

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
December 3, 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

**Administrative Control Board work session called to order: 5:37 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, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Max Doshier, FM Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

## **I. District Updates**

Chief Zanetti reminded everyone ten new recruits will be graduating on Thursday at 6:00 p.m. at Station 33, and the holiday party on December 11 will begin at 7:00 p.m. at Alpine Distillery in Park City. He encouraged everyone to attend those events if they are available.

The P25 radio upgrade has been completed. There were a few glitches that had to be fixed over the Thanksgiving weekend, but everything is up and running now.

Ten candidates participated in the recent captain's testing process and six were interviewed. Two of them were promoted, and there will be two more captains retiring at the end of the year so we will be promoting two more at that time.

Chief Sharrar said the European helmets we adopted a couple years ago have been replaced by new helmets that are certified for both structure and wildland firefighting. This means personnel do not have to carry our older wildland helmets any longer, which were expired. Additionally, we cannot get any replacements for the European helmets anymore. The proposal for the new helmets came from two firefighters. A survey was conducted with all suppression personnel to make sure everyone was satisfied with the proposed helmet, and everyone was in support of it.

Chief Doshier said our first successful rapid sequence intubation (RSI) was performed on a 23-year-old overdose patient. The patient was at Park City Hospital and needed transport to the valley, and the ER doctors decided it would be best to intubate the patient prior to transport. A PCFD critical paramedic team responded and performed the intubation at the hospital under the observation of ER doctors and staff. The procedure went very smoothly, and the patient was transported to Intermountain Medical Center in stable condition. Chief Doshier commented it was

great to have the first intubation performed in a controlled environment with other medical staff present.

Chief Zanetti said the call volume for November was about average, and the crews were busy over Thanksgiving weekend. The new recruits will be in the field beginning Sunday.

Chief Zanetti commented the house in Deer Valley that recently caught fire will be completely torn down at a loss of about \$12M. FM Owens said the fire was electrical in nature and was caused by a generator that was being repaired. He said the house took about 3 years to build, and the family had only been in the house for 3 months. Chief Zanetti said that loss is most likely the largest we have ever seen, but FM Owens said when you think about the overall value of property that PCFD protects, the amount of loss that we have per year is still very low.

## **II. October 2024 Financials Review**

CFO Barney said 83.3% of the year had passed as of the end of October, and we were at 76.6% of the budget, which is 6.7% under budget. Last year at that time we were at a similar percentage. Our reserves are \$1.6M higher and our combined fund balances are \$3.7M more than they were at the end of October last year.

Regarding the November check register, there was a \$104K last payment to North Ridge Construction for Station 34, and there was a \$55K payment to J Comm Corporation for the radios we purchased in preparation for the P25 radio update.

## **III. 2025 Budget**

There have been no changes made to the 2025 budget since we reviewed it in November, but there has been one amendment made to the 2024 budget under general liability insurance. CFO Barney said an additional \$10K was added to that line item because the cost of adding engines and all ambulances to the policy was a little higher than he thought it would be.

The 2025 budget is \$447K more than last year's budget, which is a 1.8% increase and fairly flat compared to other years. Secretary Hanrahan asked if the budget has been presented to the County Council yet, and CFO Barney replied it has. Chief Zanetti said we will go before the County Council again tomorrow for the final approval. He said we can hopefully keep working toward simplifying the process, and he would like to have council members who have any questions come to PCFD to work through them.

Chief Zanetti said he would also like the County Council to visit with the department heads from all the districts so we can give them a presentation of where we have been and where we are going and have a candid conversation about how the districts and the County can help each other.

Secretary Hanrahan said the financial projections show that we will be about \$2M under budget this year and asked if that is correct, and CFO Barney replied we will be closer to \$1M under budget. This is mainly due to payroll adjustments with retirements, the consideration of vacation and sick time available to employees, and the overestimation of overtime hours worked. HR Berry said the insurance premium holiday in December also contributes to being under budget for the year.

Chief Zanetti commented the engines and ambulances we order are now taking longer and longer to be delivered. This means even though we may have an apparatus cost budgeted for a certain year, we are not paying for it until it is delivered, which could be a year (or more) after we originally budgeted for it.

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

CFO Barney said he and Chief Zanetti completed the fraud risk assessment, and we are good on everything except not having a CPA on staff. The assessment was provided to the Board for informational purposes only and does not require a vote for approval.

