

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
June 6, 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: 5:38 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, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Welcome

Chief Zanetti welcomed everyone and gave a reminder there will not be a meeting in July. The next meeting will be in August. He then provided an update on events over the past few weeks:

- Three new EMTs have been hired, and two engineers and a captain have been promoted. Two paramedics have put in their resignation and are going to work for Wasatch Fire.
- Three scholarships were awarded through the Paul Hewitt Memorial Fund. We received some thoughtful thank-you letters in return, and those will be forwarded to Paul's family.
- There were around 90 applicants for the new firefighter positions and approximately 75 of them took the written test in mid-May. Of these, 39 went on to take the task performance test (TPT) and complete an oral interview; 2 applicants did not pass the TPT. Chief Zanetti said he hopes to begin reviewing the files of the remaining applicants tomorrow and get ride-alongs scheduled soon. A large percentage of our EMTs tested and did very well. Chief Emery commented we are starting to see the benefits of having that pool of personnel as a kind of "farm team" for suppression.

II. Station 34

Progress is being made on the Station 34 rebuild, there is a roof on the building and windows should be placed soon. Meetings are being held at the station every two weeks now. There is an issue with the electrical box the station needs, the electrical engineer drew a box on the plans not

knowing how big it was going to be and now it does not fit where it is supposed to be. FM Owens said the original suggestion by Rocky Mountain Power was to place the box in one of our parking spots, which are already very limited. FM Owens pressed the electrical engineer to come up with a different solution, and there are three acceptable solutions now on the table that need to be approved by Rocky Mountain Power. Next week we should know which solution Rocky Mountain Power is going to go with. Chief Zanetti said the electrical box issue is not holding up construction at this point.

III. Tiny Homes

Chief Zanetti said the contract for the tiny homes was up in March and the owner is interested in selling them. Park City Municipal is interested in purchasing them, and the school district and some of our employees are also interested in buying them. The owner is asking for \$180K total for the two of them. The District is not paying rent on the homes, but there is a \$25K deposit we can get back. The costs the District incurred for the tiny homes was installing electric and water service to them and the repairs that were necessary due to leaks in the roof.

Chief Zanetti said there is some pressure from the owner for the District to buy them so the owner can get the units off their hands, and then the District could sell them to someone else. Chief Emery commented the owners would really like to get the homes sold this week.

Since the agenda for this meeting did not include an item for the approval of purchasing the tiny homes on the mine bench, a decision was made to have an emergency ACB meeting tomorrow, Wednesday June 6, to have a vote on the approval of the purchase of the tiny homes. Chief Emery said he would get the official contract from the owners prior to the meeting and distribute it to the Board members.

IV. 2023 First Quarter and April 2023 Financial Review

CFO Barney said at the end of March, 25% of the year had passed and we were at 19.1% of the budget. Last year at that time we were at 20.3%. At the end of April we were at 26% of the budget and 33.33% of the year had passed, which is about 7% under budget. Last year at that time we were at 29.2% of the budget.

Big items included \$240K budgeted for interest and we are already at \$417K, and if it keeps going the way it is, we will have gained about \$1M in interest by the end of the year. The offset to this is we budgeted \$450K in impact fees and we have only collected \$32K so far. Chief Emery asked if that was concerning, and CFO Barney replied it is. Vice Chair Butwinski asked if the District is subject to variable interest and that is the reason the interest is so much higher, and CFO Barney replied it is not variable but the fixed rate is constantly rising. CFO Barney clarified that this is interest the District is gaining, not losing.

CFO Barney said there is a correction to be made on the detailed financial statement for impact fees: the statement lists a \$25K projection in impact fees for 2023 and this needs to be changed to about \$100K. As of the end of April, grants and donations were already at 53% of the budgeted amount for that line item and we were only at 33.33% of the overall budget. Chief Lewis said more grants are coming, so that will help out as well. CFO Barney said he believes inspection fees will go above budget as well.

V. Firefighter-EMT Retirement Resolution

HR Berry said during the legislative session there was a bill that allowed fire departments to move their EMTs from the public employees retirement system to the firefighters retirement system, and the District needs to adopt a resolution to do that for our EMTs. Moving our EMTs to the firefighters retirement system would actually save the District some money, so this resolution would allow the District to move its EMTs to the firefighters retirement system.

Vice Chair Butwinski asked what happens to the money the EMTs are already vested in. HR Berry replied the EMTs are already in the Utah Retirement Systems (URS) and there are several different categories in the system, such as public employees, firefighters, judges, etc. The EMTs have service credit and money in the URS public employees system right now and they will keep that, and then they will start building a new retirement in the firefighters system in URS.

