpected visit from OSHA on May 12. They performed an investigation and then provided a list of information they wanted. Chief Zanetti said as of yesterday there were no fines and only one issue that needed to be addressed, and that was to make sure no one used the loft space in the tiny house. The EMS trailer used for special events will be brought to the mine bench and used for additional sleep space in lieu of the loft. Chief Zanetti said the visit was a good exercise for PCFD.

III. EMS Update

Chief Zanetti said the County has selected an independent organization to do a study of the fire and EMS programs in Summit County. Chief Emery has been working on preparing a 2023 budget for North and South Summit EMS, as it appears PCFD will continue to manage it. This information will likely be useful for the study once it begins.

IV. Other Divisional Updates

State ambulance inspections have been completed and there were no issues to address. The recruit camp is in its final two weeks, the graduation date is June 16.

CFO Barney provided a short update on the District's financials, as of the end of April we are at 29.2% of the expense budget for the year. At that point of the year we should be at 33.3%, so we are still slightly under budget but much closer to the budget than last year. The general fund is also closer to where we should be compared to where we were at this point last year. He said this will most likely be a trend due to increasing costs, and we will need to keep an eye on this when preparing the budget for next year.

Chair Howard asked CFO Barney if he thought we might need to make amendments to the current budget at the end of the year, and CFO Barney replied the only thing he thinks might need to be amended is costs for Station 34. Board Member Rubell asked how often the projections in the budget information the Board receives gets updated, and CFO Barney replied it is updated monthly.

FM Owens said the chipping program is underway and going well, and a third chipper will start tomorrow. More information regarding the chipping program will be provided at another meeting.

Work Session Concluded: 6:30 p.m.

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Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
June 7, 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: 6:31 p.m.

Board Members Present: Chair Michael Howard, Secretary Jay Dyal, and Board Member Jeremy Rubell

Board Members Absent: Vice Chair Alex Butwinski and Treasurer Christina Miller (both excused)

District Personnel Present: Chief Bob Zanetti, Fire Marshal Mike Owens, Battalion Chief Darren Nelson, CFO Del Barney, Human Resources Officer Patti Berry, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Howard began the meeting by conducting a roll call.

II. Approval of May 3, 2022, Meeting Minutes

The approval of the May 3, 2022, meeting minutes was tabled to the next meeting, as there was not a quorum present of Board members who attended the May 3 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

There was not any new business.

VII. Staff Reports and Input

Chair Howard commented Chief Emery's monthly report described a couple of major semi wrecks that occurred in May, and Chief Nelson replied there has been a total of four semi rollovers in the same area over the past month.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Chair Howard commented he will know what the new tax rates will be soon and will take them to the County Council for approval. CFO Barney will need to approve them at the entity level. The approval of the May 3, 2022, meeting minutes will be on the agenda for the next meeting.

Secretary Dyal is moving out of state and will resign from the PCFD Administrative Control Board effective next month. Consequently, this is the last meeting he will attend. Other Board members and PCFD staff present thanked Secretary Dyal for his years of service on the Board. Chief Zanetti said he has appreciated the professionalism Secretary Dyal has shown over the years and the perspective he brought to the Board as a firefighter. On behalf of the Administrative Control Board, Chair Howard thanked Secretary Dyal for being a great Board member and wished him well. Secretary Dyal thanked everyone for their comments and said he has enjoyed his time on the Board.

IX. Closed Meeting

There was no need for a closed meeting,

X. Adjournment

Secretary Dyal made a motion to adjourn the regular meeting and it was seconded by Board Member Rubell. Those in favor were Chair Howard, Secretary Dyal, and Board Member Rubell; the motion passed unanimously. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:41 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 2, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.