

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
February 7, 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: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Steve Briley

Board Members Absent: Secretary John Hanrahan (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Captain McKay Wadley, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Introduction of Board Member Steve Briley

Chief Zanetti introduced Steve Briley as the newest Administrative Control Board member. Steve began working as a part-time firefighter for Park City Fire in 1996 before leaving for a full-time job with West Valley City Fire Department, from which he retired. Chief Zanetti welcomed Steve to the Board and said he is very happy to have him here.

II. Financial Update

CFO Barney commented the only financial document he prepared for the Board for this meeting was the January check register, because the County has not provided him with property taxes for December 2022 yet. He said evidently someone had a large rebate and it caused a glitch in their system. Consequently, we are missing approximately \$2M in property taxes, and until we get those funds, CFO Barney said he cannot close 2022, complete transparency requirements, or start the 2022 audit.

Vice Chair Butwinski commented on just a cash basis, we did not spend \$2M on the station like we thought we would in 2022, so with the \$2M missing in property taxes, we are basically the same, and CFO Barney agreed.

Chair Rubell asked if there was an easy way to put a short description on the check register in order to identify things such as reimbursements, supplies, etc., for entries that are not really self-explanatory. CFO Barney replied there is another version of the check register that has more detail, and Chair Rubell said having the detailed version in addition to the shorter version would be helpful in case there are any questions. CFO Barney said going forward, he will provide both.

III. EMS Update

Chief Zanetti said a lease agreement with PCFD's name on it was found at the County regarding a \$3,800 yearly payment for use of the North Summit Fire station to store an ambulance. In June of last year, Chief Zanetti said he said he told the County he was not going to pay that any longer, and then County Attorney Ryan Stack found this contract. The contract was originally termed for one year and then it automatically renewed for five years. Chief Zanetti said he asked to terminate the contract because the most recent ILA signed with the County states the County is responsible to provide for housing of ambulances located in the North and South Summit areas, whether it be their own facility or a leased facility.

Chief Zanetti said the most recent ILA should overrule the old contract, but County Attorney Ryan Stack disagreed. The original ILA was signed in 2001 and was just renewed in January, and the lease agreement for the use of the North Summit Fire station to house an ambulance was renewed in 2019. Chief Zanetti asked for the old lease agreement to be terminated and has not received an answer yet. The County is transitioning to a new county manager and Chief Zanetti said he will address this issue again once the new manager gets settled.

Chief Zanetti said he met with Interim County Manager Janna Young last week and he discussed the issue of ambulance repair bills. He met with Interim County Manager Young, County Attorney Stack, and the Summit County Council last year regarding his concern over the ambulances and suggested the County lease the ambulances to PCFD. He said they declined that request and said they would continue to own the ambulances. Chief Zanetti said under the contract, PCFD agreed to provide preventative maintenance on the ambulances which includes oil changes, tires, windshield repairs, etc., and this does not include the replacement of an engine. There are still a lot of issues, and Chief Zanetti said it will probably be another month or two before he can sit down with the new county manager to sort them out. Until then PCFD will have to pay for the ambulance repairs, and there are many ambulances that need to be repaired. Chief Zanetti said there were a record number of calls in January 2023.

Treasurer Miller asked if there would be any benefit to a member of the Board reaching out to the new county manager. Chief Emery replied it seems no one at the County wants to make decisions until the results of the EMS study are released. Vice Chair Butwinski commented these issues are outside of the scope of the EMS study and should be addressed sooner rather than later, and Treasurer Miller reiterated it might be a good idea for a Board member to try to meet with the new county manager individually.

Chief Emery commented he is meeting with SafeTech Solutions personnel tomorrow and will provide them with final 2022 run numbers now that he and Summit County Dispatch Director Gus Sandahl have met and agreed on the data.

Chief Zanetti said the annual report is nearly complete and briefly presented some of the year-end data contained in it. PCFD ran 6,413 calls in 2022, we continue to grow and get busier every year. Chief Zanetti commented PCFD's model is being delivered to the east side, but if they gain local control they can do whatever they want.

