

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
November 5, 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 Teams

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

Board Members Present: Chair Jeremy Rubell (via Teams), 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 Joe Sharrar, Battalion Chief Darren Nelson (arrived at 6:01 p.m.), FM Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Zanetti said the Utah Task Force was deployed for Hurricanes Helene and Milton. The first group included three individuals from PCFD who performed rescue operations in Tennessee. After Hurricane Milton passed, three additional PCFD personnel were deployed for a total of six and they were moved around and ended up in Florida. The first hurricane was much more destructive than the second, and consequently, our personnel were not as heavily involved in operations in Florida. Chief Zanetti then presented some photos of the aftermath of the hurricanes and rescue operations that were performed in Tennessee.

Secretary Hanrahan asked how PCFD selected the personnel who were deployed. Chief Emery replied our personnel volunteer to serve on the Task Force and they receive specialized training from them. The Task Force will select who they need from us for deployments based on the specialized training our personnel have received, and then we will send them out. Chief Emery said PCFD agreed to send six personnel, which is the number we can handle having out at one time. Board Member Briley asked if the Utah Task Force One is kept together or are they separated, and Chief Emery replied they are kept together.

Chief Zanetti commented an important medical supplies plant in North Carolina was destroyed during the hurricanes, and consequently, IV fluid is in short supply. Fluid is being rationed to agencies as a result, and the effects are being felt broadly, including in hospitals.

Chief Zanetti said Treasurer Miller, Vice Chair Butwinski, and Secretary Hanrahan's terms with the ACB are almost up and they will need to be reappointed. Chief Zanetti said he will look into this and hopefully have more information at the December meeting. Officers will need to be selected at the January 2025 meeting.

Chief Zanetti said he had his second meeting with Basic Recreation, Mountain Regional Water, and the County Council last week to discuss revising the county code to meet state code,

specifically regarding budgets, and the County was not receptive to making changes at this time. We will go in front of the County Council next week to present our tentative budget.

Ten candidates will be testing for captain positions today and tomorrow. There will be three openings by the beginning of the year.

Chief Zanetti said when PCFD took over the Park City Ambulance collections, we had to get recredentialed with the insurance companies. The contract we signed with Blue Cross Blue Shield (BCBS) at that time was for only one year and expired last month.

Chief Zanetti said a meeting was held with BCBS representatives last week regarding the new contract they want us to sign, and we expressed our concern over the omission of payment for supplies including medications. The contract they offering is statewide, and the state chiefs had initially taken a stance that they do not want agencies to sign the contract and will try to push through new legislation at the first of the year to address the possible changes or shortage of revenue that departments will experience.

Chief Zanetti said the BCBS representatives were straightforward during the meeting and able to answer all of our questions. They said agencies across the state were inconsistent in the price they were charging for supplies, and the state's base transportation rates established by the Utah Bureau of EMS are among the highest in the nation. Consequently, BCBS feels the base rate is too high compared to other states and already covers the cost of supplies.

Chief Zanetti said not signing the contract would ultimately result in patients being balance-billed even though they have insurance, and he does not agree with that practice. He said BCBS has agreed to pay the full base rate minus supplies, and this would make budgeting easier and is best for residents and visitors.

BCBS payments are a significant portion of our private insurance ambulance revenue, and Chief Zanetti said following the meeting he was ready to sign the new contract. However, Chief Zanetti had a conversation with the president of the state chiefs and he asked Chief Zanetti to give him one more week before we signed it, to which Chief Zanetti agreed.

Chief Zanetti said he, Chief Emery, and FM Owens had a meeting today with representatives from the Colonies. The Colonies is looking to expand from 274 to around 290-299 total lots and they want to a fire station in the area. Some of the homes are out of PCFD's 5-mile range, which means they cannot get insurance or have extremely high premiums.

Chief Zanetti said Summit Park is in a similar situation, where PCFD built a station in that area that is unmanned but houses an apparatus. Having such a station does not work well in our operations plan and costs a lot of money, but residents receive an insurance benefit by having it there.

The Colonies is asking for something similar in their area so it shows there is a station there with a vehicle in it. Chief Zanetti said at the meeting they discussed having the Colonies own it and

build it, pay for the utilities, and pay for the initial Type 3 apparatus that will be housed there. That vehicle would then be placed into PCFD's fleet and have a replacement plan and yearly maintenance schedule like we have with our vehicles. The Colonies would make yearly payments into PCFD's capital plan so the apparatus could be replaced in approximately 8 years. Having another Type 3 apparatus in our fleet would be beneficial for us because we do not have many apparatus of that type.

Chief Zanetti said the Colonies representatives seemed to be receptive to these ideas and did not have a better plan, so we may see some movement on getting a station in the Colonies.

II. Third Quarter Financials Review

CFO Barney said at the end of September we were at 68.6% of the budget and 75% of the year had passed. The budget was tight this year and is even tighter next year, but we have been able to stay within the budget. Interest income, grants and donations, the sale of fixed assets, and fees and permits have all brought in more revenue than budgeted for each of them. Property tax collection stays around 95% every year.

III. 2025 Tentative Budget

CFO Barney said the total budget for 2025 is \$24,215,127.00, which is \$457K more than last year and a 1.9% increase, which is not very much. The expenditure increase is in operations and wages. Revenues are 10.4% more than last year's budget due to interest, higher taxes, and fees and permits which includes ambulance collections. CFO Barney said general and administration expenditures are the only thing that is flat in the 2025 budget, everything else has gone up mainly because of increased supplies and utilities costs in station operations.

Board Member Briley asked if the 4% COLA was included in the tentative budget presented to the Board, and CFO Barney replied it is. Vice Chair Butwinski asked how 4% was settled on since at the last meeting Chief Zanetti initially recommended a 3.5% COLA. Board Member Briley commented URS is approving a 4% catch-up for retirees, and Chief Zanetti mentioned we found similar percentages from other agencies as was discussed in the last meeting.

