

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
September 6, 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: 5:32 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski (via Zoom), Treasurer Christina Miller, Board Member Jeremy Rubell, and Board Member John Hanrahan

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

I. Opening Comments

Chief Zanetti said crews made an excellent stop this afternoon on a grass fire that began next to the shoulder of I-80 eastbound. A truck hauling a trailer traveling on I-80 eastbound overheated, causing the driver to pull onto the shoulder and exit the vehicle. The truck caught on fire and ignited the grass near the shoulder, and the fire then started up the hillside. Several agencies responded along with air support, and I-80 eastbound was shut down for about four hours. Fortunately, efforts made by crews and down-hillside winds prevented the fire from spreading into a potential disaster. Chief Briley said the fire burned approximately 1 acre and was in the jurisdiction of Unified Fire in Salt Lake County.

Chief Zanetti said there were two additional grass fires in the county over the weekend, one in Wanship and the other in Chalk Creek. PCFD sent resources to aid North Summit Fire for both incidents.

II. Financial Review and Zions First National Bank Bond Payoff

CFO Barney said there are four years left on the Zions bank bond, and over those four years PCFD will pay about \$59K in interest. The principal balance will be \$1,086K on January 1, 2023, so to increase the cash flow in the future, CFO Barney said the bond could be paid off and PCFD would save about \$59K. Chief Zanetti commented we still have the Wells Fargo loan, and CFO Barney said that loan will be paid off in 2024. The interest amount on that loan is not as significant, but the Zions bond would stretch into 2026. CFO Barney said he would like to know how the Board wants to proceed on this by the next meeting, and Chair Howard acknowledged this and said he will discuss this further with CFO Barney and get input from the other Board members.

Regarding the financial documents, Board Member Rubell said he had a question on the way some of the numbers are represented in the summary of revenues, expenditures, and transfers for all funds and the local building authority. He said the projected amount is still showing \$1M under, and if it is due to accruals, he is wondering if that amount should still be shown under the projected budget. CFO Barney said it should be under the projected budget, and we should be at about 58% of the budget as of the end of July.

CFO Barney said he will update the projected budget at the end of the quarter. Board Member Rubell asked if the projected budget only gets updated quarterly, and CFO Barney replied that is correct. CFO Barney said the next projected budget update will be closer to the actual budget because of increased fuel and medical supplies costs. HR Berry added there is some timing with wages that also affects the budget.

III. EMS Update

Chief Zanetti said a meeting was held on August 3 with the Summit County Council on PCFD's EMS proposal. Vice Chair Butwinski and Board Member Hanrahan also attended. Chief Zanetti said he thought the meeting went well, but in the days following the meeting, progress slowed a bit. The County sent a draft interlocal agreement (ILA) to him last Thursday for Park City Fire, but he has not seen anything new for North or South Summit. Chief Zanetti said he wants to turn the North and South Summit agreements into a contract for one year.

Chief Zanetti said he was supposed to go in front of the County Council again last week but was pulled from the agenda. He asked Interim County Manager Janna Young if the Park City piece could at least go through so our Board could review it and recommend changes. As a result, we received a rough draft of an agreement. However, Chief Zanetti said the County attorneys will basically make a recommendation to the County Council that any changes should not be made until the EMS assessment the County has initiated is complete.

Vice Chair Butwinski commented after the August 3 meeting, he felt some members of the County Council were not in favor of waiting and wanted to move forward with the Park City piece. Chief Zanetti agreed and said that sentiment was included in their meeting minutes, to move the Park City proposal forward. Chief Zanetti said he presented this to County Attorney Ryan Stack, who is acting as PCFD's attorney, and more obstacles were presented.

Chief Zanetti said one of obstacles was that the County owns the ambulances, and we met with Interim County Manager Young to provide some suggestions on this. The County suggested PCFD buy all of the ambulances, and Chief Zanetti said he would buy them for \$1 because the ambulances are depreciated out. Chief Zanetti had spoken to Chair Howard about the ambulances, and Chair Howard recommended PCFD lease the ambulances for \$1, and then at the end of their life PCFD can sell them and give the money to the County. CFO Barney commented all of the ambulances are depreciated now. Chief Zanetti said this is a small piece of the bigger picture, and we need to get past this.

Chief Zanetti said the draft ILA for Park City is a step in the right direction, but we still do not have anything for North or South Summit. He said it seems like North Summit wants to go on their own, which is what we want, but the timeframe is uncertain due to their financial situation. For this reason, Chief Zanetti said he would like to have a contract price for continuing to provide EMS services to the east side included in their ILA by the end of the year.

