

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
February 4, 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: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), and Board Member Nate Brown

Board Members Absent: Vice Chair Steve Briley (excused)

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

I. Oath of Office to be taken by Board Member Nate Brown

CFO Barney administered the Oath of Office to Board Member Nate Brown as follows:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity."

II. Roll Call

Chair Butwinski conducted a roll call.

III. Approval of January 7 and January 10, 2025, Meeting Minutes

With a minor correction to the January 7, 2025, meeting minutes, Secretary Hanrahan made a motion to approve the minutes of the January 7 and January 10, 2025, Administrative Control Board meetings. The motion was seconded by Board Member Rubell. Those in favor were Chair Butwinski, Secretary Hanrahan, and Board Member Rubell. The motion passed unanimously, 3-0. Board Member Brown abstained as he was not present for either January meeting.

IV. Public Input

Former Board Member Christina Miller said she was sad her last term as a commissioner has expired and offered her services to the District should they ever be required.

V. Board Member Reports and Business

A. Correspondence

Secretary Hanrahan commented on a serious skier vs. tree incident that happened in January and asked about the logistics of getting the patient to a medical helicopter. Battalion Chief Briley said the estimated arrival time of the helicopter to the ski patrol landing zone was too far out, so the patient was taken by ambulance with our critical care paramedic team to the Bear Cub landing zone to keep the patient moving towards definitive care. Secretary Hanrahan asked if District personnel ever fly with the flight crew, and Battalion Chief Briley replied sometimes they will but there are specific weight margins that need to be adhered to.

B. Financial

There were no questions regarding the financials.

VI. Old Business

There was not any old business.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Closed Meeting

Secretary Hanrahan 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 Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, and Board Member Brown; 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 6:45 to 7:25 p.m. Those in attendance were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, Board Member Brown, Chief Zanetti, and HR Berry.

Secretary Hanrahan made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, and Board Member Brown; the motion passed unanimously, 4-0.

District personnel attending the remainder of the regular meeting were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, Board Member Brown, Chief Zanetti, Chief Emery, and HR Berry.

IX. New Business

A. Succession of the Fire Chief

Chief Zanetti said Deputy Chief Emery took over the Training Division in 2017 with the full support of himself and Chief Hewitt. Chief Emery made tremendous improvements in our training curriculum and provided a clear direction for progress. Based on the energy and leadership qualities Chief Emery displayed as the Training Officer, Chief Zanetti said he and Chief Hewitt both agreed they could see Chief Emery becoming the Fire Chief one day.

Secretary Hanrahan said the Board believes the next Fire Chief should be hired from within the organization if you have someone in the department who has the qualifications, and we are fortunate to have that with Chief Emery. Secretary Hanrahan said he feels completely confident in what Chief Emery has accomplished and will continue to accomplish.

Board Member Rubell said Chief Zanetti has always spoken highly of Chief Emery's skills. Chief Emery's performance and the mentorship Chief Zanetti has provided Chief Emery for this position over the past few years is quantified in his resume and qualifications that the Board has reviewed. The relationship between Park City and the District is in a good place and would continue to grow with the ideas Chief Emery shared in his interview with the Board. Board Member Rubell said it is an exciting time to carry on Chief Zanetti's legacy into the next era of the District.

Former Board Member Christina Miller commented she has watched Chief Emery grow over the past 12 years and said she had several discussions with Chiefs Hewitt and Zanetti regarding her excitement about Chief Emery's succession to Fire Chief. She said the District is in a great place and Chief Emery will take it to new heights.

Chief Zanetti said he is officially resigning from Park City Fire District on May 1, 2025. He said he would not leave until he felt he was leaving the District in good hands, and it would be under Chief Emery's leadership.

In summary, Chair Butwinski said he agrees with the sentiments that have been expressed, and Chief Emery has more energy than anyone he has ever met. Chair Butwinski said he would be great as the next Fire Chief. Chair Butwinski and the rest of the Board then congratulated Chief Emery on his appointment to Fire Chief beginning May 1, 2025. Chair Butwinski said the appointment confirmation is contingent on Summit County's approval of the final contract.

