

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
August 2, 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: 5:37 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski, Board Member Jeremy Rubell, and Board Member John Hanrahan

Board Members Absent: Board Member Christina Miller (excused)

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

I. Welcome

Chief Zanetti welcomed John Hanrahan to the PCFD Administrative Control Board and introductions were made.

II. Second Quarter Financials and Budget Review

CFO Barney said half of the year is over and we should be at 50% of the budget. We are currently at 42.3% of the budget, which is 7.3% under budget and that is good. Capital outlay is still only at 18% due to delays with the Station 34 construction. The operations budget is tight but we are still on track. Regarding revenues, interest rates are going up so we are at 68% instead of 50%, which is also good. Amounts under Other Income include revenue from North Summit Fire operations earlier this year.

Board Member Rubell commented the financial documents showed Salaries and Benefits were projected to be approximately \$1-1.5M under budget, and Capital was \$1M over. He asked what is happening there, and CFO Barney replied Capital is over by \$1M because the Station 34 rebuild was bid at \$3M, not \$4M. Chief Zanetti said we were planning on adjusting that budget, and CFO Barney added we will wait to see what happens in October and where the Station 34 rebuild is at.

Regarding the Salaries and Benefits budget, CFO Barney said the District must have funds available for sick and vacation time accruals. It is unlikely everyone will use all of their sick and vacation time in a given year, but it is an accrued liability expense that must be budgeted. Board Member Rubell commented this is shown in the budgeted numbers but not in the projected budget, and CFO Barney replied that is correct.

Board Member Rubell commented there is concern in the community regarding property taxes and how they will most likely get worse before they get better. CFO Barney said assessed values went up, so the tax rate went down. Chair Howard commented the tax rate is always adjusted to equate to the budget. The rate went from 0.000595 to 0.000443. There was some new growth as well, so there was an increase in revenue.

III. Tax Rates and Budgets Resolutions

Resolutions for adopting 2022 final tax rates and budgets is on the agenda for approval during the regular meeting session later this evening. Chair Howard commented he has already approved the resolutions as the County Auditor, and there were no questions regarding the resolutions.

IV. Policy Review

HR Berry posted PCFD Policy Section 5, Hiring for New and Vacant Positions, for review. She commented the policy has been completely reorganized, and the new version outlines the process from start to finish. There were not many substantial changes made to the policy, but the biggest is the removal of a requirement to notify the Board and County Personnel Director in writing of upcoming in-house or outside hiring needs. HR Berry said we are always hiring and it would be a constant notification. As long as it fits within the already-approved budget, there should be no reason to notify the Board or Personnel Director in writing and get permission each time we hire or promote. HR Berry briefly listed some other minor changes.

Board Member Rubell asked a question regarding the policy for a drug-free workplace and whether it covered permitted medicinal uses of substances. HR Berry replied there is a policy addressing this issue, and prescriptions for medicinal uses of substances must be treated like any other prescription. However, firefighters cannot report to duty within 12 hours of using any substance that could impair their ability to effectively perform their duties. Chief Zanetti said the District still maintains a zero-tolerance policy for drugs, so if an employee tests positive for marijuana and does not have a prescription for it, they could be terminated.

Chief Zanetti commented there was a gray area regarding federal wildland deployments and medicinal marijuana use, and mixed messages were received from the legislation regarding what was acceptable. PCFD received a letter from Utah Task Force I clearing this issue up, which stated if you are using medicinal marijuana, you cannot be on the Task Force because it is not allowed at the federal level.

Board Member Hanrahan asked about the procedure for testing when an employee gets into an accident. Chief Emery replied when an employee gets into an accident, they are picked up by a superior and taken to a testing center. If the employee has a legitimate prescription for a substance, the substances will not show up in the testing results sent to the employer. However, if a law enforcement officer is on the scene of an accident involving an employee and that officer believes the employee is impaired, then it does not matter if the employee has a card or not.

There were no additional questions regarding Policy 5. Approval to recommend this policy to the Summit County Council for final approval is on the agenda for the regular meeting session later this evening.

V. Station 34 Update

Chief Zanetti said he has a meeting every other week with the contractor and architect. We are currently three weeks to a month behind on the Station 34 rebuild. The project is being held up due to a shortage of concrete. Footings were poured approximately three weeks ago, and nothing has happened since. The foundation is going to require a significant amount of concrete, and the contractor is looking into bringing concrete trucks in from Wyoming or elsewhere because no one locally can meet our demand.

Chief Zanetti said the contractor does not seem rattled and seems pretty sure he can make some time up. Other building materials are available and will be brought to the site to have on hand. Chief Zanetti said we knew we were not going to get a new generator, it is two years out, so we may need to go with the existing generator we have. The goal is to try to get the crews into the new station by ski season, but we will need to see where we are at in a few weeks.

