

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

Administrative Control Board work session called to order: 5:34 p.m.

Board Members Present: Chair Jeremy Rubell (via Zoom), 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 Sean Briley, Fire Marshal Mike Owens, Captain Eric Gomm, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Chief's Update

Chief Zanetti mentioned there was a promotional ceremony for eight personnel last Thursday and it was well attended. The new recruit camp graduation is on December 6, and the holiday party is on December 13. There will also be an open house at Station 34 on a date to be determined.

There was a kitchen fire at Station 38, which is a first for the District. A call came in while the crews were cooking dinner and a burner on the stove was left on with a pot on top of it. Utah Disaster Kleenup was contacted and they have been working at the station to make repairs.

Chief Zanetti commented Alpine Forestry has been conducting controlled burns near Summit Park and Pine Brook, and he received a number of complaints this last Saturday about the burning occurring that day. He said a number of people think it is PCFD doing the burning, but we have nothing to do with it. FM Owens contacted Alpine Forestry to make them aware of the complaints.

Chief Zanetti said South Summit offered their leading candidate for fire chief the job, but he dropped out during the contract negotiation. South Summit is going to have Wasatch Fire provide EMS service for them. There is a lot that needs to happen with the transition and we hope they start working on it soon.

Chief Zanetti commented the EMS license is in now in Park City Fire's name only, we are the sole license holder. The license will need to be renewed in April 2025.

II. Discussion of 2024 Tentative Budget

On November 2, CFO Barney and Chief Zanetti presented the tentative 2024 budget to the County Council for approval. Chief Zanetti said it went well and he felt it was a good budget. He said

Chris Robinson asked a question right before he was done with the presentation. Chris had taken the actual budget from 2021 and compared it with our projected budget for 2024, and it's about a 40% increase.

Chief Zanetti said he and CFO Barney both replied that Chris should be comparing the budgeted to budgeted amounts for those years, not the actual to budgeted. With that in mind, Chief Zanetti said the increase was closer to 20%. Chris then asked to see a year-to-date balance sheet, which we will provide him. The Council has never asked for this before. CFO Barney commented Chris acknowledged the balance sheet was not part of the budget.

Chief Zanetti said there is a reason why our actual was different than our budgeted in 2021. We were coming out of Covid and there were shifts that were not filled due to decreased call volume, and we also had inspector and mechanic positions that were not filled. We came out almost 14% under budget for that year.

Vice Chair Butwinski commented he spoke to Chief Zanetti a couple weeks ago hypothetically about how the numbers would look, and that was before the 2024 budget information was posted for the Board. Vice Chair Butwinski said the numbers do "jump off the page," but once you explain it, it is fine. He also said the 10% cost of living increase in salaries was implemented this past year. Chief Zanetti commented there has been a 20% increase over the last four years, and that is acceptable.

Vice Chair Butwinski suggested it would be helpful for him as a former business owner to have salaries and wages divided into three categories: firefighters, EMS, and administration. This would provide a better overall picture of where the money is being spent.

Vice Chair Butwinski also commented the timing of when the County Council tentatively approved the 2024 budget and when the PCFD Administrative Control Board met to discuss it was off; the County saw and approved the budget before the Board met to discuss it. Chief Zanetti commented this is the first time this has happened due to how the first Tuesday and Wednesday of this November fell. Normally, the Board would tentatively approve it on the first Tuesday, then it would be presented to the County Council for tentative approval on Wednesday, then it would go back to the Board, and then finally back to the County Council in December. Chief Zanetti said he talked to County Manager Scott about this, and many other districts were in the same boat.

Vice Chair Butwinski said basically the only role the Board has is financial oversight of the District. He said to him, it seems that if the Board receives a budget and approves it, it should not have to go through the County Council assuming the people the County appointed, which is the Board, does a good job of looking at the budget. A lot of time and energy is spent doing this, and if the whole timeline was adjusted, the Board could get it and either approve it or not approve it.

