

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
January 3, 2023**

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: 5:34 p.m.**

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

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Darren Nelson, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, and HR Patti Berry

**I. November 2022 Financial Review**

CFO Barney said 92% of the year has gone by as of November 30 and most of the taxes have come in. The District is at \$15.8M in revenue and will probably receive another \$2M in December for last year. At the end of November the District is at 76.4% of expenses for the year, and one of the reasons we are under is because we did not spend as much on the Station 34 rebuild in 2022 as we thought we would. The remaining expenses for the rebuild have been included in this year's budget.

CFO Barney said general administrative costs are at 58.8% but this will be higher because \$40K was paid to Summit County in December for legal and human resources services. Diesel fuel prices are expected to rise again before the end of the year, but he said he believes the District will still be under budget for 2022.

Board Member Rubell asked about the balance sheet showing \$11.5M unassigned. CFO Barney replied the amount is project funds that have not been earmarked to a specific project yet, this amount is our reserves. Board Member Rubell also asked if the amounts on the summary of revenues, expenditures, and transfers were just through November 30, 2022, at this point, and CFO Barney replied that is correct. CFO Barney said he will have the 2022 year-end review completed by around the end of January.

Board Member Rubell said there were some pretty major variances on the statement of revenues, expenditures, and changes in fund balances, and he wondered if any of them were worth talking about. CFO Barney said the increases in percentages are due to interest going up when we were not expecting them to. The increase in other income came from the fire deployments from previous years that we are just now receiving income from, and also from the grant FM Owens received for chipping. We also received more in grants and donations than we thought we would.

## **II. EMS Update**

Chief Zanetti said the EMS assessment report should be released in May or June. PCFD took over collections for Park City Ambulance in November, and it was estimated it would take approximately 3 months to transition everything over to Gold Cross Services, the new billing company. Things are moving forward and PCFD's Medicare contract was signed last week. We will start to see funds from November 1 and forward start to trickle in during January, and revenue for the first quarter of 2023 is expected to be light. CFO Barney added 2022 fourth quarter expenses will be billed to the County at the end of January and will be received in February. We will bill the County for North and South Summit EMS expenses at the end of the first quarter of 2023, and that is part of the \$1.8M the County is paying PCFD to provide EMS services to those areas.

Chief Zanetti said the bottom line is PCFD is spending a lot of money but not much will be coming in during the first quarter. There was a record number of calls in 2022, so we are anticipating a decent number of billings. Board Member Hanrahan asked if the billing company is paid a flat fee or based on collections, and Chief Zanetti replied they are paid on collections.

Chief Zanetti said there were approximately 689 calls in December 2022, compared to 619 in December 2019. Chief Emery added we will be close to 6,400 calls for 2023, compared to 5,780 in 2022. Chief Zanetti said 302 calls have been run recently over a 10-day period, with the highest count in one day being 44 calls. Chief Zanetti said also during that timeframe he had invited the County Council to come and talk with him and participate in a ride-along if they wished, and all council members participated except Malena. On several days we had all 5 ambulances out by 10:00 a.m., and they did not come back until 8:00 or 9:00 p.m. It was a good experience for the council members to see how we operate during busy times.

Chief Zanetti said the crews appreciated the lunch that was provided to them, the crews are gone most of the day and they do not have time to eat lunch.

Chief Zanetti mentioned a paramedic and a long-time east-side EMT have recently resigned. They are both going to an agency in Idaho, which is where they are from. Chief Emery said the pool of EMTs PCFD now has will hopefully start to produce paramedics as the EMTs decide to further their certifications and promote. Our full-time EMTs are typically from nearby areas and they are less likely to move away, and many of them wish to eventually become firefighter paramedics. This will certainly help with retention.

Chief Zanetti said HR Berry has been busy the past few weeks hiring additional EMTs. HR Berry said many of the new EMTs were hired to fill full-time positions on the east side, and Chief Emery added the system has been working great. Staffing the east side has been much easier with the full-time EMTs. Chief Zanetti said he will continue to address the road shed rental with the County Council. North Summit Fire Chief Nelson will be hiring additional firefighters since the tax increase for that area was approved, so we will need to address the issue of the PCFD EMTs who are staying in the North Summit fire station. North Summit Fire now has the EMR designation where their firefighters can respond on medicals, and Chief Zanetti believes Chief Nelson will continue to seek higher EMS certifications.