X. Adjournment

Board Member Brown made a motion to adjourn the regular meeting and it was seconded by Secretary Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, and Board Member Brown; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:34 p.m.

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

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
February 4, 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: 5:35 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), and Board Member Nate Brown

Board Members Absent: Vice Chair Steve Briley (excused)

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

I. District Updates

Chief Zanetti commented Christina Miller has completed her final term as a member of the Park City Fire District's Administrative Control Board and thanked her for her dedication and hard work. Chief Zanetti then introduced and welcomed Nate Brown, who was appointed by the Summit County Council to take Ms. Miller's position on the Board.

Chief Zanetti said the P25 radio update issues are still ongoing. During a meeting with the Utah Communications Authority (UCA), many of the issues we are having were identified as a problem with the Jordanelle repeater crossing signals with another cell tower. This is being addressed by UCA, and we received some information on different antennas that may help and how we can adjust things internally. Information continues to be distributed to the crews as it becomes available.

Chief Zanetti said the other big issue the District is dealing with is significant leaking at Station 34, which has been going on for about 3 weeks. FM Owens was finally able to get together with the architect and the builder, and the architect said it is not the District's problem, and it will be handled between the architect, his managing partner, and the builder. An investigation was begun and possible causes have been identified, including a mis-installation of the vapor barrier. The problem will continue to be addressed until it is fixed, and once it is, a disaster clean-up agency may need to be contacted to repair damage.

The 2024 annual report has been completed and distributed to the Board. Chief Zanetti said he will email it to the Park City Council.

Chief Zanetti said we performed EMS standbys for three days during the Sundance Film Festival with no difficulties encountered. Board Member Rubell asked how having upper Main Street shut

down to vehicle traffic this year worked, and Chief Zanetti replied from the District's standpoint it worked very well. Chief Zanetti commented lower Main Street, however, was gridlocked.

Chief Zanetti said he and FM Owens attended the annual fire caucus luncheon at the capitol yesterday, and they were able to visit with three representatives. He said the luncheon did not have the showing it usually has with the legislators, and this may be due to the reading of the controversial labor bill that was concluded just prior to the luncheon.

II. Legislative Update

Chief Zanetti said there is a bill regarding ambulance billing and another concerning ground ambulance interfacility transport services that we are following, among others. FM Owens gave a brief summary of some of the bills we are watching:

- SB 0103, Fireworks Revisions: Prohibits the sale of fireworks in restricted discharge areas under certain circumstances.
- HB 65, Firefighter Cancer Amendments: Expands the list of cancers that presumptively arise from service as a firefighter. Agencies would be required to test for certain cancers, and the frequency would be determined by the age of the firefighter.
- HB 267, Public Sector Labor Union Amendments: FM Owens said this bill is not very beneficial and is currently held up in the Senate.
- SB 168, Public Employee Negotiation Amendments: This bill was created after HB 267 to replace it and seems to have more support from many different unions.
- HB 301, Ambulance Provider Payment Amendments: Codifies a base rate for ground ambulance transports; provides a method for updating the base rate each year; prohibits a ground ambulance provider from charging rates that exceed established rates; prohibits balance billing; and requires an insurer to allow for established rates. This bill would not allow providers to charge for supplies used during transports; the cost of supplies would be rolled into the base rates for ground ambulance transports.
- SB 215, Emergency Medical Services Modifications: Among other items, this bill directs and grants exclusive authority to municipalities and counties to ensure that a minimum level of ground ambulance interfacility transport services is provided within the respective municipality or county.

Chief Lewis said the bill was created, in part, because there are some very rural agencies that cannot provide an ambulance for interfacility transports. This would allow hospitals to run an EMS service out of their facility. Chief Emery added the bill contains language that counties and municipalities are required to provide transport services, which is like the bill passed last year requiring 911 services to be provided.

Chief Zanetti commented Darin Bushman, the current director of the Bureau of EMS, is very sharp and has facilitated some good changes in the bureau. Chief Zanetti anticipates he will represent EMS agencies well throughout the legislative process.

