

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
January 7, 2025**

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: 5:37 p.m.**

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

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Max Doshier, FM Mike Owens, Captain Mike Dean, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

**Additional Attendees:** Dr. Scott McIntosh

## **I. District Updates**

Chief Zanetti said considering the current ski patrollers strike, the District did not have any major issues regarding transports during the busy holiday season.

Chief Zanetti said the Sundance Film Festival will start soon, and we do not know if it will be here next year or not. FM Owens said PCFD will be providing standbys for three nights at the festival this year.

Lunch was provided for crews on New Year's Eve and New Year's Day by the Appreciative Citizens Group. Chief Zanetti said we are very busy on both of those days, and the crews were very grateful to have it.

The station bid was completed last month and personnel moved into their new stations on January 5, including newly promoted captains and engineers. Captains Dehn St. John and Ron Palmer are retiring next week, they are long-term captains with PCFD who have served the community very well.

Chief Zanetti said there are continuing problems with the P25 radio update, and it has been operations priority to get solutions in place. Chief Lewis said the new radios do not work nearly as well as the radios we were using before, and the issue is not isolated to PCFD. He said internal videos updating personnel on work-arounds and fixes have been distributed as information becomes available.

Chief Lewis said a meeting with the Utah Communications Authority is scheduled tomorrow to discuss issues, see what they are doing to fix the problems, and discuss what we can do internally to help resolve this. Chief Zanetti commented this will likely be a topic of discussion at the annual

Utah State Fire Chief's Conference in mid-January, which he and the other administrative chiefs will be attending.

The annual report is under preparation and will be available at the next Board meeting.

## **II. Medical Control Review**

Chief Zanetti introduced Dr. Scott McIntosh, who is our medical control director and works for the University of Utah Hospital. Chief Lewis said the critical care program has been a big endeavor for PCFD and a great benefit for the community, and Dr. McIntosh has been instrumental in getting it going. Chief Lewis said Dr. McIntosh coordinates with the state medical director and helps us obtain medication variances among other things, and he is invaluable to PCFD's operation.

Dr. McIntosh said he was first involved with Summit County around 14 years ago as the medical director for the entire county, and the personnel PCFD has now is the highest clinical and most skilled team in the span of time he has been here.

After Park City Hospital opened and before there were any discussions of a critical care program at PCFD, critical care transports from the hospital required using medical helicopters. A couple of years after the hospital opened, they started the "Ground LifeFlight Team," which involved an emergency department nurse who would accompany one of PCFD's EMS teams to the valley.

Dr. McIntosh said he saw an opportunity for our EMS personnel to advance their skills and provide the same service, and that was the beginning of the critical care program. Some of the things we did early on included purchasing ventilators, receiving variances to transport patients with stable drips, and providing training on finger thoracotomies.

Then around seven years ago, rapid sequence intubation (RSI) began being performed by a handful of agencies in the state, and it was something our crews wanted to be able to do. Dr. McIntosh said at that time he suggested we wait because he did not feel like we were ready, but it then became obvious to him that we were. A packet of information was then created over a couple of years outlining the entire process of training on advanced airway skills.

Dr. McIntosh said we sent our training packet and a variance letter to the State requesting permission to carry medications necessary for RSI, and the packet was well received and became a model for RSI and other advanced training programs. The District has come a long way with the program, and the two rapid sequence intubations that have been performed by PCFD to date have gone very smoothly. Dr. McIntosh said he is confident in what we are doing. Chief Zanetti said he is very grateful for Dr. McIntosh's involvement with the District and appreciates everything he has done to get us where we are today.

Chief Zanetti then introduced Captain Mike Dean, a paramedic who was recently promoted to captain. Captain Dean has played an integral role in advancing our program. Chief Zanetti said

Captain Dean is a good example of how the District is fostering personnel who want to take their training and skills to the next level, and it fosters higher recruitment, mentorship, and retainment.

As discussed during the last Board meeting, the first RSI our crews performed was in a hospital setting. Captain Dean said the second intubation we performed was on an elderly female who had fallen into a lit fireplace and was badly burned. The soft tissue inside a burn victim's mouth swells and closes the airway, and this causes significant respiratory distress. The RSI program we implemented on July 1, 2024, is the reason the patient is alive and is now in the burn unit of the University of Utah Hospital. This incident was the pinnacle of saves and utilized all the years of training and expertise from one of our most experienced flight paramedics.

### **III. November 2024 Financial Review**

CFO Barney said at the end of November, 91.7% of the year had passed and we were at 83.2% of the budget. There will be an ambulance refurbishment in December that will take up some of the difference. CFO does not anticipate any problems by the end of the year.

We have received \$10.5M in property taxes, and CFO Barney said he was expecting around \$4.2M more. He contacted the County and discovered the due date for taxes had been changed from November 30 to December 3, and there is about \$4.5M still coming to the District for 2024.

CFO Barney said he will have the 2024 end-of-year review at the February meeting, and he will be preparing for the 2024 audit during the entire month of February. The auditors, Larson & Company, will be on site the first week of March to conduct their field audit, and they will give the audit presentation at the April meeting.

Secretary Hanrahan said the "operating transfers out" and "operating transfers in" line items are always identical and zero each other out, and he asked how that works. CFO Barney said there are 5 funds in the District, and when you transfer from one, it goes into another, so they will always balance out.