Board Member Briley commented this change will probably help with recruitment and retention, and HR Berry replied the change may not be as attractive for the employee, but it is for the employer. In the public employees system, employers contribute to the plan based on all of the employee's earnings; however, in the firefighter system, contributions are paid only on the employee's base pay.

VI. Fire Prevention Update

Chief Zanetti said the chipping program has started and residents are thanking him for the outstanding job the chippers are doing so far. The District chipper broke yesterday, but the County is going to let us use theirs for the time being since they are not currently using it. We are not expecting our chipper to be out of service for long.

A new chipper truck was ordered about a year and a half ago using grant money the District received, and we have been told it will be here by the end of this week. FM Owens said there have been 348 chipping registrations made already, it was a harsh winter and residents are anxious to get rid of dead vegetation.

VII. EMS Update

Chief Zanetti said last Wednesday he received a call from a Summit County Council member stating SafeTech was presenting the final draft of their EMS report to the Council during their board meeting that evening. Chief Zanetti said he had no idea that was happening, and he and another fire chief went to the meeting and ended up speaking. He said the report did not have much that we did not already know about, and the overall price tag for their plan is interesting at over \$10M. The cost per ambulance came out to \$1.5M, and that is what we are going to take from the study. Chief Zanetti said no action came from that meeting. He has met with Roger Armstrong and others over the course of the last two weeks asking if there is a plan, and there currently isn't one.

Chief Zanetti mentioned he had spoken with County Manager Scott very early on that it would be best to have the three fire chiefs and one board member from each district meet to discuss a plan, and a meeting was scheduled for today. However, last Wednesday the mayors spoke up and said a meeting should not be held without them and others, so the meeting went from 6 people to 18. Chief Zanetti said good things came out of the meeting, but with that many people it is hard to get anything done.

Chair Rubell commented he also attended the meeting and basically there were a few options that were not viable due to legislation and the use of funds, so those were eliminated. The remaining options were:

- The fire districts each run their own fire and PCFD runs EMS for everyone, which is the current model in use. However, there was a lengthy discussion supported by the North Summit chief that this option is not a good idea and everyone wants to have the integrated fire/EMS service in their area.
- The fire districts could incorporate their own EMS into their agencies and each district would run fire and EMS in their area.
- A variation on the above option is combine North and South Summit into one district and they would run their own fire and EMS, and Park City would run their own fire and EMS.
- The final option was to dissolve all the districts and create a "Summit County Fire and EMS" service for the whole county.

Chair Rubell said there was a lengthy discussion on why the last option was a bad idea, but they were not ready to take it off the table yet. The next meeting is toward the last part of June, and participants were asked to compare the remaining options to come up with the pros and cons, the cost, risk implications, etc., for each option.

Chair Rubell said some of the Summit County Council members are supportive of running what the fire chiefs want to do. There was a conversation on why the County is trying to tell experts in the field how to operate their own business and maybe everyone should listen to the experts, and

some were quick to defend that is not what they are trying to do and admitted the State recognizes a joint service would be best.

Chief Zanetti said at first the County was relying on the attorney's opinion that in order follow HB303, you have to use the municipal fund. Chief Zanetti asked them where the bill stated this, and they started looking for it and never found it. He said the issue of double taxation was finally recognized and it was good to hear them talk about it. They also finally recognized HB303, which was passed in 2021 and we are still not following it.

Chief Zanetti said progress is being made and the deal was almost closed at that meeting except for one snag. Chair Rubell commented overall, the meeting was frustrating but positive in that we are going in the right direction, and it sounded like Roger Armstrong was supportive of the chiefs' recommendations. He said we should let them work through the process and participate as they want to, and then attend the next meeting in a couple weeks to see if we can reach a decision.

Vice Chair Butwinski asked for confirmation that the number one choice would be to have each of the three fire districts have their own EMS, and PCFD would remain exactly as it is. Chair Rubell replied that is correct with the option of combining North and South Summit into one district with their own EMS, so there would either be two or three districts. Chief Zanetti added PCFD would continue to provide paramedic service for Summit County for a fee, as PCFD (not the County) holds the license for paramedicine right now.

Chief Zanetti said North and South Summit's call volume is very similar, their budget is almost exact, and they are having the same growing pains. He said in his opinion, combining the two districts would make sense.

Vice Chair Butwinski asked if the paramedics would still be housed in our district, and Chief Zanetti replied that is correct. One of the four rescue units PCFD has would be dedicated to the County but still housed in PCFD at Station 37, which is central to the entire county. Chief Emery commented PCFD is the only district in the county capable of running multiple ALS calls, which does happen.

