

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
August 1, 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: 5:34 p.m.

Board Members Present: Chair Jeremy Rubell (via Zoom), Treasurer Christina Miller (arrived at 5:40 p.m.), Secretary John Hanrahan, and Board Member Steve Briley (via Zoom)

Board Members Absent: Vice Chair Alex Butwinski (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Darren Nelson, Battalion Chief Sean Briley, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Welcome

Chief Zanetti began by welcoming everyone and commenting there was a Council of Governments (COG) meeting last night regarding EMS. He said all five Summit County Council board members were there, and all of them seem to be on board with what we want to do. Chief Zanetti said the mayor of Francis questioned why Summit County is not going in the direction the EMS study suggested to have one combined fire district, and Chief Emery said the county council was quick to state that option has been eliminated. Chief Zanetti said a lot of good things came out of yesterday's meeting, and County Manager Scott has set a meeting on August 14 with a smaller group of people to discuss things further.

II. 2023 Second Quarter and May 2023 Financial Review

CFO Barney said there was not much to discuss about May's financials, except the District was at 35.6% of the budget, which is exactly the same as that time last year. As of the end of June, the District was at 45.1% of the budget, which is 4.9% under budget for that time of the year.

There was a big jump between May and June in general administrative costs because a little over \$100K was paid out for liability insurance that is paid once a year. Interest income is at \$611K and we budgeted for \$240K, we are doing very well there. Regarding other revenues, permits and fees are at 50% of the budget, and grants and donations are at 106%.

CFO Barney said the combined fund as of the end of June was still over \$20M, which is pretty good for that time of year. He commented one reason for this is due to the ambulance revenue we

receive on a daily basis instead of having to wait until the end of the quarter. As of the end of July, we are at 80% of our budgeted ambulance revenues, and if the trend continues, we will be over \$3M for the year, which is well over the \$2.25M we budgeted.

Chair Rubell commented the impact fee amount at the end of the second quarter seems very low, and CFO Barney replied it is because there is just not that much activity happening. CFO Barney said this year he went \$50K or more under budget in this category from the year before because he thought it would slow down a little bit, but activity has significantly slowed down.

FM Owens commented new construction permits were down 40% at the end of the May compared to last year. He said things have started to pick back up, but most of the activity is in remodels and not new construction. The new construction we are seeing is for single-family residences, not the big multi-family or commercial projects that we have seen over the past couple of years.

Chair Rubell commented the labor and benefits item appears to be about 10% under forecast for the budget, and he wondered if this is because the District is still recruiting. CFO Barney replied that is part of the reason, and another part is because sick leave is accounted for in this item also. This happens every year, and not everyone is going to take their sick leave all at once, but we need to have it in reserves in case they do.

CFO Barney said some of the bigger checks issued were for Station 34 costs, the chipper truck, new self-contained breathing apparatus (SCBAs), liability insurance, engine repairs, and Medicaid expenses for the end of the quarter.

III. Tax Rates and Budgets Resolutions

Resolutions for adopting 2023 final tax rates and budgets for Summit and Wasatch counties are on the agenda for approval during the regular meeting session later this evening. CFO Barney said part of what we collect is in Wasatch County, but it a very small number of homes that are involved. Once signed, the resolutions stay with the District and a copy of the Wasatch resolution is sent to them so they know our ACB approved it.

CFO Barney said the tax rate will change based on the County's data on home values and new growth while taking into consideration what the District needs to remain whole. Chair Rubell asked if the District is raising its rate, and CFO Barney replied we are not going through truth in taxation because we could not justify it right now. CFO Barney said the rate goes down as values go up, but the District is still made whole. If the values start to decline, the rate will go up. Chair Rubell asked if this means our tax revenue remains the same and the tax increase residents are seeing now has nothing to do with the District, and CFO Barney replied that is correct.

Secretary Hanrahan asked when the last increase was for the District, and CFO Barney replied it was 12 years ago and we are still looking good. CFO Barney said he would prepare a history of past rates and send it to the Board. Chair Rubell commented that would be good information to have in case any members of the Board are asked about it.

