

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
November 1, 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:** 5:34 p.m.

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

**Board Members Absent:** Chair Michael Howard (excused)

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

**I. Third Quarter Financial Review**

CFO Barney said the District is 11.9% under budget at the end of the third quarter. Another bond payment as well as a large payment to the Station 34 contractor will be made soon, and that will bring us closer to budget. CFO Barney said he believes the District will still be under budget at the end of the year. He said there were no major issues with the budget through September, but medical and fuel costs are high. There have been some amendments to the 2022 budget, which we will discuss later.

Board Member Hanrahan commented nothing has been received yet in terms of property taxes this year, and he asked if CFO Barney knows what will be received based on prior years' taxes. CFO Barney replied he has a good idea, and Board Member Hanrahan said this basically means the deficit that currently shows is meaningless until the end of the year. CFO Barney agreed and commented that is why a year's worth of expenses is kept in reserves.

**II. 2023 Tentative Budget and 2022 Budget Amendments**

With the exception of property taxes, CFO Barney said 2022 revenue has been amended to present a more accurate picture. Income was adjusted from \$17.669M to \$18.294M. The only expense amended on the 2022 budget was for ambulances, and that was due to fluctuating fuel and medical supplies expenses.

Total expenditures for 2023 are \$25,035,741, when last year's budget was \$22,756,903. This is about a \$3M difference that can be explained in several ways. One is \$3M on Station 34 that we did not spend this year but will spend next year. Additionally, we were expecting an apparatus this year that most likely will not arrive until next year, and this means we will have two show up next

year. If the District would have paid for all of Station 34 and received one of the apparatus this year, the budget would have actually been lower than it was last year.

Vice Chair Butwinski asked what the total headcount is for firefighters and EMS, and Chief Zanetti replied it is about 131. Chief Zanetti commented that number fluctuates but not as much as it used to because we have fewer part-time personnel on the east side now. Vice Chair Butwinski asked if the District relies on a vacancy factor when budgeting for personnel, and HR Berry replied we know how many hours we need to fill every year and that is how the budget is built. Vice Chair Butwinski said hypothetically, then, if the District were fully staffed in those positions, that is the amount represented in the budget, and CFO Barney replied that is correct.

Vice Chair Butwinski asked if the ambulance revenues are hypothetical, and Chief Zanetti replied we are projecting \$2.2M. Vice Chair Butwinski asked about the \$800K line item under Operations Expenditures for ambulance operations, and CFO Barney replied that total is combined between the east side and Park City. This line item does not include ambulance fuel or uniform expenses. Vice Chair Butwinski asked if we will need to create a new account for ambulance revenues, and CFO Barney replied we will not, it will go into the general fund. Chief Zanetti commented the County will still collect revenues for the North and South ambulance services, and Chief Emery added the County will pay PCFD \$1.8M for running those services.

Regarding the 2022 detailed financial statement, Board Member Rubell said differences under Revenues make sense due to apparatus and construction costs that haven't happened yet, but the Miscellaneous Income line under Revenues is very different. CFO Barney replied the difference is due to wildland fire reimbursements; we did not deploy any wildland crews in 2022, so the projected revenue for wildland reimbursements is consequently zero. The other difference under Revenues is Other Fees and Permits, as Fire Prevention will be increasing its fees.

Vice Chair Butwinski commented there has been an increase in Salaries and Wages over the years. HR Berry replied the increase last year was for market adjustments and a COLA, and next year the increase is a COLA and hiring for new employees. The proposed COLA for 2023 keeps PCFD competitive with other agencies. Chief Emery said there is a lot of personnel bouncing between agencies in the Salt Lake valley, so it is important to stay competitive.

CFO Barney said we are not predicting another big increase in salaries and wages for the next 2-3 years, and over the next few years several senior personnel will be retiring, which will bring this line item down a bit. CFO Barney said he would present the District's long-term financial plan at the December Board meeting.

Vice Chair Butwinski said it appears the County is still responsible for the ambulances, and Chief Emery replied that is correct, but it could change. Chief Zanetti said there is \$180K in the budget for ambulances, but the quotes we are getting for an ambulance purchase is twice that. If that money is not spent in the year in which it is budgeted, currently we cannot carry it forward, we lose it. Chief Zanetti said he and CFO Barney are scheduled to present the tentative budget to the County Council on November 9.

### III. EMS Update

Chief Zanetti said he is on the County Council agenda for November 2 regarding the new Interlocal Agreements (ILAs) between PCFD and Summit County. The ILAs for North and South Summit are basically the same as they have been in previous years. The only changes for those is in the dates and the addition of an “off-ramp” clause stating either party can leave the agreement after July with a 90-day notice. The Park City ILA also has an off-ramp clause with a few other notable changes.

