

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

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

**Board Members Absent:** Chair Jeremy Rubell (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, Logistics Officer Brett Colgan, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

## **I. Chief's Update**

Chief Zanetti presented a short news clip about a PCFD-themed gingerbread train created at Stein Ericksen Lodge as part of their holiday displays. The display will be up through New Year's Day.

Camp 16 recruit graduation is tomorrow night at 6:00 p.m. in the Station 33 bay area, and the holiday party is on December 13. Chief Zanetti said he hopes everyone can make it.

Crews coordinated a 50th birthday party at one of the stations for a long-time Park City resident who is a loyal PCFD fan.

Chief Zanetti and CFO Barney presented PCFD's Fire Impact Fee Facilities Plan and resolution to adopt it to the County Council on November 29. A representative from Zions Bank was present and gave a summary of the plan to the Council, and the Council approved the resolution. There is a decrease in impact fees because the District is not planning on building anything in the next 10 years, with the possible exception of the rebuilding of Station 35.

Chief Zanetti commented he wants to have a discussion with Summit County Manager Scott in 2024 regarding what issues need to be approved through the Summit County Council and what the PCFD Administrative Control Board can approve without final approval from the County.

We are working toward the transition to North and South Summit managing EMS in their areas, which will take effect January 1, 2024. Chief Emery said he and Chief Lewis met with South Summit personnel today. As of this time South Summit still does not have an official fire chief, but there is an individual they are working with who may end up in the position.

South Summit is contracting with Wasatch Fire to provide EMS to their area until South Summit can provide their own service, which Chief Emery said they are hoping to do in 2025. PCFD has contracted with Summit County for the next 25 years at \$1.2M a year to provide paramedic rescue service for North and South Summit. Secretary Hanrahan asked if PCFD will be collecting the billing for paramedic transports, and Chief Emery replied North and South Summit will keep the revenue for those transports since PCFD is receiving a yearly amount from the County to provide paramedic service.

Chief Greenwood commented North Summit's license is for the AEMT level, but they have a few paramedics who can operate under what their medical control specifically states their scope is.

## **II. October 2023 Financials Review**

CFO Barney said as of the end of October, 83.3% of the year had gone by and the District was at 74.9% of the budget, meaning the District was 8.4% under budget. He said we are doing well and there will be no amendments to the 2023 budget.

Vice Chair Butwinski asked if we are at 8% under budget now, will there be some point that CFO Barney envisions the District will be back up to 100% of the budget, or whether will we come in under budget for the year and the budget will need to be amended. CFO Barney replied you do not need to amend the budget if you come in under budget, only if it is over budget, and he believes we will come in under budget.

CFO Barney said during PCFD's budget presentation in November, the County Council asked why the 2021 actual wage amount was low. The \$12.2M in actual 2021 wages indicated on the detailed financial statement was lower that year because it was during a Covid year and we did not backfill positions or hire for open positions. In 2021 revenue was \$2.8M more than expenses, and that carried through subsequent years.

CFO Barney said if you take the percentage increase between the actual in 2021 and compare it with the 2024 budget and add the \$1.2M back into wages that we did not spend in 2021 because of Covid, the increase between the 2021 actual and 2024 projected budgets is not as big as the County suggested. CFO Barney said the District's balance sheet was submitted to the County as requested and they did not have any questions on it.

CFO Barney said at the end of the year he may transfer some money into reserves because we are taking in more in interest income and ambulance revenue than we thought we would. Chief Zanetti commented there are some large amounts to be spent on apparatus we have not received yet, so money will be spent but things have been working out in our favor.

## **III. 2024 Budget**

CFO Barney commented the 2024 budget shows that we are losing \$2.1M, but it is not a deficit because we have reserves to cover it if actually needed. Secretary Hanrahan asked for clarification

on this because he thought fund balances were going up, and CFO Barney said the balances come down until November and then we receive property taxes and the general fund goes up again. We do not know how much we will receive until the end of the year, and any adjustments will be made once we know how much we will receive.

The 2024 budget has not changed at all since it was first presented in November. There is \$23.757M projected in expenses and \$21.6M projected for revenues with \$2.1M available in reserves to cover the difference if needed. The Local Building Authority budget is \$100 because we are not borrowing in 2024. The County Council will vote on final approval of the 2024 budget tomorrow evening.

#### **IV. Fraud Risk Assessment**

CFO Barney said the annual fraud risk assessment for 2023 has been submitted to the Utah State Auditor's Office and we are still in the very low risk category.

#### **V. Wells Fargo Bank and Zions First National Bank Lease Agreements**

CFO Barney commented these are the lease agreements we prepare every year that state we have set aside money in our budget to be able to pay our bond and loan payments for the next year. These will be approved in the regular meeting later this evening and then signed by Chief Zanetti. Once the agreements are approved and signed, we will send them to Wells Fargo and Zions Bank. There were no questions on the lease agreements.

#### **VI. 2024 ACB Meeting Schedule**

The 2024 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be the first Tuesday of every month with the exception of July, as there will be no meeting in July. The schedule will be posted in the Park Record soon.