Chief Zanetti said when the SafeTech assessment began, they were only looking at our EMS information. Chief Emery commented the other instances where our ambulances are responding were not originally factored into their assessment. These include calls such as structure fires, CO incidents, cancelled calls to the east side, etc. Chief Zanetti said this distinction is important because SafeTech initially stated we did not need the number of ambulances we have based on the call volume they originally came up with, and is very important that they understand how we operate. We are not an EMS-only operation, and we are in a resort town. Chief Emery said he is meeting with SafeTech personnel tomorrow and he believes this issue will be satisfactorily explained.

Chief Emery said the other issue he needs to make sure the SafeTech evaluators understand is the fluctuation of our call volume based on the time of the year, and even further than that, the fluctuation throughout the day. We service a resort town, and we are currently in the middle of a very busy ski season where we have had all ambulances out at once many times.

Vice Chair Butwinski asked if it will be the new county manager, the Summit County Council, or a combination of people who will recommend implementing any changes suggested by the EMS study. Chief Zanetti replied it is hard to say what will happen, but he is going to recommend getting the new county manager involved. Vice Chair Butwinski said it is important for Chair Rubell and Treasurer Miller, or some combination of Board members, to meet with the new manager along with Chief Zanetti to make sure the manager knows what is going on. Treasurer Miller commented the new manager should also know that none of the three fire chiefs believed the EMS study was necessary.

Treasurer Miller asked what the model of fire and EMS was in Kaysville, which is where the new manager is coming from. Chief Zanetti replied he went through something very similar in Kaysville, as his city was covering another city through a contract, so he has an idea of what is currently happening in Summit County. Chief Emery said Kaysville's model is fire and EMS combined, so the new manager is familiar with that structure as well. Chief Zanetti added all full-time departments in Utah, with the exception of Salt Lake City, are combination departments.

IV. Hotel Park City Fire Update

Chief Zanetti said last week we had another fire that was very similar to the fire we reviewed during the January Board meeting. Chief Doshier gave a presentation of the incident, which occurred in Cottage Number 3 at the Hotel Park City on January 14. Each cottage has six units, three above and three below. The initial report from dispatch was visible smoke and flames reported in the rear of the structure with evacuation in progress. Multiple units were dispatched.

The first arriving units established command and began an offensive exterior attack, which is spraying water on the outside with the intent of saving the structure and going inside. Next a ladder and rear deck attack was begun. There was visible fire that was quickly knocked down, but it kept smoking. This is when command staff realized we had a serious issue with active fire burning, and heavy smoke was observed coming from the ridge vents on the top of the structure. This could

mean you potentially have fire in the roof, and when you lose a fire in the roof it is a very bad thing because the whole structure could burn to the ground and possibly catch surrounding structures on fire. A quick search was performed to verify everyone had evacuated.

Upon entering the structure, crews found this was a chimney chase fire that spread to multiple void spaces and then entered a “cold roof,” which is basically two roofs on top of each other. These features make it very difficult to fight fire, you have to cut plywood out and there are two sets of TJI I-beams to deal with. Once fire enters a cold roof area, it can run the entire extent of the roof.

Crews began cutting into the roof area from the bottom with chainsaws and pulled all the stonework around all the fireplaces and the fireplaces themselves out. Crews also gained access to the top of the metal roof and cut the metal roof out to gain access to the fire, which was quite dangerous given the harsh winter conditions they were working in. Hoses and ladders were freezing. Inspection holes were cut in the roof for confirmation of no active fire and was coordinated with interior crews who pulled multiple ceiling and wall sections during salvage and overhaul.

FM Owens said the occupants of the unit where the fire began had turned on the timer for the fireplace before getting into a hot tub. The wood surrounding the fireplace was burned more on one side than the other, and there was old heat staining around the fireplace that had occurred over time. FM Owens said the fireplace heated up the metal frame around the fireplace, and wood that had been in contact with the frame finally ignited because it was so dried out from continued heat exposure. This is due to a process called pyrolysis, which is the thermal decomposition of materials at elevated temperatures. The fire spread from the point of origin to other dried-out wood around the fireplace and ran from there.

FM Owens said the findings were reported to the Park City Building Department, and he said every one of the fireplaces in those buildings should be examined to see if they are experiencing the same conditions. Chief Doshier said there were no injuries sustained during this incident and EMS coverage operated normally within the District. He said it was a really good save.

Chair Rubell asked if it is the responsibility of the Park City Building Department to inspect the fireplaces in those cottages, and FM Owens replied it is for this particular problem. Chief Zanetti added the Building Department will contact the HOAs and they will put out a letter to residents notifying them that as an owner they should have the issue in question checked out.