Under the original Park City ILA, there were 12 items that were PCFD’s responsibility and about 6 items that were the County’s responsibility. An amendment to the District’s responsibilities was added stating PCFD will process billing and collections for EMS services rendered and provided by the District within its geographical boundaries for the duration of the agreement, which is one year. Consequently, the amendment to the County’s responsibilities states County funds previously dedicated for the ambulance service general operational expenses within District boundaries will not be forwarded to the District.

Treasurer Miller asked what will happen to collections the County receives under the old billing system after PCFD has begun taking over collections. Basically, will the County give funds it receives in ambulance revenue back to PCFD? Chief Emery replied the County has given PCFD a full budget for 2022, so any collections on older accounts that come to the County through December 31, 2022, will be retained by the County.

Chief Zanetti said the ILA states PCFD will begin collecting revenue *on or before* January 1, 2023, so once the ILA is signed we begin the process of moving to a new billing agency and collecting the revenue. It does not have to be the end of the year. Vice Chair Butwinski commented we need to make sure to get a cancellation letter from MedUSA, the current billing agency, and Administrative Assistant Colgan replied correspondence regarding this is in progress.

Board Member Rubell commented the Park City Ambulance ILA erroneously lists “South Summit Ambulance Service” instead of “Park City Ambulance Service” under Recital A. Chief Zanetti said he will contact the County and get this corrected.

Chief Zanetti said the EMS assessment will be completed in May 2023, and consequently he believes PCFD will probably continue to provide service to North and South Summit through the end of that year. This is because if the County decides to terminate the ILAs for those areas, the required 90 days’ notice will most likely not be served by the County until after the assessment is complete, putting a possible termination toward the end of 2023.

Regarding this, under the Amendment to Term item in the ILAs, Vice Chair Butwinski commented there is a clause in this section that states the term may be terminated with 90 days’ advance written notice at *the County’s sole election* no sooner than July 1, 2023. He asked if there needs to be an option for PCFD to be able to terminate, and Chief Emery replied this does not seem necessary. As long as North or South Summit needs our service and PCFD is getting paid for providing service, PCFD needs to do so.

Chief Zanetti said once the County makes the adjustment to move funds from the general fund into the municipal fund and requires the various cities to pay for EMS service, those cities are going to want their own service because they are not going to want to pay PCFD. There will be no more issue of the County providing money to PCFD because PCFD will be on its own, so that argument goes away. It will be up to the districts to step up, and it appears North Summit is heading that way. Dual-function, “all hazard” districts for smaller municipalities are the model in the west, and it is spreading. This cross-training model is what our county needs to use.

Vice Chair Butwinski commented it will be interesting to see what Safe Tech says about cross training. Treasurer Miller added it seems all three fire districts want the same thing in having ultimate independence and having cross-training in fire and EMS. It seems the study could not come out any different than recommending that. Chief Zanetti said it would help build cooperation and mutual aid between the fire chiefs.

#### **IV. Station 34 Update**

Chief Zanetti said he and FM Owens met with the contractor recently. Walls are being built and they are completely wrapped. Chief Zanetti mentioned to the contractor that after December 18, everything in that area changes when the resort gets going the week before Christmas and access is going to be significantly affected. Progress is being made and we are hoping to get the apron paved before then. We are looking at a March 2023 completion timeframe right now.

Due to freezing temperatures in the area, Ambulance 34 will be moved to the next closest station at night for the winter, which is Station 38 and is also in Deer Valley. We will be working with Park City on space to park our engine once they get their summer equipment moved. Board Member Rubell asked Chief Zanetti to let him know if he can help in any way. FM Owens said the contractor does not foresee any other delays, all materials have been ordered.

#### **V. Plan Review and Inspection Fees Discussion**

FM Owens said Chief Emery asked him what it costs to run Fire Prevention, and after calculating costs and salaries, it came to about \$846K a year. About 70% of that goes towards construction and the remaining 30% goes to everything else. The 70% amounts to about \$567K, and the District is not collecting that much in fees, meaning the residents in PCFD’s boundaries are subsidizing the construction in our district.

Based on the number of inspections and plan reviews we are projecting for next year, FM Owens said an amount of \$160 per event was calculated. Fees have not been increased since 2010, so the increase is larger than it would have been if it was spread out over several years. Wasatch County has also recently raised their fee to \$165 per event. Vice Chair Butwinski asked if the changes proposed will generate the income needed to pay for construction, and FM Owens replied that is correct. Funds collected for business license inspections are not included in the 70%.

Board Member Hanrahan asked if annual inspections are performed on a certain number of places, and FM Owens replied they are not. When someone applies to build a house, he said a fee is paid for the plan review and an impact fee is assessed on top of that. If there is a fire sprinkler system, they pay for an additional plan review and the inspections that go along with fire sprinkler systems. Annual inspections are not conducted on homes, but they are conducted for businesses. FM Owens said we are not currently charging for annual business inspections, but Chief Emery said he wants to capture this next year.

