

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
September 5, 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:** 5:39 p.m.

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

**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, Logistics Officer Brett Colgan, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

**I. Welcome**

Chief Zanetti began by welcoming everyone and said August was a busy month with 529 calls, which is about 40 calls more than last year. He commented he heard tourism was surprisingly down in Park City, and Chair Rubell said tourism is down but spending is up.

Chief Zanetti met President Biden while he was in town, and the President told Chief Zanetti he had great admiration for firefighters because he had lost members of his family in an accident. Chief Zanetti thanked the President for the stimulus money the President had put toward wild fires, and Chief Zanetti said he was impressed by how much the President knew about exactly how much money he had spent on it and how the President hoped it would help to protect resources. Chief Zanetti said it was a great experience.

There was a very tragic call last month involving a child that was involved in a fatal boating accident, it was difficult for our EMTs and Chief Zanetti said a concerted effort was made to provide counseling for them. Secretary Hanrahan asked who provides those debriefing sessions, and Chief Emery replied it is provided in-house and then recommendations for outside help are made if employees wish to seek further counseling.

Chief Nelson said due to the incident happening in a state park, state officials were called in and MCOT (the Mobile Crisis Outreach Team) initially got involved, but we talked about this incident for many days afterward. He said whether you were on the call or not, it was not something you ever want to experience and it affected everybody. Chief Nelson said PCFD's post-incident debriefings are known for being very good. He have very well-trained personnel that lead these counseling sessions, and we invite anyone who wants to attend, such as other first responders, dispatchers, etc. He commented MCOT is called in during some incidents to mediate and help keep some patients from being transported by ambulance, but they are only typically available

Monday through Friday from 9:00 a.m. to 5:00 p.m. Chief Emery commented it is hard for them to get counselors.

Chief Zanetti said during the first of August there was also a significant vehicle fire involving a toy hauler that resulted in a patient receiving significant burns. The patient had pulled off the road and opened the door to the hauler when fire that had burning in the hauler flashed on him. The patient was air-lifted to a burn unit in a hospital, and he is still there but he will survive. The patient's sister flew in to help the family and they delivered a bunch of food to our crews in appreciation, it was very nice.

Twelve new EMTs have been hired, partly to replace seven EMTs we currently employ that will be starting in our new firefighter recruit class beginning September 11 and also to fill vacancies created by EMTs who have left. Chief Zanetti said there is a question of what will happen to the EMTs if we get to a point where PCFD will no longer provide EMS to the east side, and he said they will be offered jobs, we will not leave anyone out. There are still uncertainties involving many personnel, and this is why we need to get the ILA worked out soon.

Chief Zanetti said the tiny homes on the mine bench have been sold to Park City and it has worked out well for everybody. Chair Rubell said the homes will likely be moved to the maintenance yard because they cannot be left where they currently are due to zoning rules.

Chief Zanetti said Darin Bushman has been named as the new director for the Utah Bureau of EMS. He has been very vocal and active about making EMS an essential service, and he probably had a lot to do with HB 303. Chief Zanetti said there are many counties in Utah that have serious problems with EMS. Hopefully the new director can get this straightened out.

## **II. July 2023 Financial Review**

CFO Barney said the District is 233% overbudget on interest income, it is very surprising. We are 4% overbudget for fees and permits so far this year, and we are 7.4% underbudget for total expenditures. A bond payment was made today to Zions Bank, and every item we have so far is still under budget as far as expenses go. The District is in good shape right now.

Secretary Hanrahan asked about ambulance revenues, and CFO Barney replied our budget was around \$2.2M and it is at \$2.54M right now, so we could very well reach \$3M. Chair Rubell asked when property tax revenues will come in, and CFO Barney replied it will start coming in around late November and through December, and it will be around \$10-11M. The District is doing well with respect to income and expenses.

CFO Barney said he has requested all District departments to have their 2024 budget numbers to him by October 15.

### **III. Utah Association of Special Districts Resolution of Support**

CFO Barney said he is at the point where he needs to go through the re-election process in November to continue to serve on the Board of Trustee Members of the Utah Association of Special Districts (UASD). In order to go through the process, he needs a letter of support from the Administrative Control Board. Approval of a resolution in support of this is on the agenda for the regular meeting this evening. There were no questions from the Board regarding this.

### **IV. EMS Update and the Interlocal Cooperation Agreement for Basic 911 Service**

Chief Zanetti said he hopes to have all parties on board with a plan by September 13. The suggested plan is for Summit County to give each of the three fire districts an equal amount of money from the general fund on a yearly basis to run their EMS programs. PCFD would receive an additional yearly amount to run paramedic service for Summit County. The final amount of money has yet to be determined, but \$1M per district and around \$1.2M to PCFD for paramedic service has been suggested.

Chief Emery said funding for anything the districts determine they need or want above the base sum the County provides will need to come from within their own districts. PCFD has been providing paramedic service to the entire county for years, and the difference is now it will be compensated by the County for it. He said PCFD runs four medic units, and the unit at Station 37 is sent to the east side when needed. Treasurer Miller asked if that means the Station 37 unit will not be physically housed on the east side, and Chief Emery said that is correct. The paramedic units will continue to operate just as they have been out of PCFD stations.