Treasurer Miller asked if these types of fireplaces are a faulty design, and FM Owens said fireplaces are designed to dissipate heat and there are rules on how close you can have wood to the fireplace itself. In this instance there was a door on the front that was screwed shut and did not allow heat to dissipate through the front, so heat was being reflected back. Over time, however, all wood dries out as it gets warmer.

Chief Zanetti mentioned another call in January involving carbon monoxide in a home that registered 500 ppm, which is as high as our monitors go. A pipe connected to a boiler that was heating the driveway had become disconnected and was pumping CO into the house. The

homeowners had disconnected the CO alarms thinking they were faulty due to the number of times they went off. It is amazing that the people in the home survived. Both residents of the home needed treatment at a hyperbaric chamber to remove the amount of CO they had absorbed.

V. Legislative Update

Chief Zanetti commented he, Chief Emery, and FM Owens went to the fire caucus luncheon at the capital yesterday. He said it was the first time since he started attending these that both our representatives and both senators showed up, and they all sat at the same table.

CFO Barney said there are a few bills we are watching as follows:

- HB21, Open and Public Meeting Act amendments. It requires boards to allow a reasonable amount of time for the public to provide verbal and written comment during public meetings. A resolution, rule, or ordinance must be adopted as to how this reasonable opportunity is provided. In that resolution, you can state anything rude, degrading, or vulgar, or that does not address anything pertaining to the agenda for that day does not have to be read if it is in written form, and under those same guidelines you can stop someone in attendance from continuing to speak. This bill is still in House rules, so it may not pass.
- HB59, first responder mental health amendments. For employees who retired or separated because of an incident that caused mental health issues, these amendments would broaden the scope of the current bill to make spouses and children of such employees eligible for mental health counseling as well. They would be covered for three years from the date of their request, not the date of the incident. Certified peer support group counseling is all that is required, we would not be required to provide therapists. This bill has passed the House and is in the Senate.
- HB97, government records access amendments. This amendment is regarding phones. If someone submits a GRAMA request where relevant information is located on your personal phone, your employer can come to you and ask to see what is on your phone pertaining to the issue. You can hand your phone over or you can tell them you will look at it yourself and make a sworn declaration as to what your phone contains. There are penalties for making a false sworn declaration. This bill is still in House rules.
- HB131, vaccine passport prohibitions. This bill would be amended to allow agencies such as fire districts, hospitals, and EMS to require employees to have vaccines such as hepatitis and so forth. This bill has passed the House and is in the Senate.
- HB332, Fallen Officer Memorial Scholarship Program. This is a \$1K scholarship for up to four years for the children of fallen firefighters. It will be funded by the Department of Public Safety (DPS).

- HB391, rural emergency medical services. This would allow 3rd, 4th, 5th, and 6th-class counties to use revenue from the Rural County Facilities Health Care Tax to fund rural emergency medical services. This bill is still in House rules.

FM Owens said there are some additional bills we are watching:

- There is a bill which has the potential to increase the retirement benefit for Tier 2 employees. The same bill would decrease the number of days you need to be separated from your employer before you can go back to work. It would be reduced from a year to 183 days.
- There is another bill that would place EMTs into the Tier 2 retirement system if they meet certain requirements. This bill is being supported by the National Joint Council. FM Owens said there are good and bad points to this bill, but one of the good points is it would help us recruit and obtain employees.
- An additional bill regarding mental health treatment is moving very fast, it has passed the House and is currently in the Senate. It would create a fund that would pay retired first responders \$6K a year for up to 4 years to go to school in mental health fields.
- There is a bill that would move the Bureau of EMS from the Department of Health and Human Services to DPS. Moving it to DPS would mean it would get more attention than it would in the much larger health department it is currently in, but there are some concerns regarding funding. This bill is currently moving through the Senate.
- Lastly, FM Owens said there is a bill that recently came out to adopt the 2021 fire code, and we are expecting a bill regarding land management that will affect the minimum width of roads.

Vice Chair Butwinski asked if there was anything regarding controlled burns. FM Owens said currently open burns and agricultural burns fall under the Department of Forestry. There is a bill that would create a new fund for the Department of Forestry to pay for wildfire mitigation, and at the same time it would grant them more authority over agricultural burns to shut down burns on red-burn days. FM Owens said PCFD's ability to grant burn permits for open burning has been tenuous at best, it actually falls under the EPA in Utah.