Chief Zanetti said the assessment the County has initiated is going to include a preliminary study on what it was going to cost to run the program compared with our numbers. We have provided the County with a total cost of \$1.9M to run the east-side services; if their study comes back with a higher cost, will they give us the higher amount? If the amount comes back lower, say at 1.5M, we know we cannot do it for \$1.5M, so Chief Zanetti said he is not sure what the point is.

Treasurer Miller asked what the point of the study is regarding PCFD, since PCFD is not going to be involved with North and South Summit anyway. It seems the County is trying to figure out what the County needs to do with North and South Summit, and PCFD is trying to divest itself from that. Chief Zanetti said for PCFD's part of it, that is correct, but he did offer to provide services to the east side for another year, and that is why the other ILA is needed.

IV. Station 34 Update

Chief Zanetti said there has not been much progress made on the Station 34 rebuild. We are still waiting on the insulated block that was ordered months ago to become available, and the contractor does not believe he can make up the time that has been lost now. The contractor sends an updated schedule every two weeks, and the projected finish time is projected for February 2023. Treasurer Miller asked if the Station 34 crews can continue to live in the temporary structures they are in during the winter. Chief Zanetti replied the living conditions are fine, but the vehicles are the problem. The ambulance will probably need to be moved to the next closest station, but the engine can most likely remain where it is. We will evaluate this further as building progress is made and we get closer to winter.

V. Compensation Committee

Chief Zanetti introduced Paramedics Dirk Grow and Sam Robison as members of the Compensation Committee. Paramedic Grow said in addition to himself and Paramedic Robison, there are four other firefighters on the committee: Captain Chad Kramer, Captain Eric Gomm, Engineer Shaun Brigdon, and Firefighter Spencer King.

Paramedic Grow said the goal for the Compensation Committee is to stay competitive with other agencies. There was an extensive market analysis performed last year that resulted in changes that everyone is grateful for, but continued analysis is required to maintain where we are at. The national CPI is around 8.4, and in Utah it is higher at around 9.5.

Paramedic Grow said the committee is aware Park City is getting around a 10% raise and Summit County is receiving a 9-10% raise. He said the committee is still gathering information regarding other fire agencies, but the increase they have seen so far in Utah is anywhere from 3 to 14%. Evaluating agencies outside of Utah becomes difficult as the metrics are not the same for every agency.

Board Member Rubell commented this fire district is unique because it extends beyond what we would traditionally consider the resort economy, and he asked if any other resort economies are benchmarked in the analysis. Paramedic Grow replied the committee has not included such information because the information is hard to obtain and not apples to apples. Vail, for example, is a lot smaller department and does not have the same housing issues we do. HR Berry added the agencies evaluated are where our competition is, and that is primarily along the Wasatch Front. She said the committee is concentrating on the cost of living allowance (COLA) because the cost of living is what we really need to keep up with.

Treasurer Miller asked if PCFD is keeping track of the areas new applicants are coming from to see where we are attracting applicants. Chief Emery said HR Berry has that information, but we are hopeful we can continue to pull firefighter applicants from the EMT-only pool we now have. The EMTs we have are already in state and some are living in our area, and three people from the EMT pool graduated in the last firefighter class. Chief Emery said we are starting to understand that we will retain these personnel more and we want to continue to build this internal pathway for our EMTs. HR Berry added PCFD hires for entry-level positions and does not offer lateral hiring. Firefighters and paramedics with experience tend to only leave for other agencies that offer laterals, and PCFD is not there yet. Chief Emery commented step increases are built into the salary structure for PCFD employees.

Board Member Rubell briefly talked about the increases Park City is implementing, which includes a 10% CPI (COLA) increase, a 0-5% bonus based on the employee's salary before the CPI (COLA) increase, and a raise based on their salary before the increase. Effectively, employees could receive a 15-20% increase. Board Member Rubell said a 20% increase seems hard to accept but it is a necessary cost of personnel recruitment and retainment due to rising costs in Park City, especially housing, and he said it makes sense for the District to implement an increase as well.

Chief Zanetti commented last year a comprehensive study was made to raise District personnel salaries to levels comparable with other agencies, and any increase made for 2023 will be a flat COLA rate added to the current salary of all employees. Board Member Hanrahan asked if the increase will be based on what other fire agencies are implementing or the what local entities such as Summit County or the school districts are proposing. Paramedic Grow replied it will be a mixture of both. Board Member Rubell said affordability in Park City dropped around 15% in the past 12 months, particularly for rental units. A two-bedroom unit is over \$3,000 as a median right now. Consequently, Board Member Rubell said he would recommend going as big as we can.