### **III. Park Avenue Fire Review**

Chief Zanetti said an intense fire happened in the Town Point Condominiums on Park Avenue on December 14, 2022. Chief Doshier gave a brief presentation on PCFD's response to the incident. There are 41 units in 3 buildings, and each condo is worth around a million dollars. The damage occurred in 3 units in 1 building with an estimated loss of between \$600K and \$1M.

The main entrance to get to the buildings is from Deer Valley Drive, but the address to the buildings is on Park Avenue. You cannot get an engine underneath from the Park Avenue side, so you cannot fight fire from that side. This made access to the fire difficult. E38 was initially dispatched and set up incident command, and then E38's captain dispatched every available unit at that time to come in from the Deer Valley side as there was smoke showing outside the building.

The building was evacuated and then the fire attack began. Chief Doshier presented pictures of the building and said the fire was a difficult one to attack. The crews had to pull heavy lines up three flights of stairs on an exterior stairwell with a high-rise pack. It was determined early on that this was a chimney chase fire that had spread through all three floors and extended through the floors to the floor joists.

Chief Doshier said there was a lot of snow on the ground, everything was freezing, and there was very limited parking access. It was very hot and smoky inside and crews had a difficult time seeing, it was almost blackout conditions. When you cannot find the seat of a fire, it is dangerous to begin opening everything up to ventilate. This fire was mostly confined to void spaces around the chimney and in the walls and floors. Crews were pulling drywall down and putting water on the fire, and masonry fireplace stone and flooring also had to be removed.

Twenty-two firefighters were actively fighting this fire. It was discovered the fire had been creeping everywhere for some time. Every time the crews would pull down drywall, it would flare back up. Every floor had a primary attack line and a back-up line for a total of six lines, which is a lot of lines on one fire. The attack took several hours of sustained attack before overhaul could begin. The overhaul was difficult as well due to freezing temperatures and crews dealing with frozen ladders, hoses, tools, and turnouts.

Chief Doshier said during this attack, most crews would go through an SCBA bottle, walk back out and put another one in without even taking their mask off, and go right back in. Each bottle averages about 30 minutes, with most people using 5 bottles and some crews used 10. In total, 128 SCBA bottles were used during the attack, and that is a lot of work on air in rough conditions. An additional 24 bottles were used during overhaul and salvage. Chief Emery said rigorous physical fitness standards that have been in place for 10 years now are really paying off for crews in their ability to engage in sustained fire attacks, among other things. Chief Zanetti added when a PCFD crew shows up at an active fire, the entire crew is engaged in fire suppression efforts, everyone does everything and the entire crew is rotated through the attack.

Chief Doshier said EMS and fire coverage was maintained throughout the District while this fire was being fought. The hospital was called to hold transfer patients for a few hours, but we were

still able to respond to scene calls elsewhere. It took about 6 hours for 22 firefighters to fully extinguish the fire, with over 1,200 feet of hose pulled. The fire broke through 3 floors, 12 walls, 1 roof, and 3 stories of chimney chase. There was not a single injury to the public or our crews throughout this incident.

PCFD Fire Investigator Matt Dyer conducted the fire investigation and it does not appear the fire was intentionally set. It looks like the fire originated between the first and second floor in the chimney chase. Dangerous conditions prevented a complete examination of the scene due to structure members being almost entirely burnt out. Chief Doshier said if we had decided to switch strategies and go defensive, we could have easily lost all three of the main buildings and potentially Park Station. Chief Zanetti said the situation was touch-and-go for a while.

Treasurer Miller asked how common it is for a fire to burn inside a wall where you can't see it, and Chief Doshier replied it is pretty common. Chief Emery added typically there is a fire stop built inside the chimney's chase, but this one did not have one and it caused the fire to spread to the floors. As soon as walls or ceilings are pulled, the fire gets more air and flares up, so it is a balancing act to make sure crews are there with water when structures are opened up. Chief Nelson commented chimney fires can smolder for hours and high winds can make them flare up.

FM Owens said the instability of the building prohibited inspection for a cause of the fire, but it did not appear to be from arson.

Chief Emery mentioned a cardiac arrest patient who survived visited recently with his family and met the chiefs and incident crew. Chief Zanetti added this patient had been living in his car and had basically hit rock bottom, he got a second chance at life when our crews saved him and he and his family were very appreciative.