Board Member Hanrahan asked about the annual permit fee of \$480 in the fee schedule. FM Owens replied in the fire code we are allowed to charge for specific fees, and in the previous version of the fee policy, charges were spelled out for certain activities. Annual permits were issued to people such as blasters who would be performing activities in an area for an extended period of time.

FM Owens asked if there were any other questions on the permit fees, and there were none.

## **VI. Policy Review**

Prior to this meeting, Board members were provided a copy of the policy regarding permit fees outlining the changes FM Owens discussed. A vote to approve the suggested changes will occur during the regular meeting this evening. There were no questions regarding the policy.

**Work Session Concluded:** 6:36 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
November 1, 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:** 6:36 p.m.

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

**Board Members Absent:** Chair Michael Howard (excused)

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, 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 October 4, 2022, Meeting Minutes**

Treasurer Miller made a motion to approve the minutes of the October 4, 2022, Administrative Control Board meeting and it was seconded by Board Member Rubell. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0.

**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**

Regarding the Paul Hewitt Memorial Bench as discussed in prior meetings, Treasurer Miller said Rotary is doing a Live PC Give PC fundraiser. Anyone who wishes to donate can do so. She said she and Chief Zanetti are working on the bench. Chief Zanetti said he has been working on finding a location for the bench.

Treasurer Miller also mentioned the Paul Hewitt Memorial Fire Scholarship offered through the Park City High School Community Scholarship Fund. Rotary has committed to putting some funds towards this scholarship. She said Rotary would like PCFD to write the requirements for the scholarship and form a group to vet the applicants.

Chief Zanetti replied a good dry run of this process was performed last year, the donation was made and Chief Zanetti worked with Pepper from the high school to select the recipient. He asked Treasurer Miller if Rotary would be adding to the amount the District donates, and she replied that is correct. Chief Zanetti said that would be great and means we could split the money into several scholarships if we wanted to.

## **VI. New Business**

### **A. Possible Approval to Recommend the 2023 Tentative Budget and 2022 Budget Amendments to the Governing Board for Tentative Approval**

Treasurer Miller made a motion to recommend the 2023 tentative budget and 2022 budget amendments to the governing board for tentative approval. The motion was seconded by Board Member Rubell. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0

## **VII. Dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, Utah**

Treasurer Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Board Member Hanrahan. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0

### **A. Possible Approval to Recommend the 2023 Tentative Budget of the Local Building Authority to the Governing Board for Tentative Approval**

There were no questions or comments regarding the Local Building Authority 2023 tentative budget. Board Member Hanrahan made a motion to recommend the 2023

tentative budget of the Local Building Authority to the governing board for tentative approval. The motion was seconded by Board Member Rubell. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0.

### **VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board**

Treasurer Miller made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Hanrahan. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0

### **IX. Staff Reports and Input**

Board Member Hanrahan asked what the difference was between an “MA” vs an “A” and an “ME” vs an “E” apparatus in the reports. Chief Emery replied “ME” stands for a medic (paramedic) ambulance. There is one medic ambulance at Station 37 and it is operated by critical care paramedics. “A” ambulances are operated by AEMTs. The “ME” engines are located at Stations 35 and 38 and also carry paramedics. Chief Emery commented a new drug has been introduced into the system last week and there have been several great saves in recent days.

### **X. Discussion of Possible Future Agenda Items/Additional Comments**

During the next meeting, CFO Barney will present the 2023 budget to the Board for a vote on recommending the 2023 budget and 2022 budget amendments to the governing board for final approval.

Chief Zanetti mentioned the holiday party will be at O.P. Rockwell’s on December 7.

### **XI. Closed Meeting**

There was no need for a closed meeting.

### **XII. Public Hearing to Discuss and Possibly Approve an Increase in District Fees**

Vice Chair Butwinski opened a public hearing to discuss and possibly approve an increase in District Fees as discussed in the work session earlier this evening. There was no public present and



no public input was received. The Board members did not have any further questions or comments regarding the proposed fee increase.

**A. Possible Approval of Park City Fire District Operational Policy Chapter 9, Section 9.0, Administrative and Operational Service Fees**

Treasurer Miller made a motion to approve Park City Fire District Operational Policy Chapter 9, Section 9.0, Administrative and Operational Service Fees. The motion was seconded by Board Member Rubell. Those in favor were Vice Chair Butwinski, Treasurer Miller, Board Member Rubell, and Board Member Hanrahan; the motion passed unanimously, 4-0

**XIII. Adjournment**

Board Member Hanrahan made a motion to adjourn the public hearing and regular meeting. The motion was seconded by Board Member Rubell. Those in favor were Vice Chair Butwinski, Treasurer Miller, 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 6:53 p.m.

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