

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Station 34
February 6, 2024**

Meeting was held at the anchor location of Station 34 of the Park City Fire Service District
7805 Royal Street East, Park City, Utah, 84098

Administrative Control Board work session called to order: 5:06 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, 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 Max Doshier, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. District Update

Chief Zanetti welcomed the Board to new Station 34 and thanked them for their attendance at the open house that occurred prior to the meeting. Station 34 now houses five personnel instead of four and has the capability for more equipment to be added to it in the future.

Chief Zanetti briefly reviewed call statistics for 2023. There were 6,535 calls which can be grouped into three general areas: fire (44%), EMS (55%), and other/rescue (1%). This is about 100 more calls than 2022. Of the 6,535 total calls, 55 were actual fires, and 12 of those resulted in a significant total dollar loss of approximately \$1.5M.

II. County Code Review

Chief Zanetti said there is Utah code that explains what special districts can and cannot do, and then there is county code. He said PCFD would like to change a few things in the county code that are preventing us from being efficient and getting things completed in a timely manner. Some of the desired changes involve the budget approval process, having the ability to obtain our own attorney, the policy approval process, and Board member terms. Chief Emery commented there are attorneys who are familiar with policies specific to special service fire districts.

Chief Zanetti said he would like the PCFD Administrative Control Board to be able to make final decisions on some of the things the County is currently giving final approval on, and the Board members agreed. He said he has approached Summit County Manager Shayne Scott about this, and the manager was open to meeting with Chief Zanetti to discuss it.

Chief Zanetti said he, Chief Emery, and HR Berry have been marking the county code with changes PCFD would like to have made, and then Chief Zanetti will go over these changes with County Manager Scott.

III. 2023 Financial Review

CFO Barney said 2023 ended with almost \$23M in revenue and \$23.1M in expenses and stayed within the budget, ending with 92.3% of the budget spent, and this is similar to 2022. There is about \$350K left to pay on Station 34, and there is approximately \$13.7M in reserves. The Wells Fargo Bank loan will be paid off in August, and the Zions Bank loan will be paid off next year.

CFO Barney has sent 2023 financial information to the auditors, and they will be on site to do their field audit during the second week of March.

IV. Legislative Update

CFO Barney mentioned a few bills the District is following:

- HB67 is regarding first responder mental health and would expand who could receive grants.
- HB155 is regarding changes to fireworks provisions and includes changes to dates fireworks may be discharged. We are opposing that bill because the date they are adding is in September which is when Utah became a state, and that is the worst time for wildland fires due to fireworks.
- HB175 is about impact fee amendments and would allow residential impact fees to pay for fire suppression vehicles. Currently, only commercial impact fees can be used.
- HB333 is also regarding fireworks. It would allow fire districts to issue permits to discharge fireworks and would declassify firecrackers as explosives.
- HB378 is about first responder mental health amendments and would allow any former part- or full-time employee to come back to their employer at any time and state they need mental health counseling for themselves or for their spouse, and the employer would need to provide it for four years. If it passes, the employer would be responsible for notifying past employees of their rights. This bill would mean the most significant change for the District if it passes.
- HB442 is a local sales tax amendment and would allow a percentage of sales tax to go toward EMS.
- SB140 is a Utah Retirement Systems bill that would authorize a participating employer to elect to pay member contributions that exceed the contribution cap for all employees that are members of the Tier II hybrid system, not just firefighters.

V. Cafeteria Plan Document and Resolution

HR Berry said Resolution 2024-02 is on the agenda for approval during the regular meeting this evening. The plan documents list all of our benefits under the 125 Cafeteria Plan, and the Board's

approval of the plan through Resolution 2024-02 would put the District into compliance with the plan.

Chair Rubell asked if there were any changes to the plan. HR Berry replied we changed the broker this year, but there were not any significant changes to the benefits. The current plan rolls everything together into one document.

Work Session Concluded: 5:50 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Station 34
February 6, 2024**

Meeting was held at the anchor location of Station 34 of the Park City Fire Service District
7805 Royal Street East, Park City, Utah, 84098

Administrative Control Board regular meeting called to order: 6:01 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, 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 Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Closed Meeting

Board Member Briley 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 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 personnel issues from 6:00 to 6:11 p.m. Those in attendance were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Board Member Briley, Chief Zanetti, and Chief Emery.

Treasurer Miller made a motion to dismiss from closed session and reconvene the regular meeting; 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.

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

III. Approval of January 2, 2024, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the January 2, 2024, Administrative Control Board meeting. 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.

IV. Public Input

There was no public input.

V. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions about the financial reports.

VI. Old Business

There was not any old business.

VII. New Business

A. Possible Adoption of PCFD Resolution 2024-02 Regarding the PCFD Cafeteria Plan Document

Treasurer Miller made a motion to adopt Resolution 2024-02 regarding the PCFD Cafeteria Plan Document as discussed in the work session. 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.

VIII. Staff Reports and Input

There were no comments on the staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney said there will be a public hearing on March 5, 2024, to adopt the new fee schedule.

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 6:15 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be March 5, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.