#### **VII. Station 34 Update**

Chief Zanetti said a temporary certificate of occupancy (CO) has been approved for the kitchen, bathroom, stairwell, and upstairs portions of the station. A full CO should be issued on Monday, and a lot of cleanup is going to be required. There have been issues with the flooring, repairs need to be completed on some of the siding, epoxy needs to be added to the bay-area floors, and there are some other smaller items that need to be addressed, but the engine crew will be moving in on Friday. A final walk-through is scheduled for December 19, which is when the 1-year warranty starts, and the ambulance crew will move in after that. A grand opening for the station will be planned sometime in January.

### **VIII. Other Divisional Updates**

Chief Zanetti said he and Chief Lewis spoke to Trevor Adrian about the cell tower issue, and the decision is we would be better off waiting and exploring other options.

Chief Greenwood said tomorrow marks the end of 13 weeks of Recruit Camp 16 for nine recruits, and it also marks 20 years of running our own recruit camp PCFD. The graduation will be on Wednesday at 6:00 p.m. in the Station 33 bay area and their first shifts begin on Friday.

Chief Greenwood said the 12-week critical care paramedic course through UVU also concluded this week. Seven PCFD paramedics completed this course, and we are about half-way through the 1-year rollout of adding rapid sequence intubation (RSI) to our critical care scope.

### **IX. Mutual Aid Agreements**

There are two mutual aid agreements for the Board to possibly approve this evening. Chief Zanetti said the first one is from the Salt Lake Valley (the Valley) chiefs for mutual aid between many of the Valley agencies and PCFD. There is an additional mutual aid agreement between PCFD, North and South Summit, Wasatch County, Summit County Wildland Fire Service Area, and Summit County. Chief Zanetti said these agreements do not bind us to anything; if we do not have the resources, we will not go. Once the agreements are signed, Chief Zanetti will take them to Chair Rubell for signature.

**Work Session Concluded:** 6:30 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
December 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:** 6:30 p.m.

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

**Board Members Absent:** Chair Jeremy Rubell (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, Logistics Officer Brett Colgan, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Vice Chair Butwinski began the meeting by conducting a roll call.

**II. Approval of November 7, 2023 Meeting Minutes**

Board Member Briley made a motion to approve the minutes of the November 7, 2023, Administrative Control Board meetings. The motion was seconded by Treasurer Miller. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, 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 Approval to Recommend the 2024 Final Budget to the Governing Board for Final Approval**

Treasurer Miller made a motion to recommend the 2024 final budget to the governing board for final approval. The motion was seconded by Board Member Briley. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

### **B. Possible Approval of Wells Fargo and Zions National Bank Lease Agreements**

Board Member Briley made a motion to approve the Wells Fargo and Zions National Bank lease agreements as discussed in the work session. The motion was seconded by Secretary Hanrahan. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

### **C. Possible Approval of the 2024 Administrative Control Board Meeting Schedule**

Board Member Briley made a motion to approve the 2024 Administrative Control Board meeting schedule as discussed in the work session. The motion was seconded by Secretary Hanrahan. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

### **D. Possible Approval of the Multi-Jurisdictional Automatic Aid, Mutual Aid, Fire, Training, Emergency Medical, and Other Services Agreement**

Secretary Hanrahan made a motion to approve the Multi-Jurisdictional Automatic Aid, Mutual Aid, Fire, Training, Emergency Medical, and Other Services Agreement with various Salt Lake Valley agencies as discussed in the work session. The motion was seconded by Treasurer Miller. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

### **E. Possible Approval of the Mutual and Automatic Aid Agreement between Park City Fire Service District, North Summit Fire Service District, South Summit Fire Protection District, Wasatch County Fire Protection Special Service District, Summit County Wildland Fire Service Area, and Summit County, Utah**

Board Member Briley made a motion to approve the Mutual and Automatic Aid Agreement between Park City Fire Service District, North Summit Fire Service

District, South Summit Fire Protection District, Wasatch County Fire Protection Special Service District, Summit County Wildland Fire Service Area, and Summit County, Utah, as discussed in the work session. The motion was seconded by Treasurer Miller. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

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

Treasurer Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Board Member Hanrahan. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

**A. Possible Approval of the 2024 Budget of the Local Building Authority**

Board Member Hanrahan made a motion to approve the 2024 final budget of the Local Building Authority. The motion was seconded by Treasurer Miller. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

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

Board Member Briley made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Treasurer Miller. Those in favor were Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0.

**IX. Staff Reports and Input**

There were no comments on the staff reports.

**X. Discussion of Possible Future Agenda Items/Additional Comments**

CFO Barney said there will be a public hearing on January 2, 2024, for the impact fee analysis.

Chief Zanetti commented he will meet with County Manager Shayne Scott and County Attorney Margaret Olson after the beginning of the year to discuss PCFD's desire to have the ability to consult with independent council on certain issues. Chief Zanetti said he also wants to discuss and

define what Summit County Council governing duties and powers are for PCFD as a special service district.

## **XI. Closed Meeting**

There was no need for a closed meeting.

## **XII. Adjournment**

Treasurer Miller made a motion to adjourn the regular meeting and it was seconded by Secretary Hanrahan. Those in favor were Vice Chair Butwinski, 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 6:38 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 2, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.