Chair Howard asked what reasons personnel are giving for leaving when they have their exit interviews, and HR Berry replied their reasons vary but housing is one of the biggest. Chief Zanetti said family issues and driving distances are also contributing factors. He said two paramedics that

left for other agencies, one of which was in another state, have since come back to PCFD. The District has a lot of good things to offer its employees with pay being one of them, and we need to keep it that way.

Board Member Hanrahan asked if PCFD might fall behind again if we are only looking at a COLA. Chief Emery replied we are looking at other agencies even though we are not performing a full market analysis this year, but the COLA is the emphasis and he believes we can get to where we need to be with it. HR Berry added the increased costs of living this year such as gas and housing are big issues for employees right now.

Regarding a COLA, Board Member Rubell asked if there is a factor being used to compare the District's situation to the valley. The median income in the valley is a lot less than in Park City, and he is wondering how that is being balanced. Paramedic Grow replied the committee is still gathering and evaluating data, and HR Berry added we are also looking at entities such as the City, the County, Basin Recreation, and the school districts to see what they are doing in response to the increased cost of living in Summit County.

Chief Zanetti said the Compensation Committee will bring additional information to the Board next month regarding the proposed COLA. Vice Chair Butwinski asked if we could post the committee's presentation for the Board toward the end of September so the Board has time to review it before the next meeting on October 4, and Chief Zanetti replied we would.

VI. Nightly Rental Business License/Fees Discussion

Chief Zanetti said he recently received an email from the County stating the budget is coming up and PCFD could submit for an extra position for the Fire Prevention division due to the expansion of the nightly rental program. He spoke to FM Owens about it, who in turn spoke to one of the county attorneys. That meeting prompted a larger meeting with PCFD and other agencies in Summit County that would be affected by the proposed expansion. Nothing has been done yet, and the issue will go back to the County Council. Chief Zanetti said the changes would affect multiple agencies including the Clerk's Office and Health Department.

FM Owens said the problem comes down to how the County is going to handle nightly rentals. Under the current program you must have a business license to have a nightly rental. The license is obtained through the Clerk's Office and then several agencies have to sign off on the license. PCFD performs an inspection for these business licenses. For the purpose of this discussion, FM Owens said any reference to a business license pertains only to nightly rental business licenses.

FM Owens said three main issues have been identified, the first of which is there is no real standard for nightly rentals in a single-family residence. Buildings that were built to have people living in them for 30 days or longer are being used to house people for 1 or 2 nights. There are certain safety features that are not built into those buildings that you would expect to be in buildings where people are only there for 1 or 2 nights. FM Owens said this issue is being addressed with the State Fire Marshal's Office, and there is an agreement among the fire marshals in the state on how this

is going to be enforced. However, there is no legislation that gives us the authority to enforce this the way we need to in order to ensure people are safe.

FM Owens said the second and biggest issue is the inspections. Prior to today, PCFD did not charge for these inspections. Effective today, however, we will be charging the \$75 fee posted in our policy for required inspections on businesses and nightly rentals because there are simply too many of them now. Board Member Rubell asked if a higher fee can be charged, and FM Owens replied currently we cannot charge anything higher because it is posted in our fee schedule. However, he said we will need to raise the fee in order to remain whole and this will require a public hearing. The fee schedule hearing will likely be held in November, which is when the budget hearing will be held.

On January 21, the Clerk's Office switched to a new business licensing system. Using this system, FM Owens found PCFD had been assigned 542 business licenses to perform inspections on. Of those 542 licenses, when the Summit County Council announced they were considering a moratorium on nightly rental business licenses, we came back over Memorial Day weekend with over 100 new applications we had to deal with all at once. Between May 27 and today, we have received 386 nightly rental applications. PCFD is the only agency that performs inspections, so no other agency felt this impact like we did.

Treasurer Miller asked if someone who turns their home, condominium, or apartment into a nightly rental has to repay fire, sewer, and other fees for the additional usage. FM Owens replied they do not, nightly rentals are an allowed use and there is no change in impact fees. The Summit County Council has many problems they will need to address when they decide how they will handle nightly rentals.