Secretary Hanrahan said he believes the County Council knows that the boards representing their respective agencies are staunch advocates for those agencies. Consequently, the Council wants to have a bit of a check on that, because they want to be advocates for the tax payer. Vice Chair Butwinski said he believes if the Board had time to look at it and had a little more data, we could

give a solid recommendation going forward and say we balanced advocacy with cost. He said in his opinion, the request by Chris Robinson tells him the Council did not get all the information they need.

Chief Zanetti commented discussion is healthy, just like it is with the Board, and perhaps there was not enough discussion with the County Council during the budget presentation. He said he did not take the request negatively, because the question asked can be explained. During the presentation Roger Armstrong asked if the Board had seen the budget, and Vice Chair Butwinski asked how Chief Zanetti answered that question. Chief Zanetti replied he told the Council the budget has been discussed in previous Board meetings but the Board had not yet approved it, and the Board was going to meet on Tuesday, November 7 and it would be discussed for approval.

Vice Chair Butwinski asked if the Council approved the budget, and Chief Zanetti said they preliminarily approved it.

Chief Zanetti then introduced Captain Eric Comm, who is on the Compensation Committee. Chief Zanetti said when salaries and wages were first discussed with the Board in September, we didn't think there was going to be much of an adjustment. Data was compiled from various full-time agencies in the state, and from this data the committee and HR Berry agreed there needed to be some changes made to our compensation structure.

There are five groups to consider: EMTs, firefighters, engineers, paramedics, and captains. We looked at where a market adjustment needed to be made and started there. We looked at how it would affect the salaries and wages budget and how it would affect the entire budget. A COLA increase was never really discussed, and the adjustment we are considering now are really the final adjustments to the changes we have seen over the last three years, including the cost of living increases across the board, not just in the fire service. The biggest adjustments were made last year, and a few more tweaks are required this year.

HR Berry said there are a few ranks we need to make some changes to in order to remain in the competitive market. We are very competitive in terms of the benefits we offer, but we are lacking in some other areas. Adjustments have been made in the non-firefighter EMT ranks to make them a little more competitive. Chief Zanetti replied that full-time EMT position is still relatively new for us, we just started that position two years ago. HR Berry said we were the only fire agency in the state who hired non-firefighter EMTs full time, and there are now at least two others who are actively hiring such personnel and there are other agencies who are looking to start. This makes that group a little more competitive now.

HR Berry said an adjustment was also needed to be made to the engineer rank to make it more in line with other agencies, and smaller adjustments were made across the board to keep us in the competitive range. She said with these changes, we are very competitive at this point in benefits and base salaries. From last year's benefits and wages budget, overall it came out to be about a net 5% change. HR Berry said the proposed changes were discussed with the Compensation Committee to get their feedback. Chief Zanetti mentioned other entities in the county are seeking increases, including Park City and the County.

Chief Zanetti said some expenses for next year will go down because we will not be running the North and South Summit ambulance services. He said some things that will go up include the purchase of two new ambulances and an apparatus. Looking at the budget for next year, overall it is less than this year.

CFO Barney said revenues for 2024 are \$700K over what was budgeted last year (in 2023), and wages are \$1M more than last year. Chief Zanetti added that the wage increase includes a new firefighter position at Station 34, which amounts to three new firefighters at one per shift; we hired an assistant to the mechanic this year; and we finally hired another inspector after searching for two years. CFO Barney said we are \$2M less in capital outlay because we aren't building or rebuilding a fire station, and we are \$200K less in debt service because we are going to pay off the Wells Fargo bank loan.

Vice Chair Butwinski commented there is not really a big difference between the 2023 and 2024 budgets. CFO Barney replied the 2024 budget is \$1.277M less than the budget for 2023. The District will be debt-free in 2026.

Chief Zanetti said during the budget presentation, the County asked about ambulance collections. He said Malena Stevens was complimentary towards us because we did what we said we were going to do. North Summit will likely be in the same boat soon, they are looking to take over their own collections next year. Gold Cross is a much better billing company and we are seeing the benefits of switching to them. CFO Barney said the collections for Park City Ambulance were estimated be around \$2.8M in the 2023 budget, and we are at \$3.2M right now with two months to go in the year.

