

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
May 2, 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, and electronically via Zoom

**Administrative Control Board work session called to order:** 5:00 p.m.

**Board Members Present:** Chair Jeremy Rubell, Vice Chair Alex Butwinski (via Zoom), 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, Battalion Chief Scott Greenwood (joined at 6:07 p.m.), Battalion Chief Darren Nelson, Fire Marshal Mike Owens, CFO Del Barney, and HR Patti Berry

**I. Open Meetings Training**

Heather Anderson presented annual board member training for special service and local districts to the Board. Open meetings topics included the following:

- Training requirements for open meetings, general Utah Association of Special Districts (UASD) training, and records officers. Open meetings training is required every year, and within one year of appointment or election Board members must complete the State Auditor's Office/UASD training, which is provided online.
- Open meetings law including the definition of an open meeting, requirements for electronic meetings and emergency meetings, closed meetings procedures and requirements, electronic messaging limitations during meetings, and notice requirements for meetings and public hearings.
  - Ms. Anderson noted new notice requirements will be in effect beginning May 3, 2023, due to the passing of SB 43 in the last legislative session. This bill streamlines meeting notice requirements to make them more consistent throughout the various agencies. Meeting notices have been categorized into Class A or Class B notices, and Ms. Anderson said about 90% of any meeting the District holds will require a Class A notice.
  - SB 245 passed in the last legislative session and adds an additional purpose to hold a closed meeting, which is for the consideration of a loan application *if* public discussion of the loan application would disclose certain nonpublic information.

Vice Chair Butwinski asked if there is a statute of limitations for when you can talk about something that was discussed in a closed meeting, and Ms. Anderson replied you can never talk about something discussed in a closed meeting.

Vice Chair Butwinski asked whether a public entity that wanted to purchase property and did not want the owner to know could hire a real estate agent to purchase it in proxy. Ms. Anderson said she believes you would still have to make it public, as it would eventually become public anyway. You could still close a meeting to discuss the purchase of property, and you would not need to disclose that you were wanting to purchase it ahead of time. As soon as action is taken, however, the action will need to be performed in an open meeting.

- Requirements for public meeting notices and agendas, public quorums, emergency meetings, public input, and what may be discussed and voted upon during public meetings.
- Meeting minutes requirements and retention schedules for both open and closed meetings.
  - Closed meetings do not need to be recorded for the following circumstances: if the meeting is closed to discuss the character, competence, or physical or mental health of an individual; or to discuss the deployment of security personnel, devices, or systems. In such circumstances, an affidavit must be signed by the presiding officer stating which of these circumstances were discussed.

## **II. Other Divisional Updates**

Chief Zanetti said a captain's promotional exam is being held this week, and BC Greenwood mentioned several training courses will be offered over the next couple of weeks. We are in the process of onboarding three new EMTs, and new firefighter testing will begin in two weeks.

Chief Emery commented we have about a dozen non-firefighter EMTs who will be testing for firefighter. Chief Zanetti said many agencies are running short-staffed, and Wasatch alone is looking to hire 18 in the next year. They are building a new station and trying to start a paramedic program. PCFD is looking for well-qualified candidates and will interview as many as we can who fit the bill.

FM Owens said the hiring process for chippers has begun now that the snow is starting to finally melt. We are hoping to start taking reservations on May 15 and begin chipping on May 30. FM Owens said the structure assessment program is starting again, there are two inspectors trained to perform these inspections and they will be scheduled along with other inspections. The number of plan reviews is down from this time last year, and this probably has a lot to do with interest rates going up.

Chief Zanetti said the District has billed the County for the first quarter for EMS, and this included major repairs to ambulances.

HR Berry commented since the inception of the insurance group that we belong to along with the County, we have been paying our premium equivalents into a dedicated insurance fund. She was recently informed they are changing that to the general fund, so our insurance premium equivalents would go into the County general fund. HR Berry said she is going to look into this more.

Chief Zanetti said this past April we had about 100 more calls than the previous April. The ski resorts staying open later probably attributed to this a little bit, but there were structure collapses and other snow-related incidents that kept our crews busy as well.

BC Nelson said crews performed their annual training at the Montage last month while it was shut down for remodeling. This exercise provides excellent training for our crews and allows them to further familiarize themselves with the structure, which is quite large and complex. The exercise also provides training for the Montage staff in how to best help us during a fire or medical emergency. This model has worked well and we may begin training in other hotels in the area in the future.

Chief Zanetti said he and FM Owens had a productive meeting at Station 34 today, the framing is underway and we are starting to see tangible results. There is still a long ways to go but we are headed in the right direction.

### **III. EMS Update**

Chief Zanetti said the EMS study conducted by SafeTech came out on April 17 and a “preview” presentation was made to a small group of people. The cost per ambulance came out at \$1.46M. This year we received \$900K per ambulance from the County, and prior to that we were getting around \$400K. The study found no real findings and was complimentary of the system we are running. There were four options provided, and the one SafeTech recommended was to continue doing what we are doing now. Chief Zanetti said if the County went with their option, the County would need to come up with about \$5.6M.