IV. Chief's Update

Chief Zanetti said July has been busy just as it is every year. There were two structure fires over the weekend, plus a wildland fire on top of those. The District's Moto Team was highlighted on KSL and Fox13 because the program is unique.

Chiefs Zanetti and Emery conducted new firefighter interviews last Monday and Tuesday, and ten positions were offered. Of those ten, seven are currently EMTs with us. Recruit camp starts on September 11 and ends in December.

We have received the new SCBAs and they are 5 pounds heavier than the old ones. Consequently, we had to do a validation of the new equipment for the task performance test (TPT) and this has taken some time. BC Greenwood said the TPT was performed with half of the participants using the old pack and half using the new, and the data will be sent back to Dr. DiVico to evaluate, who originally validated the TPT. The difference in performing the test with the new gear appears to be about 3 seconds, but the average is still about 40 seconds under the cutoff. We will see what Dr. DiVico recommends. Chief Zanetti commented the annual TPT starts in September so hopefully we will have a recommendation by then.

The chippers have been busy and there have been some short-term setbacks for repairs, but those issues have been resolved. There are still about 400 requests outstanding and it will take the rest of the season to take care of those, so the District is not taking any more chipping requests. The chippers are working hard to get through them, but it will take some time.

President Biden is visiting Park City soon and Chief Briley will be attending a meeting with law enforcement on Friday regarding this. We will likely be involved in the motorcade and it will be an exciting experience for those involved.

Chief Briley gave a brief overview of the structure fires that occurred recently. The first was around 5 a.m. on Friday, July 28, on Mountain Top Drive. Chief Briley was the first officer on scene, and when he walked around to the back of this very big house, there was a jet of flames that seemed to have worked its way into the fan of one of the air conditioners. The fan was jetting the fire up into the eaves. Engine 31 and the next arriving crew were able to knock down the fire, but there was charged smoke in all the rooms and an extensive overhaul with smoke damage. Oily rags stored in a basement area seem to be the cause of this fire.

Chief Briley said less than 24 hours after the first fire, there was another fire on Woodland View Drive around 2:00 a.m. Saturday morning, which is just behind where Station 34 is being built. It appears a grill on the back deck was left on, and it burned through the countertop and cabinets built-in around the grill. It was another quick knockdown by Engine 34 and Ambulance 38 crews and was aided by an exterior sprinkler that activated. Chief Briley said the new SCBAs worked well and communications were excellent during both fires.

Chair Rubell commented he knows the homeowner of the Mountain Top home and saw them the next day, and the homeowner was very complimentary of the District stating what could have been a devastating situation resulted in just “losing some stuff.”

V. EMS Update

Chief Zanetti reiterated all five Summit County Council members were present at the COG meeting last night and they were all in support of the direction the District wants to go. Chief Zanetti said there is still a lot to do and he is trying to impress some urgency on the County on getting things in motion before the end of the year.

Chief Zanetti said he sent a draft copy of the ILA to the Board, and he and Chief Emery believe there is an easier way to get things done than the way the County is currently suggesting. They want every city to agree to sign on, and Chief Zanetti said he is trying to get back to the contract piece and agreeing on an amount. South Summit is at least a year off from being able to take on their own EMS.

Chief Zanetti said an amount has not been settled on yet and other details are being sorted out, but it seemed everyone was on board for the direction we want to go in. If the cities cannot provide EMS for themselves, they need to contract with someone. The County is responsible to make sure there is service, so if South Summit cannot provide the service, then the County needs to make sure somebody does. South Summit can contract with North Summit or PCFD if they wish, and both agencies have said they would be willing to provide it.

Chief Zanetti said the draft ILA is where we are right now, and it is progress from where we were. The next EMS meeting is on the 14th and the ILA will be discussed. Everyone understands the general fund will be used and when the County pays someone, you have to pay all three entities. For example, if the County pays for an ambulance for North Summit, then they need to pay for one each in South Summit and Park City as well.