Board Member Briley said regarding compensation, when we are comparing Salt Lake to Park City, we are looking at two different things. The cost of living for the personnel that live here is 35% more than it is in the valley. He said Chair Rubell mentioned in a past meeting we could give personnel more of a stipend to live here, but the reality is that ship has sailed. He believes new Tier 2 firefighters will never be able to live up here, it's a different environment and it's different economically, and it's tough to compare our agency with Salt Lake. Board Member Briley said we need to be aware of this moving forward.

Chair Rubell said he tends to agree and the City has dealt with this, also. It's hard to compare the Salt Lake valley or even Heber with Park City, because it is just more expensive here.

HR Berry said the 5% increase in the wages and benefits budget is the overall increase to that budget, and it is not necessarily what individuals will be receiving throughout the year. The benefits portion of the wages and benefits budget did not have as big of an increase because many of the benefits are fixed, and only some benefits went up because of the wage increase.

Vice Chair Butwinski said we need to look at the reality of revenue and balance it with expenses. He said he is good with everything that has been discussed for the 2024 budget, but going forward we cannot just keep adding a little bit more every year. We have to look at the impact to taxpayers.

Chair Rubell said he agrees with everything Vice Chair Butwinski said. He said the problem is people have been getting hit with increases due to recreation bonds, and the flip side is we can't give raises to our public safety departments.

Chief Zanetti commented the state chiefs have acknowledged we can't just keep raising salaries, and we don't want to turn into another California. Vice Chair Butwinski mentioned he is drafting a letter to the Park Record that basically says creating bonds for recreational facilities and outlets is okay, but citizens of Summit County need to look at how money is being spent.

Secretary Hanrahan asked if the market analysis is based on projected budgets for next year, not this year. HR Berry replied many of the agencies are on fiscal-year budgets, so the analysis was performed on their 2023-2024 budget that came out in July. Secretary Hanrahan asked if that means we are behind by January 1 of every year, and Chief Zanetti replied it does. HR Berry commented she has had other agencies contact her wondering if PCFD had their 2024 numbers yet.

Chair Rubell commented the benefits number is dragging down the salary number, and it doesn't land well with people who aren't into details. He said a discussion with the County Council should happen next year so PCFD is not playing from behind, so to speak. We shouldn't be operating with a deficit, especially with the new ILA in place, and it seems like there is some opportunity there. The County keeps increasing taxes on other smaller things and it all adds up. Then, when we need to talk about public safety, our hands are tied.

Chief Zanetti said PCFD is not a county-wide agency, our district is in Park City, so we are very different in that aspect. He said things are moving in the right direction, more than it has in the past 10 years.

III. Third Quarter Financials Review

CFO Barney said as of the end of September, the District was 7.7% under budget. He said 75% of the year has gone by, and we have spent 67.3% of the budget; if this trend continues, we will be well under the \$2M deficit. CFO Barney said he does not think we will lose very much. Vice Chair Butwinski asked if salary is budgeted on a full head count, and HR Berry replied it is and we also budget for total leave liability, as well. Chief Zanetti said he mentioned this to the County Council during the budget presentation.

CFO Barney said the budget presented to the County Council was \$23,757,799, and that was what they adopted as a tentative budget. This is about \$1.277M under last year's budget. Chair Rubell asked if it would be fair to say this year, if things pan out like we expect them to, we probably will not end up in a deficit position. If that is true, it would make sense to run with this and see how next year trends with the change in how we are operating business, and then we can get more aggressive next year if we need to. He said at least we would know a little more information. CFO Barney agreed, and Vice Chair Butwinski said this seems to be on the right track.

Secretary Hanrahan asked how the proposed changes are affecting the morale of the department. Captain Gomm replied up to now actual percentages have not been disclosed because there hasn't been anything solid to land on yet, but the overall vibe is positive. He said the Compensation Committee has been transparent in saying things are looking good as far as numbers go. Vice Chair Butwinski commented exit interviews are important to conduct so we know how many people are leaving because they do not make enough money.

