

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
August 6, 2024**

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 via Microsoft Teams

**Administrative Control Board work session called to order:** 5:37 p.m.

**Board Members Present:** Chair Jeremy Rubell (via Teams), Vice Chair Alex Butwinski (via Teams), Treasurer Christina Miller, and Board Member Steve Briley (via Teams)

**Board Members Absent:** Secretary John Hanrahan (excused)

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Sean Briley, FM Mike Owens, Captain Jon Jahp, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

## **I. District Updates**

Chief Zanetti introduced Captain Jon Jahp, who is the chair of the Apparatus Committee. We have taken delivery of our new top-of-the-line Type 3 wildland firefighting apparatus, which was ordered 2.5 years ago. Captain Jahp said the apparatus was purchased from Boise Mobile Equipment, which is partnered with Pierce Manufacturing. It can “pump and roll,” which is a typical tactic for wildland firefighting, and means you can pull hose, drive, and pump water at the same time. The apparatus is equipped with skid plates and a higher range of ground clearance, making it an efficient off-road vehicle for wildland firefighting. Chief Emery mentioned our other Type 3 apparatus is on deployment in California on a wildfire there.

Captain Jahp then provided a tour of the new apparatus, which was also broadcast virtually for the Board members who were joining the meeting through Teams. When the tour concluded, the Board members thanked Captain Jahp for his time and the work session reconvened.

Chief Zanetti said we concluded the ride-along stage of the hiring process on Sunday, and the next stage is the chiefs’ interview next week. Thirteen candidates were invited to the ride-along stage, and thus far no one has dropped out. Three of these candidates are locals born and raised in Park City.

Chief Zanetti said he met with the county attorney a few months ago to express his concerns regarding the fee for legal services the County provides and the disparities involved. A letter from the Summit County Attorney’s Office (SCAO) was recently submitted to the Summit County Council regarding legal services being provided to the districts. One of the issues the letter addressed is that out of 24 districts the SCAO provides legal services to, only 4 districts (PCFD included) are making any remittance to the County for the legal services they received. The letter stated PCFD pays a \$40K flat fee per year for legal services, and PCFD is subsidizing other districts because we do not use \$40K in legal services.

Chief Zanetti said the summary of the SCAO's letter is that their office is understaffed and their utilization by the districts is taking a good portion of their time. The letter was presented to the County Council without a resolution. Chief Zanetti said they need to figure out how to make it fair, and in the meantime PCFD has received permission to use an outside attorney. He commented when we do need to use an attorney, it is usually for a pressing need and we cannot wait weeks on some matters.

Chief Zanetti said the letter listed three potential solutions, and the best one for PCFD would be the first they listed where the SCAO could bill the districts by the hour. Chief Zanetti commented it is nice to consult the SCAO from time to time and said this option would be best for PCFD. He said the letter also stated there is no other county in Utah where the county entity provides legal services to their districts. Chief Emery said the SCAO is going to reach out to the districts independently to try to come up with a price-per-hour fee. However, some of the County Council suggested leaving things the way they are, so an outcome has not been determined yet.

Chair Rubell asked why we could not have a private firm on retainer, and Chief Zanetti replied originally we could not do that because it was written into the county code, but we have received permission now to do so. Treasurer Miller asked if we are still paying the \$40K a year to the County plus the private firm's fees, and Chief Zanetti said we are for now. Chief Zanetti said he will clear up this issue before PCFD pays the County again for legal services.

Deputy Chief Emery said at the County Council meeting, a proposed fee of \$200 an hour was mentioned. CFO Barney said with recent law changes, the County can only bill us for what we actually use and they have to bill the actual charges, which would be their actual pay rates. Chief Zanetti said he is glad the SCAO has raised the legal services issue with the County Council and he will be monitoring the situation to make sure a fair outcome is decided upon according to changes in the law.

Chief Zanetti said HR Berry has been attending insurance meetings, and we are trying to get an insurance plan agreement in place for the local and special services districts and the County. HR Berry said when the coalition was developed in 2011 and 2012, there were no creation documents, guidelines, or agreements in place. PCFD has been participating in this group plan for 12 years without any kind of documents. The SCAO came up with an agreement, but none of the representatives from any of the districts liked the agreement they came up with and opting out of the coalition can be financially cumbersome, especially for smaller districts.

HR Berry said details are still being ironed out with the County, and Chief Zanetti said the County is taking input from district representatives and it is a step in the right direction. Chief Zanetti said he will keep the Board informed as on this issue as progress is made.

Chief Zanetti said the Arts Fest was successful and the standbys PCFD performed went smoothly. Our first aid station was staffed for the entire weekend.

## **II. June Financial Review**

CFO Barney said half the year has passed and we are at 44.6% of the budget. At this time last year we were at 54.1%. The big difference is our fund balances; this year our combined fund balance is \$24.3M, and in 2023 it was \$22.1M. This is due to increased income from property taxes, interest income, and ambulance fees. We have also decreased expenses.

We had a 25-year bond we took out in 2004 from Wells Fargo Bank, and we refinanced the bond in 2014 for a lower rate. CFO Barney said he kept the payments the same and this bond is now paid off. The bond paid for the training facility; the administration building; and Stations 31, 36, 37, and 38.

The Zions Bank loan will have \$500K left on it at the end of this year, and CFO Barney said he would like to have it paid off by the end of next year as well. Vice Chair Butwinski asked under what circumstances we would pay it off early, and CFO Barney replied the only way we would do that is if there is no penalty for an early payoff.

Vice Chair Butwinski commented during the last meeting when we discussed paying off the Zions loan early, he made the suggestion that if the loan was cheaper interest-rate wise than what we are currently getting on our investments, it would not be in our best interest to pay it off and this is something to consider. CFO Barney said we can look at this toward the end of next year and determine what the best course of action would be.