Chief Zanetti said some of the mayors are suggesting the County provide \$1.4M to them as suggested in the SafeTech study. He said the County is going to build a CPI into the \$1M he put into PCFD’s proposal, and they may reevaluate things every three years or so. Chief Zanetti said the County is also discussing his concerns regarding the ambulances and buying each entity a new ambulance over the next three years.

Secretary Hanrahan asked if the District would still be taking a loss with the \$1M proposed for each of the three areas. Chief Emery replied we would not, and the proposal includes an additional \$1.2M for Park City with a CPI built in every three years to continue to provide paramedic service for the entire county. Chief Zanetti added even if North Summit gets their own paramedic service, PCFD will always have a paramedic unit designated to respond in the entire county, and that unit will be available 365 days a year.

Chief Emery commented for North and South Summit, the \$1M and an ambulance from the County is to get their programs up and running. From there, if they see increased call volume and a corresponding increase in revenue, they can cover the cost of purchasing an additional ambulance. However, if they don't have the revenue to purchase another ambulance, they still can, but their communities will need to pay for it.

Chair Rubell said when the time comes to present an agreement to the Park City County Council (and the other areas), it would be good to have a cover page that states the agreement is for one ambulance and basic service that is covered by the \$1M the County gives to PCFD, but PCFD operates "X" amount of ambulances and the cost for those is paid through the special service district. He said the way the proposal reads right now, it seems the municipality would be agreeing to one ambulance, and that is it.

Chief Zanetti agreed that is a good point and it is confusing, but there is no reason for the Park City County Council to sign anything. Chief Emery commented when the District was created, the creation document stated PCFD would provide service to Park City and the Snyderville Basin. There is also state law that says fire protection also includes EMS and ambulance transport, so the only organization that really needs to sign the ILA is PCFD. We are already contracted to operate the services for every resident here. Consequently, there is no reason for Park City to sign the ILA, and Chief Emery said we believe we have the documentation from the State now to explain this to the Summit County Council. They are contracting with a provider, not a city.

Chief Emery commented there is currently not a signature line on the ILA for the ACB, and this is something we need to change. Chief Zanetti said more progress will be made on the ILA in the coming days.

VI. Solar Field Discussion

Chief Zanetti said Emily Quinton, who is the Sustainability Program Manager for Summit County, asked to meet with him about the Elektron Solar Project in Tooele County. She met with Chief Zanetti, Chief Emery, and CFO Barney a couple weeks ago. She said Basin Recreation, Summit Water, and PCFD were brought into this project somehow to help pay for it. Chief Zanetti asked if she had any documentation of this, and she replied she looked into this with the County and they had nothing regarding it. We searched our records and PCFD does not have anything about this, either, and no one can remember talking about this with Board. Treasurer Miller commented she would have remembered if there had been a discussion about us paying for a solar field in another county.

Chief Zanetti said basically, Ms. Quinton said the District is in a 20-year contract to pay for this solar project in Tooele that brings no solar or power to Summit County. The County received a certificate of participation for this, and PCFD has not received anything. Beginning in 2024, they will take 3% of our power bill, which would be around \$1K a year depending on our bill, and this will last for 20 years.

Chair Rubell commented the County agreed to subsidize the capital cost of the project instead of them building it into the rates. The power doesn't actually come to Summit County, so the piece of paper is basically just an offset certificate; you're not really using less carbon, you are just paying for a system to offset it, like when you buy an airplane ticket and they ask if you want to offset your carbon. Chair Rubell says he thinks the County may have signed up everything under their umbrella to pay for the capital investment fee. Chief Emery replied not all organizations were signed up for it for whatever reason, and Ms. Quinton could not figure that out, either.

Secretary Hanrahan asked if the Summit County Council at the time had to sign this agreement, and Chief Zanetti said Ms. Quinton was unsure on that as well. Treasurer Miller asked if PCFD has seen the alleged agreement, and Chief Zanetti replied we have not and that is why the Board needs to sign on issues dealing with the County. Treasurer Miller commented if had been brought before the Board, it would have never been signed.