#### **V. Zions First National Bank Lease**

CFO Barney commented the Zions lease agreement is the same documentation we prepare every year that states we have set aside money in our budget to be able to pay our bond payments for the next year. This will be approved in the regular meeting later this evening and then signed by Chief Zanetti. Once the agreement is approved and signed, we will send it to Zions Bank. There were no questions on the lease agreement.

#### **VI. 2025 ACB Meeting Schedule**

The 2025 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 except for July, as there will be no meeting in July.

Chief Zanetti commented the County Council is extremely busy right now, and he does not anticipate them determining which of our Administrative Control Board terms have expired and need to be reappointed or filled until sometime in January. We know three of our Board members' terms will be up for reappointment, and hopefully they will just reappoint those that would like to stay. Chief Zanetti also commented we will need to elect Board officers during the January meeting.

## **VII. Fire Prevention Update**

FM Owens said Deer Valley is planning on restructuring their Snow Park base parking lots and there has been a lot of public comment on it. The project is starting to move forward, and one of the biggest concerns the community has is the fire hazard potential. There was some misinformation being circulated that PCFD would not have access to certain areas because the roads were too narrow, but that is not the case. FM Owens said PCFD was involved in the first conversations regarding the underground parking project to make sure we would have the access we needed and that it would be safe for our personnel to drive underground in the parking structure. There is also plenty of space for our apparatus to be able to turn around. There will be no space for street parking any longer, all parking will be underground. The estimated completion date for this project is 3.5 to 4 years.

FM Owens said the Snow Park project also involves new residential buildings including a hotel. There will be protected stairwells in the residential buildings that will allow firefighters to get in and out of buildings all the way down to the street, and in some cases, all the way down to the parking structure. Additionally, there is a place where we can park our engines and hook up to empty fire department connections that allow our firefighters to connect hoses to the building's water supply system so we can have water throughout the fire. Standpipes will also be provided for us.

FM Owens said there is also a phased Canyons base parking lot project that will be completed over a couple of years. Treasurer Miller asked if PCFD will have easier access to this parking garage, and FM Owens replied it will be an open garage and we will be able to get to all parts of that building.

**Work Session Concluded:** 6:31 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
December 3, 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

**Administrative Control Board regular meeting called to order:** 6:31 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, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, FM Mike Owens, 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 5, 2024, Meeting Minutes**

Admin. Asst. Colgan commented during the November 5 regular meeting, a motion to approve the October 1 regular meeting minutes was seconded by Vice Chair Butwinski. However, Vice Chair Butwinski was not at the October 1 meeting and, therefore, should abstain from voting for approval of the October 1 meeting minutes. A new motion to approve the October 1, 2024, meeting minutes was made by Secretary Hanrahan and seconded by Board Member Briley. Those in favor were Treasurer Miller, Secretary Hanrahan, and Board Member Briley. The motion passed unanimously, 3-0. Vice Chair Butwinski abstained from voting, as he was not present for the October 1, 2024, meeting.

With the amendment noted above, Board Member Briley made a motion to approve the minutes of the November 5, 2024, Administrative Control Board meeting. 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.

### **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 to Recommend the 2025 Budget to the Governing Board for Final Approval**

Secretary Hanrahan made a motion to recommend the 2025 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 Zions National Bank Lease Agreement**

Board Member Briley made a motion to approve the Zions National Bank lease agreement. The motion was seconded by Secretary Miller. 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 2025 Administrative Control Board Meeting Schedule**

Treasurer Miller made a motion to approve the 2025 Administrative Control Board meeting schedule as discussed in the work session. 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.

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

Secretary Hanrahan 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 Briley. 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 2025 Budget of the Local Building Authority**

Treasurer Miller made a motion to approve the 2025 budget of the Local Building Authority. 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.

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

Secretary Hanrahan 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 Board Member Briley. 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**

Secretary Hanrahan commented the thank you note the District received was very nice.

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

The PCFD holiday party will be at 7:00 p.m. on December 11 at Alpine Distillery in Park City.

Treasurer Miller asked to have a discussion regarding the Park City High School docudrama on the April 2025 meeting agenda.

**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 Board Member Briley. 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 6:36 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 7, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.