VI. 2022 Annual Report and Call Volume Summary

The 2022 annual report was posted for the Board yesterday and is a good summary of events and statistics for the past year. Chief Zanetti commented he would like to get a new group photo of the Board at the March meeting for inclusion in the annual report.

Chief Zanetti said there are many administrative projects to be completed in 2023, which include the following:

- ISO audit, which will be conducted after the Station 34 rebuild is complete
- The 2022 financial audit, which is the audit conducted every spring for the previous year
- Impact Fee Study and Capital Facilities Plan, which is conducted every 5-6 years
- Medicare audit for all three ambulance services
- URS audit
- General liability audit conducted by the Utah Local Government Trust
- SafeTech EMS study
- IT migration to Microsoft 365
- Approximately 53 AEMTs and paramedics recertifying
- A recruit camp beginning in June
- ACLS recertification
- Captain's testing process and promotion
- Firefighter recertification at the Utah Fire and Rescue Academy including wildland cards

VII. Policy Review

HR Berry said the Administrative Captain job description and title has been updated to an Administrative Battalion Chief position. There was an emphasis added in the monitoring of the billing collections for ambulance services. The policy was distributed to the Board prior to the meeting and there were no questions regarding the policy.

VIII. Station 34 Update

Chief Zanetti said he met with the contractor and the architect today. Many dump truck loads of snow were removed from inside the building, it still does not have a roof but the walls are up. He said the fabricators and framers are coming next week and the framing should be completed by April 1. Those are two longest spans of work left on the project. Chief Zanetti said he and FM Owens continue to meet with the contractor and architect every other week, and he invited Board members to contact him if they have any other questions about the project.

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
February 7, 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: 6:44 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Steve Briley

Board Members Absent: Secretary John Hanrahan (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Captain McKay Wadley, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Oath of Office to be taken by Board Member Steve Briley

CFO Barney administered the Oath of Office to Board Member Steve Briley as follows:

"I do solemnly swear 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."

II. Roll Call

Chair Rubell began the meeting by conducting a roll call.

III. Approval of January 3, 2023, Meeting Minutes

Vice Chair Butwinski made a motion to approve the minutes of the January 3, 2023, Administrative Control Board meeting. The motion was seconded by Treasurer Miller. Those in favor were Chair Jeremy Rubell, Vice Chair Alex Butwinski, and Treasurer Christina Miller; the motion passed unanimously, 3-0. Board Member Steve Briley abstained from voting as he was not present at the January 3, 2023, meeting.

IV. Public Input

There was no public input.

V. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions about the financial reports.

VI. Old Business

There was not any old business.

VII. New Business

A. Possible Approval of PCFSD Operational Policy and Procedure Chapter 4 (Job Descriptions), Section 2.055 (Battalion Chief – Administrative)

Treasurer Miller made a motion to approve PCFSD Operational Policy and Procedure Chapter 4 (Job Descriptions), Section 2.055 (Battalion Chief – Administrative) as discussed in the work session. Vice Chair Butwinski seconded the motion. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0.

VIII. Staff Reports and Input

There were no comments on the staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Treasurer Miller noted the rotary club has budgeted \$1K to match the Park City High School Paul Hewitt Memorial Scholarship funded by PCFD, which would make the scholarship worth a total of \$2K. She commented the scholarship should be presented as coming from both PCFD and the rotary club, and the rotary club is fine with PCFD vetting the applicants.

Chair Rubell said regarding hydrants, Park City is planning on having a discussion around the current ordinance and the issue of property owners being responsible for clearing snow around them. This may result in a request for PCFD personnel to attend that meeting.

Chair Rubell mentioned the thank-you note Park City Mayor Worel recently sent to PCFD. He said ice had fallen off her roof and damaged the gas meter, and she was very thankful for the response from PCFD to address the issue.

Chief Emery mentioned Chief Doshier will be attending a presentation tomorrow at the University of Utah regarding a patient who suffered massive internal injuries last year at Deer Valley. The patient arrested but our crews were able to resuscitate him, and he is speaking at the University of Utah tomorrow regarding his experience.

No future agenda items were identified.

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 Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:51 p.m.

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