Chief Zanetti said if North and South Summit eventually get their own paramedic program up and running, PCFD will still provide back-up support as needed. He commented that if all three districts eventually do get to that point, he imagines the paramedic support money from the County would go away and each district's constituents would be responsible for their own paramedic program costs.

Treasurer Miller asked when PCFD paramedics get dispatched on a serious call on the east side such as a heart attack, and Chief Zanetti replied they get dispatched at the same time as everyone else. Depending on the nature of the call, our paramedics will either meet the ambulance crew at the scene or will rendezvous with them at a predetermined location.

Treasurer Miller then asked who determines whether a PCFD paramedic unit is sent to a call, and Chief Emery said dispatch codes the call. As one dispatcher is taking information, another dispatcher begins paging out units based on that information. When a medical call is dispatched in Park City, the closest engine and ambulance is automatically sent. As dispatch gets more information and it is determined a paramedic unit is required, they will then dispatch the closest medic unit as well.

Chief Lewis said it has been some time since our dispatch response to the east side has been adjusted. With the clarity provided through the EMS study, we should sit down with the North and South Summit chiefs to identify what type of calls they want our paramedics to respond on.

Chief Zanetti said there is still a lot to figure out but the ILA gets us closer. It will basically say the municipalities agree to each fire district receiving \$1M for their own EMS program. He said the biggest thing to determine, especially in the case of South Summit, is who is going to run it. They have made it clear they are not ready: they do not have a fire chief, a functioning board, or certifications for basic EMR response. Chief Zanetti commented South Summit is having their fire board election today, they will be electing three members. They also need to hire a fire chief.

Treasurer Miller asked what is going to happen with South Summit. Chief Zanetti said PCFD has been providing EMS to South Summit for 18 years plus, and for this and a number of other reasons he believes PCFD needs to stop providing service there. Hiring personnel and keeping them trained is very labor-intensive and involves an enormous amount of time for our staff, and the accusations of poor service in South Summit is affecting the personnel who work there.

Park City's call volume continues to rise and our priorities need to be in the District. When, or if, the time comes where South Summit asks PCFD to continue to provide EMS to their area, Chief Zanetti said he is asking for the Board's support when we tell them we will not. Chief Emery added it would be better for North Summit to operate it, and Chief Nelson has said he wants to do it until South Summit is up and running.

Chief Zanetti said the ILA conceptionally looks really good and it addresses ambulance ownership by the districts, which is something he has really been pushing for. Treasurer Miller asked if the cities will be paying for any of this, and Chief Emery replied it will all come from the County's general fund. Chief Zanetti commented SafeTech's proposed total cost was over \$10M, and the proposal on the table now will only cost them approximately \$4M. He said he told Roger Armstrong when this is all done, Summit County as a whole will have one of the best EMS systems in the state.

Chief Zanetti asked Chair Rubell what Park City's opinion is on the ILA. Chair Rubell said the Park City Council is supportive of the outcome. One hang-up is trying to get an answer on why Park City needs to sign it as we previously discussed in the last board meeting. Another is why the amount of money given to the three districts is the same when Park City has around three times the ambulances of the other two.

Chair Rubell said there is a difference in the interpretation of HB 303 where the County is saying everyone has to receive the same amount of *money*, and the city attorneys are saying no, everyone has to have the same *level of service*. Chair Rubell said he thinks the ILA will get approved. There is a special meeting in the city on Tuesday morning and that should put everything in good shape for the County's meeting on the 13<sup>th</sup>. Chief Zanetti said he will present for Park City's meeting.

Treasurer Miller commented the equal distribution of \$1M to each district is a good split, but it would make sense for PCFD to receive a larger amount based on population size and call volume.

Chief Emery replied the difference between what the County will pay PCFD and what the program actually costs can be made up through ambulance collections. We are able to provide a bigger service due to the collection of ambulance revenue. Chief Zanetti said the east side is also looking at more than \$1M each due to their collections as well. This is the best deal the districts have ever had, and it's costing the County a comparatively minimal amount versus SafeTech's estimated cost.

## **V. Station 34 Update**

Chief Zanetti said the project is coming along and will be amazing when it is completed. A group from the crews who will be stationed there have been tasked with ordering some supplies and furniture. The projected move-in timeframe is now the middle of October. FM Owens said it would be nice to see them move faster, but this is just the way construction goes. Vice Chair Butwinski asked where the crews who are staying in the tiny homes are going to stay once Park City takes the homes since they are purchasing them, and Chair Rubell commented they will wait until the crews move into the new station. Chair Rubell said it would be a problem, however, if they were still in them in winter because it will become hard to move them.