Board Member Rubell asked when we might know when the crews will be able to move in, and Chief Zanetti said we will probably have a better picture of the timeline in October. Board Member Rubell asked if there is anything the City would need to do to accommodate the mine bench through the winter, and Chief Zanetti replied there might be. For example, repairs to the building where the apparatus are temporarily being housed will need to be made if we are not in the new building by around the first of the year. Board Member Rubell commented the sooner we know what accommodations need to be made, the better, as we already know how long things are taking.

VI. EMS Update

Chief Zanetti said PCFD has been working with the County on the EMS program since the beginning of the year. There have been a number of meetings, and there is another work session with the County planned for tomorrow evening, August 3. There have also been some prior work sessions with individual County Council members. Chief Zanetti said he is asking for a number of changes and it will take time to address them, but the priority is to address how PCFD is subsidizing the east side of the County with over a half million dollars of the District's funds.

Chief Zanetti then went over the presentation he and Chief Emery will give to the County Council tomorrow. Key points from the presentation are as follows:

- The cost to run five ambulances for the Park City Ambulance service is \$4.266M. Summit County provides PCFD with an annual budget of \$2M, resulting in a \$2.2M deficit.

- PCFD also runs the North and South Summit ambulance services at a cost of \$1.7M. Summit County provides PCFD with an annual budget of \$1.2M to run both services, resulting in a \$541K deficit. This deficit is covered by PCFD's funds, and this needs to be corrected.
- The County asked for a breakdown of how the costs to run the ambulance services were calculated. The expenses for 2022 were broken down into the categories of service delivery, support services, expenses, and housing. Each of those categories includes the following for the Park City Ambulance service:

- Service Delivery: Those costs involved in providing service directly to the communities. Service delivery costs are the wages and benefits for EMS response and transport 24 hours a day/7 days a week. Service delivery includes wages and benefits such as base wages, overtime, backfill for vacation and sick leave, insurance, and retirement for 6 full-time A-EMTs.

Park City Ambulance Service Delivery Cost per Ambulance: \$528,500
Total PCFD Service Delivery Cost for 5 Ambulances: \$2,642,500

- Support Service: Includes those costs that support the service delivery. Examples of support services include the EMS training division, administration, finance, human resources, billing, information technology, and logistics. Support service costs are determined by the overall cost of support services divided by the staffing in each community's response area. Park City Fire District employs 30 EMS personnel to staff 5 ambulances. The cost per employee was determined by totaling wages and dividing it by the total number of employees PCFD manages.

Park City Ambulance Cost per Employee: \$15,153
Cost per Ambulance for 6 Employees: \$90,918
Total PCFD Support Services Cost for 5 Ambulances: \$454,590

- Expenses: The costs of operating an ambulance, including equipment and supplies for each ambulance. Examples of expenses are fuel, computers, cell phones, disposable supplies, backboards, uniforms, and equipment and maintenance required to equip and run the ambulance. This does not include the purchase of ambulances.

Park City Ambulance Cost per Ambulance: \$206,008
Total PCFD Expenses for 5 Ambulances: \$1,030,040

- Housing/Utilities: PCFD houses 5 ambulances in strategic areas around the community. Ambulances are located in fire stations owned by the Park City Fire District. Housing/Utilities includes the cost of space and utilities within a PCFD station for ambulances.

Park City Ambulance Cost per Ambulance: \$27,815
Total PCFD Ambulance Housing Cost for 5 Ambulances: \$139,075

- Revenues for ambulance transports are collected by Summit County. PCFD manages the services and handles all the billing, but the revenue goes to the County. The 4-year average revenue (2017-2020) for the Park City Ambulance service was \$1.991M annually. This almost equals the annual \$2M budget Summit County provides to PCFD to manage the Park City Ambulance service.
- Revenues Summit County collected from the Park City Ambulance for 2021 totaled \$2.3M. The budget provided to PCFD in 2021 was \$2M, and it costs PCFD \$4.266M to run the service.
- The goal for PCFD is to separate from the County, not receive a budget from the County any longer, and directly collect the revenues PCFD generates for the ambulance services.

Chief Zanetti commented when HB303 made EMS an essential service in 2021, municipalities are now required to provide EMS or contract with another agency to provide those services, and they must pay for those services. Park City has been doing this for years, but the east side has not. Consequently, PCFD is hoping to contract with Summit County in 2023 to provide EMS for North and South Summit.