Chief Emery said the three major options were doing what we are doing right now, the fire districts providing their own EMS, or dividing it into east/west where PCFD continues what they are doing and the east side is combined. Chief Zanetti said there were not many people present at the later stakeholders meetings where the study was presented.

Treasurer Miller asked about SafeTech’s recommendation of an ambulance board. Chief Zanetti replied SafeTech recommended having an ambulance board if we were going to continue to have a county-wide program, but we already have one.

Chief Zanetti said PCFD’s stance on EMS in Summit County is for the fire districts to eventually take over EMS operations in their areas, and this has not changed. He believes we can get there,

but it will take time. North Summit is already taking steps in that direction, but South Summit's fire chief just resigned and they will need to decide what they want to do. Both districts would need to determine where the money is going to come from and who is going to pay for it.

Chief Zanetti said he believes a resolution will be found and commented Roger Armstrong seems to be willing to come to the table, although Roger commented he feels the cost per ambulance should be closer to \$1M. Chief Emery commented he thinks North Summit may be ready to run their own system in January, but the funding issue will still need to be resolved.

Chief Zanetti said he and Chief Emery have been working on possible funding solutions, but the fairest way to do it is not the easiest way and probably will not happen. The fairest way is to make the cities pay according to HB 303, but this does not seem likely. The County is still on the hook because of unincorporated areas. North Summit is 70% unincorporated; if \$1M was decided as the amount needed, the County would need to come up with \$700K. Cities such as Coalville, Henefer, and Upton would need to pick up the other \$300K.

Chief Zanetti said the quickest resolution may be to have the County give the same agreed-upon amount (say \$1M) to Park City, North Summit, and South Summit to run their own system. Then, if the agencies want to run more ambulances, they would need to come up with the additional funds on their own. Treasurer Miller asked what would happen with the ambulances in that scenario. Chief Zanetti replied they could be deeded over, and then when the agencies are done with them and they sell them, the money would go back to the County.

One of the issues that would need to be resolved on the Park City side is paramedic service, because we are providing paramedic service for the entire county and not getting paid for it. Chair Rubell asked if the \$1.46M per ambulance SafeTech came up with includes paramedics. Chief Emery said that number includes an AEMT and paramedic on every ambulance, but this is not realistic; we could not hire enough paramedics to run that kind of system. Consequently, we will recommend that PCFD continue to provide paramedic service for the county, but we need all three agencies to contribute to the cost of the paramedic program.

Chief Zanetti said he is optimistic that with a smaller group of people who can make decisions and want to move forward, progress can be made. North and South Summit will need to determine what level of service they want and what they will pay for. If they don't want paramedic service, then PCFD will not go over there any longer and we will end up transporting patients from the Park City Hospital after the east-side ambulances run patients there lights and sirens. Chief Zanetti said this scenario would likely tax the system.

Chief Zanetti said there were some positives from the study even though we did not agree with some of the things they said. The study looked at the EMS side only, and this is not the model for Summit County or the State of Utah. If you are going to run a full-time department, it has to be a combination. North Summit currently has six full-time employees a day in Coalville, and it would be more efficient to have EMS personnel coming out of the same building at the same time.

Board Member Briley commented when arguably the two best paramedics at Station 37 are called to the east side, that takes them out of Park City service for a good amount of time. Chief Emery replied Rescue 37 is sent to the east side now with one paramedic whenever possible, leaving two paramedics still at Station 37.

Chief Zanetti said there is a good deal of clean-up to be done, including licensure. He would like the license in Park City's name. In regards to the other fire agencies possibly taking over their own EMS, the issues of mutual aid, interlocal agreements, ambulances, and personnel will need to be addressed, among other things. We want the transition to be clean.

Chief Zanetti said a resolution will need to be produced, but there is no real urgency. He said he spoke with County Manager Scott and told him the system has always been up and running. South Summit has raised concerns, but we have not received any complaints and we are very transparent in our operations. Chief Zanetti said it would be a good thing for those communities to have EMS integrated into their fire operations. He doesn't believe the fire districts will survive without it, they simply do not have the call volume. Chief Zanetti commented paramedics and east-side employee housing were not addressed in the report, we still have east-side AEMTs staying in a barn.

Vice Chair Butwinski said PCFD should have a clear, articulated plan of what we want and what we think works, and if the County does not like it, then they need to tell us what they want us to do. He also commented he thinks PCFD should be paid to continue providing service to the east side, because the cost per call numbers would be off the charts for North and South Summit to provide their own service based on their small call volume.

Chief Zanetti said he would not mind continuing to provide service to the east side, but it is not sustainable. There is no attraction for EMS-only personnel over there right now, it is very tough to keep employees. He said approximately 80% of the AEMTs we have want to get on the fire side of operations, and we will likely have a lot transition to fire with the upcoming firefighter testing process. It is extremely difficult to recruit and retain AEMT-only employees with the EMS-only model on the east side.

Vice Chair Butwinski said basically PCFD needs to state what it wants and let the County figure out the rest. Chief Emery replied the study did state the provider, being PCFD, would need to agree to run the east-side system if we choose to do so.

**Work Session Concluded:** 6:44 p.m.