

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
December 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: 5:38 p.m.

Board Members Present: Vice Chair Alex Butwinski, Treasurer Christina Miller (via Zoom), Board Member Jeremy Rubell (arrived at 5:46), and Board Member John Hanrahan

Board Members Absent: Chair Michael Howard (excused)

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

I. October 2022 Financial Review and 8-Year Plan

CFO Barney said the District is 11.5% under budget as of the end of October. The Zions Bank bond is paid through the end of the year, and there are still two payments to make on the Wells Fargo loan before the end of the year. Fuel expenses are over budget, so an amendment has been made to the budget to cover it. Everything else is still under budget.

CFO Barney presented an 8-year financial plan for the District. The Wells Fargo loan will be paid off in 2025, and the Zions Bank bond will be paid off in 2026, making the District debt free in 2027. There will be \$13.1M in capital projects reserves at the end of the year. This does not include \$1.3M in impact fees, which the District will use to pay for Station 34 costs the rest of this year. CFO Barney said by the time the two engines arrive next year and Station 34 is all paid for, there should still be over \$10M in reserves.

CFO Barney said the reserves are projected to start dropping through 2027, which is when the District may need to look at going through truth in taxation. Vice Chair Butwinski asked if an anticipated fixed percentage for property tax is used when calculating revenues and expenses for the next few years, and CFO Barney replied that is correct. He said data from past years is also taken into account. New growth is not considered in forecasting because it is so variable. Vice Chair Butwinski commented the District should pay close attention to increasing costs so any increase in taxes is made gradually instead of a large increase as other districts have done.

Board Member Hanrahan asked if there is a legal requirement for keeping a minimum fund balance, and CFO Barney replied there is not. You are not allowed to have more than 100% of your operating expenses for the year, and we do not. CFO Barney said having \$8-9M in reserves is a comfortable position to be in.

II. 2023 Budget and 2022 Budget Amendments

CFO Barney said the budget has not changed at all since it was first reviewed in November. The 2023 budget is at \$25M, with a \$190K fuel amendment and a \$150K medical supplies amendment to the 2022 budget. Vice Chair Butwinski asked if the 10% COLA is already in the budget, and CFO Barney replied it is. The District's COLA is on the County Council agenda tomorrow evening to be approved.

Board Member Rubell asked about the detailed financial document that shows revenues are up about \$1.5M and expenses are down about \$2.5M, and in previous discussions the difference was explained as deferred money for future purchases. He asked if that is still the case, and CFO Barney replied it is. This is because the District will pay for two apparatuses that have not come in yet but the money has been set aside, and also because we have not spent nearly as much on the Station 34 rebuild to this point as we thought we would. There will be another big bill for the rebuild toward the end of the year, however, and that approximately \$4M gap will come closer.

III. Fraud Risk Assessment

CFO Barney went over the Fraud Risk Assessment form for 2022 that the State Auditor's Office requires the District to fill out every year. This year all employees signed a statement of ethical behavior, which is required of Board members as well. This gave the District another 20 points on the assessment and raised its total score to 375 out of 395, putting it in the very low risk level category for fraud risk.

IV. Wells Fargo Bank and Zions First National Bank Lease Agreements

CFO Barney commented these are the lease agreements we prepare every year that state we have set aside money in our budget to be able to pay our bond and loan payments for the next year. These will be approved in the regular meeting later this evening and then signed by Chief Zanetti. Once the agreements are approved and signed, we will send them to Wells Fargo and Zions Bank. There were no questions on the lease agreements.

V. ACB Meeting Schedule for 2023

The 2023 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be the first Tuesday of every month with the exception of July, there will be no meeting in July. The schedule will be posted in the Park Record on December 24 and 31, 2022.

VI. EMS Update

Chief Zanetti said the County will provide \$1.8M to Park City to operate the ambulances services for North and South Summit. He said during a recent County public meeting it was mentioned an inquiry from the State Auditor's Office has been sent to Summit County, but they did not mention details. Chief Zanetti said the County will need to come up with some funding method for the east side to pay for the essential service of EMS.

The Interlocal Agreement with Summit County regarding collections was signed and we are continuing to move forward with taking over the billing and revenues for Park City Ambulance. It will take approximately three months to completely move the billing over, which is why we wanted to start the changeover at the beginning of October to coincide with the last quarter of the year. The changeover started on November 1, so we are a little behind. Medicare and Medicaid re-enrollments for Park City Ambulance under our EIN are expected to take the longest to complete, but the revenue collected from those sources is not as significant as the revenue we receive from other insurance companies.

MedUSA, the old billing company, cooperated like we thought they would, and contracts with Gold Cross Services, Inc., were signed on November 1 for all three ambulance services. Revenues from the North and South Summit ambulance services will continue to go to the County. Until we start seeing revenue from Park City Ambulance transports from November 1 and forward come in, revenue for the first quarter of 2023 is expected to be light.