Chief Zanetti then went over the 2022 expense costs for North and South Summit provided in the presentation. Expenses were broken down into the categories of service delivery, support services, and expenses. Currently the County is being charged to house the east-side ambulances, but we are hoping this will go away. Consequently, the housing category has been removed for North and South Summit. The categories for the North and South Summit ambulance services include the following:

- **Service Delivery:** Those costs involved in providing service directly to the communities. Service delivery costs are the wages and benefits for EMS response and transport 24 hours a day/7 days a week. This pays for 6 full-time and 4 part-time EMTs per ambulance, and the proportional cost of the EMS Coordinator. Service delivery includes wages and benefits such as base wages, overtime, backfill for vacation and sick leave, insurance, and retirement.

North/South Summit Ambulance Service Delivery Cost per Ambulance: \$576,710

Total PCFD Service Delivery Cost for 2 Ambulances 24/7: \$1,153,420

- **Support Service:** Includes those costs that support the service delivery. Examples of support services include the EMS training division, administration, finance, human resources, billing, information technology, and logistics. Support service costs are determined by the overall costs of support services divided by the staffing in each community's response area. North Summit communities employ 6 full-time and 4 part-time EMS personnel, and South Summit communities employ 6 full-time and 4 part-time EMS personnel. Two ambulances on the east side require 20 personnel in total.

North/South Summit Ambulance Cost per Employee: \$15,153

Cost per Ambulance for 10 Employees: \$151,530

Total PCFD Support Services Cost for 2 Ambulances 24/7: \$303,060

- Expenses: The costs of operating an ambulance, including equipment and supplies for each ambulance. Examples of expenses are fuel, computers, cell phones, disposable supplies, backboards, uniforms, and equipment and maintenance required to equip and run the ambulance. This does not include the purchase of ambulances.

North/South Summit Ambulance Cost per Ambulance: \$142,432

Total PCFD Expenses for 2 Ambulances: \$284,864

- The cost to run 1 ambulance each for the North and South Summit ambulance services is \$1.7M. Summit County provides PCFD with an annual budget of \$1.2M to run both services, resulting in a \$500K deficit. The North and South Summit ambulance services combined collect approximately \$300K annually, which goes to Summit County.

Board Member Hanrahan asked if the part-time personnel are still being employed on the east side because they do not want to go full time and PCFD does not want to let them go. Chief Emery replied the communities still want local control and to have local people working there. Some of the current full-time personnel live locally, but others do not.

Chief Zanetti said cost projections for running the North and South Summit ambulance services were made for 2023 using an 8% increase in the service category and a 6% increase in expenses. The projected cost will be used in creating a contract with the County to operate the EMS program for North and South Summit.

In summary, Board Member Hanrahan stated it appears PCFD has been making up the \$500K deficit from operating the North and South Summit services using funds from the PCFD budget. He asked if PCFD is going to ask the County to fund the difference for North and South Summit, and Chief Zanetti said that is correct. Chief Zanetti said PCFD has been making up the deficit for a long time, and Chair Howard commented the District should not have been doing it because it really ends up double-taxing District residents.

Board Member Hanrahan said the proposal sounds very reasonable. He asked how this would impact North and South Summit, and Chief Zanetti said the east-side residents are currently not paying anything into the EMS system. When PCFD breaks away from the County, it will be all on its own and providing EMS for the residents who are being taxed for it. Board Member Hanrahan stated the County will need to get the deficit funds from North and South Summit, and Chief Zanetti agreed.

Chief Zanetti said under HB303, the two fire districts on the east side need to either take over the service for their area and tax through their respective district, or the County needs to set up a separate taxing entity to charge for EMS. Chair Howard said municipalities could also step up and do it on their own, but the economy of scale makes it unlikely they would do that. Vice Chair Butwinski commented it really comes down to what the communities want and the level of service they are willing to pay for.

Chief Zanetti mentioned the County wants to have an assessment performed by a third-party agency to evaluate the EMS program in Summit County, and he anticipates the findings will be

very similar to what PCFD has already presented. He said he is looking for a long-term plan on when North and South Summit will take over their own EMS operations. Vice Chair Butwinski suggested making a realistic deadline of when PCFD will cease providing EMS to the east side to move this along; otherwise, there is no motivation for change.

Chief Zanetti said last year a request for an increase in the 2022 EMS budget for North and South Summit was turned down, and PCFD was already losing money on the operation. Every quarter Chief Lewis and CFO Barney submit receipts to Summit County in order to get budgeted money. We have already explained the budget amount itself is not accurate based on the costs, and Chief Zanetti said this is why PCFD is seeking a change. Board Member Hanrahan asked Chief Zanetti how the Administrative Control Board can assist PCFD with moving forward. Chief Zanetti said the Board has been very supportive and recognizes the inefficiencies of the current system. It is going to be a slow process.

Chief Zanetti said the current interlocal agreements (ILAs) with the County for each ambulance service expire on March 1, 2023, and they can be terminated at any time by either party with 90-days' notice. A new ILA will need to be created for Park City Ambulance and it will address issues that need to be resolved. Another ILA will need to be created for providing EMS to North and South Summit.