## **VI. Compensation Discussion**

HR Berry said she is starting to look at the budget projection for next year and a possible COLA. She has been reviewing data from other agencies and making comparisons like she does every year. She said for a long time COLAs were sporadic and we spent the last few years playing catch-up. From July 2022 through July 2023, the CPI was 3.2 and has been as high as 6.6 this year. Averaging the first seven months of 2023, the CPI is 4.9.

HR Berry said she has looked at social security trends, and as of very recently they are looking at about a 3% COLA for next year. She said URS always does an average of the monthly change year to year. HR Berry said she is estimating around a 3% COLA for 2024 and will be figuring that into projections for next year.

HR Berry said our non-firefighter paramedics and non-firefighter EMTs are still fairly new for us, and some of the other agencies are starting to hire similar personnel as well. She will be looking at the other agencies to see where they are market-wise and will provide an update at the next meeting. Based on what she finds, a market increase for the non-firefighter personnel in 2024 may be in order as well.

Chair Rubell commented he thinks leaning to a higher side of a COLA would be in order because it is hard to retain employees across the board right now. HR Berry said we do not want to get behind the COLAs and have to play catch-up again. Board Member Briley asked if the District could match the URS COLA, and HR Berry replied URS is limited on what they can give. URS is capped at 4% or 2.5% based on what system the employee is in.

## **VII. Other Divisional Updates**

Chair Rubell asked if there was going to be any discussion on the Mutual Aid Agreement between Park City Fire District, North Summit Fire Service District, South Summit Fire Protection District, Summit County Wildland Fire Service Area, and Summit County, Utah, that was included in materials for this meeting. Chief Zanetti replied the agreement is a first draft and was included for informational purposes only at this time. There is a lot of work to be done on it yet.

**Work Session Concluded:** 6:36 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
September 5, 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:** 6:37 p.m.

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

**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, Logistics Officer Brett Colgan, 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 August 1, 2023, Meeting Minutes**

Treasurer Miller made a motion to approve the minutes of the August 1, 2023, Administrative Control Board meeting. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0. Vice Chair Butwinski abstained from voting, as he was not present for the August 1, 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**

There was not any old business.

## **VI. New Business**

### **A. Possible Approval of Resolution of Support for CFO Del Barney to Continue Serving on the Utah Association of Special Districts Board**

Secretary Hanrahan made a motion to approve the Resolution of Support for CFO Del Barney to continue serving on the Utah Association of Special Districts Board as discussed in the work session. The motion was seconded by Treasurer Miller. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

### **B. Possible Approval of the Interlocal Cooperation Agreement for Basic 911 Service**

Secretary Hanrahan commented under Section 4.2.1, the agreement states, “Every three years after the Effective Date, the Annual Paramedic Fee shall be increased by the CPI.” He said with the way it is written, it could be argued that the increase would only be based on the CPI for that year.

Secretary Hanrahan said he believes it should read as, “...the Annual Paramedic Fee shall be increased by the *cumulative* CPI over *those three years*.” Chief Emery said the same language also appears in another portion of the agreement [County Responsibilities] under Section 2.1.1 and would need to be changed there as well.

Chief Zanetti said he can suggest these changes to the County, and Chair Rubell commented the Board can approve the agreement as amended with the changes to Sections 2.1.1 and 4.2.1 as suggested by Secretary Hanrahan.

Board Member Briley made a motion to approve the Interlocal Cooperation Agreement for Basic 911 Service as amended. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

## **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**

Treasurer Miller made a motion to close the regular meeting of the Administrative Control Board and convene a closed meeting to discuss personnel issues; the motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

The Administrative Control Board met in closed session to discuss personnel issues from 6:42 to 7:05 p.m. Those in attendance were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, Board Member Briley, Chief Zanetti, and HR Berry.

Treasurer Miller made a motion to dismiss from the closed meeting; the motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

Secretary Hanrahan made a motion to reconvene the regular meeting; the motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0. Those attending the remainder of the regular meeting were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

### **X. Revisit New Business Item VI.B: Possible Approval of the Interlocal Cooperation Agreement for Basic 911 Service**

Regarding the interlocal agreement previously discussed this evening under agenda item VI.B, Chief Emery said he talked to one of the attorneys for the County regarding the language of the CPI increase. He said the attorney was confused about the intent and needs to clarify it with Dave Thomas.

The Board agreed the agreement had been approved with amendments, and if the County does not sign the amended version, a special session of the PCFD Administrative Control Board can be convened to revisit this issue. Chief Emery said he should know more about the County's position tomorrow, and if a special session is warranted, the Board will be notified.

Chair Rubell commented the regular meeting is still in session. A motion could be made for agenda item VI.B to approve the interlocal agreement as amended with the caveat that it can also be in a form approved by the Summit County attorney in regards to the intent of the amendment. Chair Rubell said if the County does not agree the CPI should be cumulative, then a special session would need to be held.

Treasurer Miller made a motion to make an amendment to the amendment approved under New Business Item VI.B to approve the Interlocal Cooperation Agreement for Basic 911 Service in a form approved by the Summit County attorney that meets the intent of the amended agreement. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

## **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, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0. 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 October 3, 2023, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.