CFO Barney said the difference between the 2024 and 2025 salaries and wages budgets is a 1.04% increase. Chair Rubell asked why the budget difference went up only 1% when the salaries are going up 4%. HR Berry said the line item for wages and benefits does not actually increase by 4% because we have higher wage-earning employees retiring, we overestimated overtime in 2024, and we had a 2-month holiday where we did not have to pay for employees' insurance at a savings of \$220K. Consequently, even though there is a 4% increase, it did not increase that line item by 4%. She said the salary survey she performed for other local entities including fire districts across the state found those agencies were looking for around a 3% to 4.5% increase.

Chair Rubell said the proposed COLA is close to the what the County is proposing for theirs. HR Berry commented people try to break down increases by COLAs and merit increases, and the District does not work on that system. We have COLAs and steps, and around half of our employees are not getting a step and are just getting a COLA. Consequently, you are not going to get an “apples to apples” comparison. The CPI U average for the year through October was 3.5, and HR Berry said other entities we have made comparisons to also use that same index. We also looked at the western region index.

CFO Barney said our projected 2024 budget shows we will make around \$1M this year. Some years we lose money but in others we gain it back so it all evens out. Chief Zanetti commented we would not have made as much in interest income if we did not have the healthy reserves we were fortunate to have this year. We also saved money by paying off a bond earlier this year.

CFO Barney said the District will be presenting a 2025 budget of \$24,215,127 to the County Council on December 4, which is just under a 2% increase over last year. By state statute only expenses are required to be amended and we do not need to make any expenditure changes to the 2024 budget, so there will not be any amendments to the 2024 budget.

Chief Zanetti commented it is challenging that there are so many repetitive steps still involved to get the budget approved. Our budget has remained fairly flat over the past 14 years with no tax increases. The budget is also audited by the State Auditor’s Office every year as well. If we did need a tax increase, it would have to be approved by the County.

IV. Financial Auditor’s Contract

As discussed in prior meetings, CFO Barney would like to renew the contract for Larson & Company for 5 years in order to retain them during the transition period for the new CFO when CFO Barney retires. There will be a vote during the regular meeting this evening to possibly approve the contract.

V. P25 Radio Update

Chief Zanetti said the P25 radio update project has been going on for about 5 years now and is nearly complete. Chief Lewis said for many years we have been operating under a radio frequency system, and 5-6 years ago the Utah Communications Authority determined the state needs to change to a digital system instead of analog. This compresses radio frequencies into a smaller band, which allows more frequencies.

Chief Lewis said the District has done a good job planning for this and updating radio hardware in preparation for the change, and some of our older radios will become obsolete with this upgrade. Today all of our vehicles and handheld radios were taken in to get upgraded, so when they switch to the digital system tomorrow, we are ready to go. Programmers will be taken to all of our stations

to get the in-house radios upgraded as well. Chief Zanetti said this is a big change because it affects everyone.

Work Session Concluded: 6:39 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
November 5, 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 Teams

Administrative Control Board regular meeting called to order: 6:39 p.m.

Board Members Present: Chair Jeremy Rubell (via Teams), 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 Joe Sharrar, Battalion Chief Darren Nelson, 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 October 1, 2024, Meeting Minutes

With a minor amendment, Secretary Hanrahan made a motion to approve the minutes of the October 1, 2024, Administrative Control Board meeting. 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.

AMENDMENT: A new motion to approve the October 1, 2024, meeting minutes was made during the December 3, 2024, meeting by Secretary Hanrahan and seconded by Board Member Briley after it was noted Vice Chair Butwinski was not present for the October 1 meeting and, therefore, should abstain from voting on approval of those minutes. Those in favor were Treasurer Miller, Secretary Hanrahan, and Board Member Briley. The new motion passed unanimously, 3-0. Vice Chair Butwinski abstained from voting on the new motion.

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 a 5-Year Contract Renewal for Larson & Company to Serve as PCFD's Financial Auditor

Treasurer Miller made a motion to approve a 5-year contract renewal for Larson & Company to serve as PCFD's financial auditor as discussed in the work session. Board Member Briley seconded the motion. 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 to Recommend the 2025 Tentative Budget to the Governing Board for Tentative Approval

Board Member Briley made a motion to recommend the 2025 tentative budget to the governing board for approval. 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.

VII. Dismiss as 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 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.

A. Administrative Control Board Approval of the 2025 Tentative Budget of the Local Building Authority

CFO Barney commented the Local Building Authority budget needs to be maintained in case the District ever needs to take a loan out through the building authority. There were no questions regarding the budget. Secretary Hanrahan made a motion to approve the 2025 tentative budget of the Local Building Authority. 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.

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

Treasurer Miller 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 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.

IX. Staff Reports and Input

There were no comments on the staff reports.

X. Discussion of Possible Future Agenda Items/Additional Comments

During the next meeting on December 3, CFO Barney will present the final 2025 budget to the Board for a vote on recommending it to the governing board for final approval. CFO Barney will present a tentative 2025 Administrative Control Board meeting schedule to the Board for approval, and a Zions Bank lease agreement will also be presented to the Board for approval.

Chief Zanetti commented the graduation for the new recruits will be held on December 5 at Station 33, and the PCFD holiday party will be on December 11 at Alpine Distilling in Park City. A promotion ceremony will be held sometime in January.

Chair Rubell commented he attended the chili cook-off and the PCFD personnel there did a great job.

XI. Closed Meeting

There was no need for a closed meeting.

XII. Adjournment

Board Member Briley made a motion to adjourn the regular meeting and it 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. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:49 p.m.

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