III. 2024 Financial Review

CFO Barney said at the end of 2024 there was a surplus of \$2.4M and it was placed into reserves. We received more in taxes than was budgeted, and we received \$1.3M in interest and \$3.8M in ambulance fees. We also received \$244K in impact fees. We spent 90.5% of the 2024 budget, and in 2023 we used 92.3% of the budget. CFO Barney said by 2029 or 2030 we may be ready to build the new Station 35 and a portion of the reserves will be spent then.

CFO Barney said during February he will be preparing materials for the 2024 audit, and the auditors will be performing their field audit during the second week of March. They will give their presentation to the Board during the April meeting.

IV. Fire Retention

Chief Zanetti said during the last meeting, Vice Chair Briley brought some concerns regarding firefighter retention. In 2024 we lost a record-high 8 employees to other departments, which does not include retirements. These employees left for promotions at the new agencies and/or to be closer to home for various reasons. Chief Zanetti said when employees make it known they are leaving, we meet with them and show them what they will be losing and how we compare with other agencies to try to convince them to stay.

Chief Zanetti mentioned some of the resignation letters received expressed gratitude for working with PCFD and the incredible individuals in the organization, the invaluable experience and training they received while here, and that their decision was made with a “heavy heart.”

Chief Zanetti said other similarly sized agencies were contacted regarding their retention in 2024. South Davis has 5 stations and they lost 7 employees; West Valley has 6 stations and they lost 9; and Draper has 3 stations and lost 10 employees.

Chief Zanetti said laterals started to be offered by other agencies for paramedics over 10 years ago, and the shortage of paramedics still exists today. He said relatively speaking, we have not really lost that many. Now laterals are being offered to firefighters, and this has affected us a bit over the last 3 years and is a concern for the fire service in general.

Chief Zanetti said PCFD has never offered laterals because long-term repercussions can result. For example, if PCFD hires a 10-year captain from an outside agency because we need a captain, the young PCFD firefighters that want to promote do not have an opportunity to do so, and this could create problems including, but not limited to, personnel wanting to leave.

Chief Zanetti said PCFD is currently fully staffed and we had close to 100 applications for the last firefighter recruitment cycle. He mentioned some agencies have a policy where personnel who leave can come back, but PCFD does not. Once someone leaves, we need to fill and sometimes promote for their position; however, there have been a few instances in the past where we brought someone back, and this can be at the discretion of the Chief.

V. Medical Control Monthly Meeting

Chief Lewis said a medical control meeting is held on the second Monday of each month at Station 36. Personnel can attend either in person or via Teams. During these meetings, Dr. McIntosh and two U of U fellows provide valuable education to our crews. The meetings are recorded and put on our training platform so everyone can watch the video. Chief Sharrar added call reviews have been added to the meeting so we can review any serious calls our crews have responded to over the month. The Park City Hospital ER medical control doctor, Dr. Austin Smith, also attends these meetings as well as their trauma nurse manager.

Chief Sharrar mentioned PCFD was invited to participate in a double-blind study within our organization sponsored by the Department of Defense regarding high acuity trauma patients and the effects of using Fentanyl or Ketamine. This opportunity was presented to us through Dr. McIntosh's association with PCFD and is another example of how valuable he is to our organization. Chief Emery added due to Dr. McIntosh's experience and expertise, having him as our medical control director allows PCFD to apply for and receive variances for medications and perform procedures other agencies do not typically have in their programs.

VI. Other Divisional Updates

Chief Zanetti said he is still working on withdrawing PCFD from the Elektron Solar Project that the County required us to start paying into last year. He said once we started paying into it we needed to wait a year to withdraw from the program, which has now passed, and he will be contacting the County's Sustainability Program Manager regarding possible solutions.

PCFD has solar panels on all of its buildings except Station 37 because the Promontory HOA will not allow it, so we are doing our share to reduce the carbon footprint and it has really paid off for the District.

Work Session Concluded: 6:35 p.m.