IV. Station 34 Update

Chief Zanetti said crews are out of the tiny homes on the Mine Bench and are staying at the Deer Valley Club. He said he and FM Owens were at the station today for a construction meeting. He said it was a little disappointing because we were headed to a final inspection on November 15, but we may be another two weeks after that. Chief Zanetti said there was a setback today when it was discovered the kitchen floor is sloped. He said he asked the contractors to fix it, we have waited this long and we can wait to have the repair done. There is also some final electrical work to be completed still, and the floors in the bay area need to have the final epoxy finish applied and that takes a few days.

V. Cell Tower Discussion

Chief Zanetti said radio towers have been placed at a few stations in the past, and a private company has approached the District about building a 45-ft cell tower on some of our property. They would build the tower and then they would lease it to a cell phone company. Chief Zanetti said he recommended building one near fleet services because there is not a lot of traffic out there, but when they did their research they found that area would not work. They are trying to get service down Silver Creek Canyon, which Chief Zanetti said we are all for because there are service gaps in that area.

Chief Zanetti said in the past, the District has basically leased space for the tower and the company who built it has paid the District monthly. CFO Barney said the District receives about \$20K a year from this.

BC Lewis said we talked about possibly putting the tower on top of a building at fleet services, but it would exceed the building height restriction of Summit County, which is nothing over 45 feet. Treasurer Miller asked if you could put it on a building with a conditional use permit, and Chief Zanetti said the County is against that. Treasurer Miller commented if the tower has 5G on it, the federal government has said no county, city, or HOA can regulate the height of a tower or where the tower goes. BC Lewis said we are leaning on Atlas Towers to figure that out, because they should know that, but he said that is good information and he will take it back to them.

BC Lewis said if we move further with this venture, having the tower at fleet services where things are already developed is best. We don't want to put a tower in the middle of 20 acres that would potentially impact a future sale or use of the area. Treasurer Miller suggested talking to Trevor

Adrian of Wicked Fast Internet because he has had experience with placing towers in the area for his internet service.

Chief Zanetti said the lease would be for 30 years and he would like the Board's input on whether to move forward with it or not. Chair Rubell asked if the company who wants to install it would pay for everything, and Chief Zanetti said that is correct. Chair Rubell said he agrees with Treasurer Miller that we should look into this more and see what options are available for deploying a tower. Vice Chair Butwinski commented the cost for any space that is leased for a tower should be more than \$20K.

Work Session Concluded: 6:50 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
November 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, and electronically via Zoom

Administrative Control Board regular meeting called to order: 6:50 p.m.

Board Members Present: Chair Jeremy Rubell (via Zoom), 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 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 October 3, 2023, and October 10, 2023, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the October 3, 2023, and October 10, 2023, Administrative Control Board meetings. The motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

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. Administrative Control Board Approval of the 2024 Tentative Budget and 2023 Budget Amendments

Vice Chair Butwinski made a motion to approve the 2024 tentative budget and 2023 budget amendments. CFO Barney said there are no amendments to the 2023 budget. Vice Chair Butwinski then amended the motion to approve the 2024 tentative budget. 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.

VII. Dismiss as PCFSD Administrative Control Board and Convene as the Local Building Authority Board of the Park City Fire Service District, Utah

The Board dismissed as the Administrative Control Board and convened as the Local Building Authority Board of the Park City Fire Service District, Utah.

A. Administrative Control Board Approval of the 2024 Tentative Budget of the Local Building Authority

CFO Barney said there is only \$100 in the building authority because it is basically a funding mechanism and we are not going to use it at all next year. The amount in it will cover the fee required to be part of the Utah Appropriation Commission website. Treasurer Miller asked if we do not need to keep it after this year, and CFO Barney replied we should keep it because we may have to borrow money in the future.

Vice Chair Butwinski made a motion to approve the 2024 tentative budget of the Local Building Authority. 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.

VIII. Dismiss as the Local Building Authority and reconvene as the PCFSD Administrative Control Board of the Park City Fire Service District, Utah

The Board dismissed as the Local Building Authority and reconvened as the Administrative Control Board of the Park City Fire Service District, Utah.

IX. Staff Reports and Input

There were no comments on the staff reports.

X. Discussion of Possible Future Agenda Items/Additional Comments

No future agenda items were discussed.

XI. Closed Meeting

There was no need for a closed meeting.

XII. 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 6:55 p.m.

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