During the last meeting with the County Council, Chief Zanetti voiced his concern about the condition of the ambulance fleet. The County budgets \$180K annually to give to PCFD to purchase an ambulance, but the County owns the ambulances. An amount of \$180K buys about half of an ambulance, and that is if you can even get one.

Through a West Valley dealership, Chief Lewis was recently able to find a demo ambulance that no one had claimed, and it cost \$280K. It is not what we wanted, but it was what we could get. That leaves a difference of \$100K, and Chief Zanetti said he went through Matt Leavitt, the Finance Officer for Summit County, to determine who would pay it. The end result is Summit County will pay for it, and next year we hope to have \$300K for the ambulance we wanted to buy. Vice Chair Butwinski asked if the ultimate plan is for PCFD to buy and own the ambulances themselves, and Chief Zanetti said that is correct. Chief Zanetti said we would buy or lease what we could from the County as well.

Chief Zanetti said large expenses for repairs to ambulances have been paid by PCFD in the past, and he said this is going to change. Preventative maintenance such as oil changes and tire purchases would still be covered by PCFD, but major expenses such as blown transmissions will be billed to the County next year. Board Member Hanrahan suggested perhaps all ambulance expenses should be billed to the County, and Chief Zanetti replied preventative maintenance costs are built into the funds the County will provide to PCFD to operate the east-side services. Chief Zanetti said he will talk to the County Manager to make sure everyone is clear on this. PCFD has been paying rent to North and South Summit to house ambulances in their areas, and this needs to change as well.

Chief Zanetti said when the County realizes all the costs associated with ambulances, they may decide they do not want to be in the ambulance business. Once the EMS assessment is completed, PCFD will need to meet with the County Manager to sort these issues out. Chief Zanetti said one of the best things to come from this year is PCFD will receive funds from the County to run the east-side ambulance services and will not be using District money outside the District.

Chief Zanetti said Interim County Manager Young mentioned she will be meeting with the mayors after the EMS assessment is complete. The County will need to come up with a mechanism for collecting funds from the cities to pay for EMS in their areas. Chief Emery said the cost for providing EMS in unincorporated areas will need to be picked up by the County. Chief Zanetti said it is possible some areas will not want to pay and opt-out of EMS in their area, but this is very unlikely. He said having EMS and fire together seems to make the most sense for the County, as the boundaries for all three fire district areas are already established.

Chief Zanetti said the east side is receiving paramedic service from PCFD, and this issue should be included in the EMS assessment because it is the most important and expensive component of the program.

VII. Station 34 Update

Chief Zanetti and FM Owens met with the contractor and architect today. The walls are up and will be finished by the end of the week. The updated completion date is around April 2023. Most of the steel framing will begin next week, and there should be a roof on it by the end of January. The crews at the temporary station have handled the situation well and Park City continues to cooperate with us.

VIII. Other Divisional Updates

Battalion Chief Briley said ski resort transports are picking up. Another ambulance will be staffed on December 9 and an additional non-firefighter paramedic will be placed at Station 37. Board Member Rubell commented this coming weekend is expected to be exponentially busier.

Board Member Rubell commented he has heard concerns over traffic problems around Promontory due to construction and was wondering if it impacts the PCFD station there at all. Chief Briley said it does not seem to affect us for the direction crews are going in and out of there, and he has not heard of any problems from the crews at that station. Board Member Rubell said if it does become an issue, PCFD should not hesitate to voice its concern.

Work Session Concluded: 6:35 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
December 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: 6:35 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, Battalion Chief Ashley Lewis, Battalion Chief Sean Briley, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Roll Call

Vice Chair Butwinski began the meeting by conducting a roll call.

II. Approval of November 1, 2022, Meeting Minutes

With the correction of a dollar amount in the work session minutes, Treasurer Miller made a motion to approve the minutes of the November 1, 2022, Administrative Control Board 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.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions about the financial reports.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval to Recommend the 2023 Final Budget and 2022 Budget Amendments to the Governing Board for Final Approval

Board Member Rubell made a motion to recommend the 2023 final budget and 2022 budget amendments to the governing board for final approval. 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.

B. Possible Approval of Wells Fargo and Zions National Bank Lease Agreements

Treasurer Miller made a motion to approve the Wells Fargo and Zions National Bank lease agreements. 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.

C. Approval of the 2023 Administrative Control Board Meeting Schedule

Board Member Hanrahan made a motion to approve the 2023 Administrative Control Board meeting schedule. 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

Board Member Hanrahan 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 Treasurer Miller. 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 Final Budget of the Local Building Authority to the Governing Board for Final Approval

Board Member Rubell made a motion to recommend the 2023 final budget of the Local Building Authority to the governing board for final approval. 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.

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

Board Member Hanrahan 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 Rubell. 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

There were no comments on the staff reports.

X. 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.

XI. Closed Meeting

There was no need for a closed meeting,

XII. Adjournment

Board Member Hanrahan made a motion to adjourn the regular 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. 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 January 3, 2023, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.