Vice Chair Butwinski asked if PCFD would become responsible for purchasing the ambulances from the County under the current proposal. Chief Zanetti said that is correct, but he is hopeful the County will sell the existing ambulances to PCFD at a reasonable cost.

Chief Emery commented PCFD is the first to move away from the County and hopefully it will provide the pathway for North and South Summit to follow. Chair Howard said he is glad PCFD is moving toward change because one of the concerns he has always had is the mixing of funds. The residents in the District who are being taxed are not being taxed to provide EMS in other parts of the county, and from the County Auditor's standpoint, this is difficult to accept. He said right now it is very unfair that District residents are paying for service here, and without having a vote on it, funds they are contributing to are being used to subsidize service in other areas.

Board Member Hanrahan commented the County seems slow to respond to PCFD's proposal; is it because North and South Summit are going to have to provide funds and the County does not want to push that on them right now? Chief Zanetti said the County may be concerned PCFD is going to suddenly leave without an exit plan, but that is not the case. Chief Lewis added it is a complex situation and it will require education and time to get through the process.

Board Member Rubell commented once PCFD gains control of the money flow, it becomes very clear who is paying for what and how much it would take for other agencies to get set up. He asked if the County would be removed from the licenses once PCFD gains control of the cash flow, and Chief Zanetti replied he did not think that would be the case. Chief Emery said both PCFD and Summit County are already on the licenses, so a change would not be necessary.

Work Session Concluded: 6:53 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
August 2, 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: 6:53 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski, Board Member Jeremy Rubell, and Board Member John Hanrahan

Board Members Absent: Board Member Christina Miller (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief Sean Briley, 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 and welcoming John Hanrahan to the Administrative Control Board.

II. Oath of Office to be taken by Board Member John Hanrahan

CFO Barney administered the Oath of Office to Board Member John Hanrahan as follows:

"I do solemnly affirm 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 May 3, 2022, and June 7, 2022, Meeting Minutes

Board Member Rubell made a motion to approve the minutes of the May 3, 2022, Administrative Control Board meeting and it was seconded by Vice Chair Butwinski. Those in favor were Chair Howard, Vice Chair Butwinski, and Board Member Rubell; the motion passed unanimously, 3-0. Board Member Hanrahan abstained from voting, as he was not present for the May 3, 2022, meeting.

Board Member Rubell made a motion to approve the minutes of the June 7, 2022, Administrative Control Board meeting and it was seconded by Chair Howard. Those in favor were Chair Howard and Board Member Rubell, who were the only active Board Members present for the June 7, 2022, meeting. The motion passed unanimously, 2-0. Vice Chair Butwinski and Board Member Hanrahan abstained from voting, as they were not present for the June 7, 2022, meeting.

IV. Public Input

There was no public input.

V. Commission Reports and Business

A. Correspondence

Board Member Rubell commented the NSDC (National Special Districts Coalition) report on water infrastructure for firefighting states Chief Doshier is from Colorado. Chief Doshier said it was an error and he is aware of it. Board Member Rubell asked Chief Doshier to let him know how the Park City Water District could contribute to the efforts outlined in the report.

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 PCFD Policy Section 5 (Hiring for New and Vacant Positions) to the Governing Board for Final Approval

Board Member Hanrahan made a motion to recommend Policy 5 (Hiring for New and Vacant Positions) as discussed in the work session to the governing board for final approval. Board Member Rubell seconded the motion. Those in favor were Chair Howard, Vice Chair Butwinski, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0.

B. Possible Approval of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2022

Chair Howard had previously taken this resolution to the County Council and it was approved at the county level, so there was no need for a vote of approval at this meeting.

C. Possible Approval of Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2022

Chair Howard had previously taken this resolution to the County Council and it was approved at the county level, so there was no need for a vote of approval at this meeting.

D. Possible Approval to Terminate the Interlocal Cooperation Agreement between Park City Fire Service District and Summit County Regarding Park City Ambulance Service

This item was tabled to a future meeting.

VIII. Staff Reports and Input

Chair Howard commented the semi rollover involving beehives was a big incident and asked if any personnel were affected by it. Chief Emery replied several people on scene were stung, and the driver of the semi said the incident would be one of the most expensive insurance claims of the year. Chair Howard said he appreciated the thank you notes that have been sent in.

IX. Discussion of Possible Future Agenda Items/Additional Comments

An update on the EMS program and Station 34 rebuild will be provided at the next meeting. Board Member Hanrahan had a question about the change in the tax rates, and Chair Howard said he would provide a copy of the resolutions and explanations to Board Member Hanrahan.

X. Closed Meeting

There was no need for a closed meeting,

XI. Adjournment

Vice Chair Butwinski 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, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:02 p.m.

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