Board Member Hanrahan asked how the incident command chain works on a scene, and Chief Emery replied the first arriving captain establishes incident command. Once the battalion chief arrives, the battalion chief assumes command and the captain works with their crew. We want the captains with their crews so they can provide their experience and keep the crews safe. Chief Emery said he and Chief Zanetti will provide support based on what the battalion chief needs. Chief Nelson added crews are very good at listening to incidents as they are dispatched and self-dispatching when needed based on their location or the potential severity of the call.

#### **IV. Election of 2023 Administrative Control Board Officers**

HR Berry said Administrative Control Board officers for 2023 will need to be elected at the regular meeting this evening. The election will be for Chair, Vice Chair, Clerk/Secretary, and Treasurer. She said there are no laws or rules of succession that need to be followed regarding who is elected into any of those positions. Chief Zanetti said he thinks a fifth Board member will be appointed by the County by the end of the month. After discussion it was decided Jeremy Rubell will serve as Chair, Alex Butwinski will serve as Vice Chair, John Hanrahan will serve as Clerk/Secretary, and Christina Miller will serve as Treasurer for 2023.

Chief Zanetti commented an update on the Station 34 rebuild can be provided during the regular meeting if the Board would like one.

## **V. Policy Review**

Prior to the meeting, HR Berry posted PCFSD Operational Policy Chapter 3, Section 3.1 (ACB retirement eligibility) for the Board to review. She said no action needs to be taken regarding this policy; however, she wanted the Board to be aware the District is in the middle of an audit by Utah Retirement Systems (URS) and it was pointed out she needed to make a small change to this policy. The policy needed to state in writing that Tier 2 employees, including ACB members, are ineligible for retirement credit, and the policy has been changed to reflect this. This is a procedural modification that will be approved by Chief Zanetti and does not need to be voted upon by the Board.

**Work Session Concluded:** 6:41 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
January 3, 2023**

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:** 6:41 p.m.

**Board Members Present:** Alex Butwinski, Christina Miller, Jeremy Rubell, and John Hanrahan

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Darren Nelson, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, and HR Patti Berry

**I. Roll Call**

Alex Butwinski began the meeting by conducting a roll call.

**II. Approval of December 6, 2022, Meeting Minutes**

With corrections in the regular meeting minutes of a Board member's title and those who were in attendance, Christina Miller made a motion to approve the minutes of the December 6, 2022, Administrative Control Board meeting. The motion was seconded by John Hanrahan. Those in favor were Alex Butwinski, Christina Miller, Jeremy Rubell, and John 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. Elect Administrative Control Board Members for 2023: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

As discussed in the work session, motions to elect Administrative Control Board officers for 2023 were made as follows:

- John Hanrahan motioned to elect Jeremy Rubell as Chair and the motion was seconded by Christina Miller. Those in favor were Alex Butwinski, Christina Miller, Jeremy Rubell, and John Hanrahan; the motion passed unanimously, 4-0.
- John Hanrahan motioned to elect Alex Butwinski as Vice Chair and the motion was seconded by Jeremy Rubell. Those in favor were Alex Butwinski, Christina Miller, Jeremy Rubell, and John Hanrahan; the motion passed unanimously, 4-0.
- John Hanrahan motioned to elect Christina Miller as Treasurer and the motion was seconded by Jeremy Rubell. Those in favor were Alex Butwinski, Christina Miller, Jeremy Rubell, and John Hanrahan; the motion passed unanimously, 4-0.
- Jeremy Rubell motioned to elect John Hanrahan as Clerk/Secretary and the motion was seconded by Christina Miller. Those in favor were Alex Butwinski, Christina Miller, Jeremy Rubell, and John Hanrahan; the motion passed unanimously, 4-0.

## **VII. Staff Reports and Input**

There were no comments on the staff reports.

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

No future agenda items were identified.

## **IX. Closed Meeting**

There was no need for a closed meeting,

## **X. Adjournment**

Treasurer Miller made a motion to adjourn the regular meeting and it was seconded by Secretary Hanrahan. Those in favor were Chair Rubell, Vice Chair Butwinski, Secretary Hanrahan, and Treasurer Miller; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:46 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 7, 2023, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.