Vice Chair Butwinski then asked if our command staff is good with PCFD providing paramedics to two or three separate fire districts. Chief Emery replied the reality is the other districts cannot do it, and with the financing Chief Zanetti has presented and the fact that we are doing it already, he is very comfortable that everyone will be taken care of without PCFD citizens being at any risk.

Chief Zanetti said there are details to be worked out later, and meetings are now geared more towards getting a new system in place and finding solutions instead of rehashing old incidents. He said instances where there is more than one call going on at the same in North or South Summit are going to happen, but it is a risk assessment. You have to balance the frequency of such situations with the cost of adding more resources to a district, which every citizen in that district would have to pay for.

In summary, Chair Rubell said progress was made today even though a decision was not reached. There was more support than there has been in the past, and even though it is aggravating at how long it is taking, we are going in the right direction. Vice Chair Butwinski asked if it is the County Council that will end up making the decision, and Chair Rubell replied it is.

CFO Barney commented South Summit is an independent district. Chief Emery replied with the model we have presented, it really does not matter. Chair Rubell said that is why the Council may lean toward combining North and South Summit and putting them under the County's umbrella. CFO Barney said South Summit can state they do not want to do that.

Chief Zanetti said some South Summit participants at the meeting today, including the mayor of Kamas, commented South Summit's situation is difficult. South Summit is still running a volunteer model in their fire department, and that means there is no guarantee first responders will be coming out of the station. The proposed system is geared around a guarantee there will be first responders coming out of the stations, and South Summit currently does not have that.

Chief Zanetti said South Summit volunteer firefighters are still receiving a stipend for being on call, which is what was happening in North Summit, and South Summit is going to have to decide in what direction they want to go. The first step is to hire a full-time fire chief, and they will be voting on that soon. Chief Zanetti commented South Summit called PCFD for mutual aid on Sunday on a structure fire, and it was a milestone. South Summit was appreciative of the aid, and it felt like everyone was working as a team.

Chair Rubell said the County was clear they wanted to rely on their EMS study, which basically suggested a county-wide EMS program. The next time we meet, there will be a heavy discussion on whether they listen to a private provider of separate EMS services or do they listen to the professionals who work in the area and operate these districts. It is not about saving a dollar, that is a separate issue because the proposed county-wide system is a lot more expensive; rather, it is about what is the right answer for delivery to the community. Chair Rubell said this idea has gained more traction in the recent meeting, and Chief Zanetti agreed.

Work Session Concluded: 6:31 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
June 6, 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 regular meeting called to order: 6:31 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, Battalion Chief Darren Nelson, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Approval of May 2, 2023, Meeting Minutes

Vice Chair Butwinski had a question on a comment he made during the May 2, 2023, meeting regarding the discussion of the EMS program. He will forward the draft minutes in question for that meeting to Admin. Asst. Colgan for verification. Treasurer Miller moved to table the approval of the May 2, 2023, meeting minutes to the August 1, 2023, meeting. 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.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no comments 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 Adoption of Resolution 2023-01 Requesting Admission to the Firefighters Retirement System

Vice Chair Butwinski made a motion to approve the Adoption of Resolution 2023-01 Requesting Admission to the Firefighters Retirement System as discussed in the work session. Treasurer Miller seconded the motion. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; 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

Chief Emery commented May 2023 was the busiest May ever.

Vice Chair Butwinski asked why some names were redacted in some of the correspondence, and Admin. Asst. Colgan replied it is because the correspondence in question was a private email sent from an individual in the community directly to Chief Zanetti. The sender's information was redacted to protect their personal information. Correspondence that is posted on the District's public platforms such as Facebook, Instagram, etc., is already public so there is no need to redact the sender's information.

Admin. Asst. Colgan said a meeting has been scheduled and posted for tomorrow, June 7, 2023, with a work session beginning at 6:15 p.m. and a regular meeting starting at 6:30 p.m. to possibly approve the purchase of the tiny homes located on the Park City mine bench.

IX. Closed Meeting

Treasurer Miller made a motion to close the regular meeting of the Administrative Control Board and convene a closed meeting to discuss the character, professional competence, or physical or mental health of one or more individuals at Park City Fire District; the motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss the character, professional competence, or physical or mental health of one or more individuals at Park City Fire District from 6:39 to 7:08 p.m. Those in attendance were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

Vice Chair Butwinski made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Treasurer Miller. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0.

Those attending the remainder of the regular meeting were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

X. Adjournment

Board Member Briley made a motion to adjourn the regular meeting and it was seconded by Treasurer Miller. 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 7:10 p.m.

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