FM Owens said the County's current proposal would have PCFD perform an annual inspection on the nightly rental licenses. Currently PCFD performs the initial inspection and then does not return. It is estimated there are about 4,000 nightly rentals in our jurisdiction. The average time for PCFD to perform a rental inspection is 45 minutes, which includes the time to schedule it, drive there, meet the person and perform the inspection, and complete the paperwork that follows. This means PCFD would be looking at around 180,000 minutes (3,000 hours) per year to perform annual rental inspections. FM Owens said this would require 2 full-time employees alone, and right now he has an inspector position he cannot fill. Chief Zanetti said this information was relayed in the response he sent to the County regarding their initial email, and it was a surprise to them.

The third issue regarding nightly rentals is enforcement and who will be responsible for enforcing problems. The 3,000 hours required yearly to perform the inspections does not account for time spent on enforcement. FM Owens said this is a big problem we are addressing and he does not know how the County will handle it. Chief Zanetti said during the meeting with the attorney and other agencies, all the agencies involved were against the proposal, as it would require a large amount of resources. FM Owens said nightly rental inspectors would need to know about a page's worth of code.

Treasurer Miller asked what would happen if an owner who lives out of country never schedules an inspection, and FM Owens replied that would fall into the area of code enforcement because they are operating without a business license. A penalty fee could be charged, but any flat fee relative to the amount the owner makes on a rental would probably be insignificant. Consequently, he said a sliding penalty fee scale based on the rental amount has been suggested, such as assessing a \$3K fine per night on a house that rents for \$1K a night.

Board Member Rubell said there is a health and safety side to this issue, and FM Owens agreed. FM Owens said in the nation-wide life and safety industry, there have been many discussions regarding injuries people have sustained in nightly rentals because the buildings were not designed to be used as such.

Board Member Rubell said Park City hears complaints about units housing more people than it was designed and licensed for. He said unless the County's proposal goes forward, no enforcement mechanism would be in place because there was not an inspection performed that ties close enough to the use. The proposal would provide the tools to start enforcing overcrowding.

Work Session Concluded: 6:38 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
September 6, 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: 6:38 p.m.

Board Members Present: Chair Michael Howard, Vice Chair Alex Butwinski (via Zoom), Treasurer Christina Miller, Board Member Jeremy Rubell, and Board Member John Hanrahan

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Max Doshier, Battalion Chief Ashley Lewis, Fire Marshal Mike Owens, 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.

II. Approval of August 2, 2022, Meeting Minutes

Vice Chair Butwinski made a motion to approve the minutes of the August 2, 2022, Administrative Control Board meeting and it was seconded by Board Member Hanrahan. Those in favor were Chair Howard, Vice Chair Butwinski, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0. Treasurer Miller abstained from voting, as she was not present for the August 2, 2022, meeting.

III. Public Input

There was no public input.

IV. Commission Reports and Business

A. Correspondence

Chair Howard commented it was nice to see so many thank-you notes. Chief Emery said the young boy who almost drowned last month met with some of the first responders, dispatchers, and bystanders who assisted on that call and it was great to see.

B. Financial

Vice Chair Butwinski commented the ambulance revenues seem to be down a bit and he wondered if the District is on track according to the budget. CFO Barney replied we get paid once a quarter so we will be at 100% by the end of the year.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval to Retire Zions First National Bank Bond in January 2023

Chair Howard said he will discuss the details of retiring the loan with CFO Barney and will report back next meeting.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Updates on the EMS program and Station 34 rebuild will be provided at the next meeting, and the Compensation Committee will provide an update on the proposed COLA.

IX. Closed Meeting

Board Member Miller made a motion to close the regular meeting of the Administrative Control Board and it was seconded by Board Member Hanrahan. Those in favor were Chair Howard, Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss collective bargaining issues from 6:47 to 7:31 p.m. Those in attendance were Chair Howard, Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, Board Member Hanrahan, Chief Bob Zanetti, Chief Pete Emery, and Administrative Battalion Chief Ashley Lewis.

Board Member Hanrahan made a motion to dismiss from closed session and reconvene the regular meeting and the motion was seconded by Treasurer Miller. Those in favor were Chair Howard, Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 5-0.

Those attending the remainder of the regular meeting were Chair Howard, Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, Board Member Hanrahan, Chief Bob Zanetti, Chief Pete Emery, and Administrative Battalion Chief Ashley Lewis.

X. Adjournment

Board Member Hanrahan made a motion to adjourn the regular meeting and it was seconded by Treasurer Miller. Those in favor were Chair Howard, Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:32 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 4, 2022, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.