Chief Emery said Ms. Quinton was just trying to make sure we were aware of what was going to happen. She knew PCFD was going to be a part of this project but can't find where or when the authorization was made. Treasurer Miller said we need actual documentation as to our participation in this and who signed PCFD up for it.

CFO Barney said if the Summit County Council meets as the governing board of PCFD and decides in the meeting to do this, they can. Treasurer Miller commented the Summit County Council was not the governing board of PCFD until relatively recently. Chief Emery said this has been looked into and the County can do that with the budget, policies, and a few other things, but contracts and everything else still falls under our administrative control board.

Secretary Hanrahan asked if the County is getting anything from this, and Chief Zanetti replied they are not. Chair Rubell said he should be able to get a copy of the contract, as Park City is also involved in the project, and Chief Zanetti said that would be good.

VII. Station 34 Update

Chief Zanetti said meetings have been moved to once a week until the end of the project. The architect asked for more money for his firm, he said the money on this project ran out in February so he has not been paid since February. From February to July there is about \$5K that has not been billed, and from July through the end of the project would be another estimated \$1.5K.

Chief Zanetti said one way to look at it is no one was working from December through March. The other way to look at it is if the architect is paid, why not pay the contractor who is also losing money on this project? He said a contract was signed and there's always things that happen during construction, but it is not a lot of money they are asking for. Secretary Hanrahan commented it would be a big deal to set that precedent as it would open the door for everyone to do the same thing, and everyone agreed.

VIII. Other Updates

Regarding the tiny homes, Chief Zanetti said he understands Park City is going to buy the trailers according to council meeting minutes. Chair Rubell said he wasn't at the meeting where that was discussed, but he knows there was some questions on leaving them on the mine bench. He said it appears everything will move forward with the purchase, and Chief Emery commented he is working with Park City on finalizing it.

Work Session Concluded: 6:38 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
August 1, 2023**

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Administrative Control Board work session called to order: 6:38 p.m.

Board Members Present: Chair Jeremy Rubell (via Zoom), Treasurer Christina Miller, Secretary John Hanrahan, and Board Member Steve Briley (via Zoom)

Board Members Absent: Vice Chair Alex Butwinski (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Darren Nelson, Battalion Chief Sean Briley, 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 June 6 and June 7, 2023, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the June 6, 2023, Administrative Control Board meeting. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 3-0. Secretary Hanrahan abstained from voting, as he was not present for the June 6, 2023, meeting.

Board Member Briley made a motion to approve the minutes of the June 7, 2023, Administrative Control Board meeting. The motion was seconded by Chair Rubell. Those in favor were Chair Rubell and Board Member Briley; the motion passed unanimously, 2-0. Secretary Hanrahan and Treasurer Miller abstained from voting, as they were not present for the June 7, 2023, meeting.

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

A. Approval of May 2, 2023, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the May 2, 2023, Administrative Control Board meeting. The motion was seconded by Treasurer Miller. Those in favor were Chair Rubell, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 3-0. Secretary Hanrahan abstained from voting, as he was not present for the May 2, 2023, meeting.

VI. New Business

Treasurer Miller asked if the District should do a media campaign on oily rags since they were the cause of a couple of recent fires. FM Owens said it wouldn't hurt to bring the subject up on the next KCPW broadcast the District participates in. Treasurer Miller suggested something could also be posted on the website and social media outlets as well.

A. Possible Approval of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2023

Secretary Hanrahan asked what the current rate is now compared to last year. CFO Barney replied it is now 0.000343 and it was 0.000443 last year.

Treasurer Miller made a motion to approve the Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2023 as discussed in the work session. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Rubell, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

B. Possible Approval of Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2023

Secretary Hanrahan made a motion to approve the Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2023 as discussed in the work session. The motion was seconded by Treasurer Miller. Those in favor were Chair Rubell, Treasurer Miller, Secretary Hanrahan, 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

There were none.

IX. Closed Meeting

There was no need for a closed meeting.

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, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:49 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 5, 2023, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.