### **IV. Policy Review**

HR Berry said PCFD Policy Section 13, Disciplinary Procedures, has been clarified to reflect what two days off without pay is for administrative employees working a four-day workweek, which is four days off. This timeframe equates to about one week for both suppression and administrative personnel now. This is the maximum amount of disciplinary time that can be handed down where employees cannot appeal that disciplinary action. The Board will vote on the approval of this clarification during the regular meeting this evening.

CFO Barney commented the UASD legislative policy committee will begin reviewing upcoming legislature on the last Tuesday of January. He said he will have more information on what is happening during this session once the committee starts meeting.

## **V. Election of Administrative Control Board Officers for 2025: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

HR Berry said officers for 2025 will need to be elected in the regular meeting this evening. In review, currently Jeremy Rubell is the Chair, John Hanrahan is the Secretary, Alex Butwinski is the Vice Chair, Christina Miller is the Treasurer, and Steve Briley is a Board Member. Vice Chair Butwinski asked if we would need to hold a re-election at the February meeting if elections are held this evening and one or more of the Board members is not reappointed, and HR Berry replied that is correct. Nominations will be made during the regular meeting this evening.

## **VI. Year-End Call Statistics**

A summary sheet of 2024 incident numbers and types was provided to the Board. Chief Zanetti said there are currently nine main categories of incidents that the NFPA requires agencies to report, and each of those have many subcategories underneath them. He said to better understand what type of incident we respond to most, we take those nine categories and group them into two major categories, fire and EMS. In 2024, our calls were approximately 57% EMS and 43% fire. In 2026 the NFPA is going to a new coding system that will provide more consistency in reporting across agencies.

Chief Zanetti said our call volume has consistently gone up every year except during COVID. He said both he and Chief Emery believe the District is probably plateauing in call volume. We had approximately 6,000 calls this year, and Chief Zanetti said he wanted to see if the ski patrol strike had an effect on our call volume during the holidays. We ran the call volume between December 25 and January 2 for the end of 2023 and 2024, and it was about the same number of calls, so it really had no effect on us.

Chief Zanetti said when you break down fire and EMS and look at the number of transports, we transported as many patients in 2024 as we did in 2023, which is another indicator we are plateauing. He said the legislature will be looking at possible changes in ambulance billing rates due, in part, to insurance companies no longer paying for supplies, so we will be watching any such legislation closely.

**Work Session Concluded:** 6:35 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
January 7, 2025**

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:** 6:37 p.m.

**Board Members Present:** Jeremy Rubell, Alex Butwinski, Christina Miller, John Hanrahan, and Steve Briley (via Teams)

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, 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. Roll Call**

Jeremy Rubell began the meeting by conducting a roll call.

**II. Approval of December 3, 2024, Meeting Minutes**

John Hanrahan made a motion to approve the minutes of the December 3, 2024, Administrative Control Board meeting. The motion was seconded by Alex Butwinski. Those in favor were Alex Butwinski, Christina Miller, John Hanrahan, and Steve Briley. The motion passed unanimously, 4-0. Jeremy Rubell abstained as he was not present for the December 3, 2024, meeting.

**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. Election of Administrative Control Board Officers for 2025: Chair, Vice Chair, Clerk/Secretary, and Treasurer**

John Hanrahan made a motion to elect Alex Butwinski as Chair, Steve Briley as Vice Chair, Christina Miller as Treasurer, and John Hanrahan as Secretary for the 2025 Administrative Control Board. The motion was seconded by Christina Miller. Those in favor were Jeremy Rubell, Alex Butwinski, Christina Miller, John Hanrahan, and Steve Briley; the motion passed unanimously, 5-0.

### **B. Possible Approval of PCFD Policy Section 13, Disciplinary Procedures**

Secretary Hanrahan made a motion to approve PCFD Policy Section 13, Disciplinary Procedures, as discussed in the work session. The motion was seconded by Treasurer Miller. Those in favor were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, and Board Member Rubell; the motion passed unanimously, 5-0.

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

There were no comments on the staff reports.

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

Vice Chair Briley commented the District has lost some firefighters over the past year and is wondering if there is a retention issue. Chief Zanetti replied firefighters have left for a variety of reasons, and the issue is not unique to PCFD. He said he believes our retention rate is about the same as other agencies, and he will gather some retention data from other departments and discuss this further at the next Board meeting.

## **XI. Closed Meeting**

Board Member Rubell 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 Secretary Hanrahan. Those in favor were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, and Board Member Rubell; the motion passed unanimously, 5-0.

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 6:56 to 7:54 p.m. Those in attendance were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, Board Member Rubell, and Chief Zanetti.

Treasurer Miller made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Chair Butwinski. Those in favor were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, and Board Member Rubell; the motion passed unanimously, 5-0.

Those attending the remainder of the regular meeting were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, and Board Member Rubell, and Chief Zanetti.

## **XII. Adjournment**

Chair Butwinski made a motion to adjourn the regular meeting and it was seconded by Treasurer Miller. Those in favor were Chair Butwinski, Vice Chair Briley, Treasurer Miller, Secretary Hanrahan, and Board Member Rubell; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:55 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 4, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.