## **III. Operational Policy and Procedure Review**

CFO Barney said PCFSD Operational Policy and Procedure Chapter 19 (Financial Services), Section 7.0 is regarding the capitalization of fixed assets. He said there are changes proposed to paragraphs 4, 5, and 6 of this policy to raise the capitalization value of specified assets from \$5K to \$10K. There is also a small clarification change to the last paragraph.

CFO Barney said he has spoken with our auditors and other district representatives through the Utah Association of Special Districts, and he found there are not just districts but cities and towns that are raising their capitalization value because things are getting so expensive and they are having to capitalize items they normally would not due to the \$5K threshold.

Chair Rubell asked if it is normally good to capitalize, and CFO Barney replied he believes capitalization is for big items such as vehicles, apparatus, and buildings. CFO Barney said raising the threshold helps our capitalization budget more because you can budget better with a \$10K threshold.

#### **IV. Wildland Deployments and Local Fires**

Chief Zanetti said he submitted a letter to Park City and the County in early July to solidify fireworks restrictions, and he received positive feedback from it. There were six wildland fires in Summit County during the month of July.

Three PCFD personnel deployed on July 21 as part of the task force for a large Oregon wildfire, and then they were moved to the extremely large Park Fire in California which has taken around 640 structures. There are numerous resources on this incident, and our personnel are getting some valuable experience on this wildland fire. Their deployment was extended two different times. He said our personnel should be back on shift on August 13. We may be deploying another crew to that fire depending on how things go. Chief Zanetti then showed some pictures of the Park Fire showing the intensity and area of the fire. The Park Fire is a federal EMAC (Emergency Management Assistance Compact) deployment.

Chief Zanetti said he has received some inquiries on why we are sending resources to other areas and not keeping them close to home. He said many agencies in the valley have a team and specific engines designated for deployments, just as PCFD has, and agencies get paid well for these deployments. Qualified crews are rotated as needed, and it does not affect our operation at all. The wildland engine we deploy for out-of-area deployments is 20 years old and has been retained specifically for such incidents. Our new wildland engine will be staying local.

Board Member Briley asked if PCFD would ever commit more than three personnel and send Type 6 apparatus out, or if it is always just three personnel with a Type 3 apparatus. Chief Emery said they only took three personnel on this fire but sometimes they will take four, and typically we send just the Type 3 apparatus out because we are limited on Type 6. The Task Force usually requests the Type 3 from PCFD. Chief Emery also mentioned an engine boss needs to be on every engine we send now, and Chief Zanetti commented that is not an easy certification to get. We have one fully certified engine boss and another about half-way through his certification.

#### **V. Other Updates**

Chief Zanetti said the County wants to get an emergency services transient tax on the November ballot. This tax would go toward fire, EMS, sheriff, landfill, and search and rescue services. PCFD would not receive any money directly, but the County would receive around \$15M a year at a half-percent. The landfill is a big project on the County's radar, and the Summit County Sheriff's Office has some new requirements for placing a sheriff in every school system now, so their budget will increase. The County will also use the money to pay themselves back for what they have already committed to districts. Chair Rubell commented groceries, unprepared foods, medical prescriptions, and gas are not subject to this tax.

Treasurer Miller asked at what point control board commissioners cannot advocate for the tax. Chair Rubell then asked if there has been a vote to put it on the November ballot yet, and Chief

Zanetti replied there has not. Chair Rubell said he believes once they vote to put it on the ballot, board members are not allowed to advocate for it until after the November vote.

**Work Session Concluded:** 6:34 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
August 6, 2024**

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 via Microsoft Teams

**Administrative Control Board regular meeting called to order:** 6:34 p.m.

**Board Members Present:** Chair Jeremy Rubell (via Teams), Vice Chair Alex Butwinski (via Teams), Treasurer Christina Miller, and Board Member Steve Briley (via Teams)

**Board Members Absent:** Secretary John Hanrahan (excused)

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Sean Briley, FM 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 4, 2024, Meeting Minutes**

With some minor amendments, Treasurer Miller made a motion to approve the minutes of the June 4, 2024, Administrative Control Board meeting. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, 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 questions regarding the correspondence.

**B. Financial**

There were no questions regarding the financials.

## **V. Old Business**

There was not any old business.

## **VI. New Business**

### **A. Possible Approval of PCFD Policy and Procedure Chapter 19 (Financial Services), Section 7.0 (Capitalization of Fixed Assets)**

Treasurer Miller made a motion to approve PCFD Policy and Procedure Chapter 19 (Financial Services), Section 7.0 (Capitalization of Fixed Assets) as discussed in the work session. Board Member Briley seconded the motion. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0.

## **VII. Staff Reports and Input**

Chief Zanetti commented the chippers have been doing an outstanding job.

## **VIII. Discussion of Possible Future Agenda Items/Additional Comments**

Chair Rubell gave a reminder the Elks Lodge will be having their annual first responder barbecue on August 17 beginning at 4:00 p.m. at the Miner's Hospital and encouraged everyone to attend. Chief Zanetti commented PCFD has submitted its firefighter of the year and EMS responder of the year to the Elks Lodge.

## **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 the character, professional competence, or physical or mental health of one or more individuals; the motion was seconded by Board Member Briley. 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 the character, professional competence, or physical or mental health of one or more individuals from 6:40 p.m. to 7:17 p.m. Those in attendance were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

Treasurer Miller made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Board Member Briley. 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, and HR Berry.

## **X. Adjournment**

Treasurer Miller 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, and Board Member Briley; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:17 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 3, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.