

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
March 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 Darren Nelson, CFO Del Barney, and Admin. Asst. Debbie Colgan

**I. District Updates**

Chair Butwinski commented a letter has been prepared for the Summit County Council regarding the appointment of Deputy Chief Emery as Fire Chief upon Chief Zanetti's retirement. The letter requests the Council's consent, and Chief Zanetti said he will get it on the Council's agenda to make it official.

Chief Zanetti said HR Berry and CFO Barney attended a health insurance meeting yesterday regarding different options for the County's health plan moving forward. Several years ago, PCFD was asked to enroll in the County's insurance plan, and we were self-insured prior to that. Chief Zanetti said the County has grown and taken on several more districts since then, and they really do not need PCFD on the plan anymore.

Overall, the insurance is doing very well and there have been a few premium holidays. There is about \$6.7M in health insurance reserves, and of that amount, \$3.2M are fire district reserves. Chief Zanetti said the County wants to combine all the reserves together, and when that happens, he hopes we have the option to either voluntarily opt out and go back to being self-insured or stay enrolled and start all the districts back to zero. This could be done by using reserves as holidays (6 months) until the reserve is mostly used. This would benefit everyone.

Chief Zanetti said if we opted out of the County's plan, it is unclear whether the District would get the \$3.2M in reserves back. There are currently no by-laws, policies, or an agreement in place on how the plan should be run, and that will need to change if we are required to stay with the County to keep everything fair. CFO Barney said a rough draft of a policy will be presented by Ryan Stack at the meeting next month, and hopefully we will have more information after that.

Secretary Hanrahan commented a discussion point should be that the District was doing well before it was pulled into the County's plan against its wishes, and we were pulled in because we dropped the premiums for everyone else, so we've done our part.

Chief Zanetti said increasing the ambulance fleet has been a goal and we were hoping to get a refurbished ambulance in service during the ski season, but it is running behind. We also have another ambulance on order. We have not really had any issues with our ambulances, and there is only one month left in our busy ski season. One of our new ambulances was hit, but it is still in service and only sustained cosmetic damage that will be repaired after the busy ski season. North Summit Ambulance is still working to build their fleet and we are prepared to lend them an ambulance if needed.

Chief Zanetti said RFPs are out for the development of the Cline Dahle property. The District has asked that two acres be carved out for the new fire station with direct access onto Rasmussen Road. We have asked to have our portion as far west as possible, which will give us the quickest response. Chief Zanetti said he and FM Owens attended several open houses over the last few years with public input on what they want to see on the property, and everyone was happy with the proposal of a fire station there. Currently, affordable housing, an aquatic center, and a fire station are proposed to be built on the 17-acre property. RFPs need to be submitted by the end of the month.

Chair Butwinski asked about a deal for two acres in the Cline Dahle parcel in exchange for Station 35 on Kilby Road. Chief Zanetti said Basin Recreation has expressed interest in the fire station. He recently gave a tour of Station 35 to Basin Recreation's manager, her staff, and their newly hired mechanic.

Secretary Hanrahan asked if the two acres in the parcel are going to be given to the District, and Chief Zanetti replied he has suggested it would be in exchange for Station 35. He said no official agreement has been reached, but he has suggested this exchange in front of the Summit County Council several times. More discussions on this will happen as the project progresses.

Board Member Brown commented a long-standing interlocal agreement regarding the use of space and fields between Basic Recreation, the city, and the school district is starting to dissolve as things have changed.

Chief Zanetti said there are just a few internal radio updates left to complete, and Chair Butwinski said there was a news story on television last night regarding the radio update problems various cities were facing and how dangerous they were. Chief Emery said we are doing well compared to a couple of months ago when the update first went into effect, and Chief Nelson commented that communications are much better now.

Chief Zanetti said we are looking at a less expensive option for updating computers in the engines by moving to tablets. We already have tablets in the ambulances.

Chief Zanetti said the training tower is aging and there are some safety concerns with it. We are discussing the best direction to take with the tower moving forward, and we are most likely going

to move away from live burning. There are two live burn rooms in the tower, and if we do not update them, we do not need to put much money into the tower to get it up to date. Live burning can cause damage to the structure and is a health risk to our personnel.

Our largest-ever promotional ceremony will be held on Thursday at 6:00 p.m. at the Ecker Hill Middle School. Sixteen personnel will be promoted during the ceremony. Board members are encouraged to attend.

Chief Zanetti said he will be holding an open house for his retirement on April 17. More details will be provided at the next meeting.

## **II. January 2025 Financials**

CFO Barney said 8.3% of the year has gone by and we have spent about 7% of the budget. Interest income has continued to grow. Secretary Hanrahan asked where the financial assets are invested, and CFO Barney replied they are invested in the Public Treasurer's Investment Fund (PTIF). Chair Butwinski asked if that fund pays less than the open market, and CFO Barney replied it pays a little less. He said the combined fund balance is \$29M right now.

Secretary Hanrahan asked what the money in the capital outlay line will be used for, and CFO Barney said it will be used for the two engines we are planning on receiving. Chief Emery said we are expecting one of the engines this spring, and we wanted to have money available in case we can get the second engine later this year.

## **III. Station 34 Repair**

In review, Chief Zanetti said Station 34 has a leaky roof, and the architect and the builder originally said they would take care of the problem between them, but that has changed. Chief Lewis said there are still some things on the checklist that the contractor has not checked off from the original build, so there are some issues still remaining there. We had to install snow fence to keep snow and ice from sliding off of the roof onto the sidewalk, and that brought issues with the station to the forefront. There is still a lot of snow on the roof, so it is difficult to determine where exactly the leaking is coming from.

Chief Lewis said there is water coming down the wall inside the station and into the first-level bay, which resulted in having to tear out drywall, and there are other places in the station where water is coming out of the ceiling and down the walls as well. We need to make repairs to the station and formulate a permanent fix so this does not happen again.

We have had multiple meetings with the contractor and the architect together, and each of them is claiming the other is responsible and progress is not being made. An insurance adjuster has visited the station, we are seeking the professional opinion of an engineer, and we have reached out to an outside attorney with experience in these matters to get some advice on how to move forward.

Chief Emery commented it is possible that the roof may need to come off so insulation can be properly installed. This would mean the solar panels we installed on the roof would also have to come off.

Chief Zanetti said command staff have been in constant communication with personnel regarding what is happening with station repairs and the efforts we are making to permanently fix it.

#### **IV. Legislative Update**

CFO Barney said the legislative session will conclude Friday night and there aren't many new developments. HB 391 grants authority to the Bureau of EMS to develop a schedule of fines the bureau could assess and collect, and the fines would go into a fund that would aid agencies who cannot afford to purchase ambulances. There have not been any changes to the cancer or ambulance rate bills since we last discussed them.

Board Member Rubell asked if the District was aware of a bill regarding assessing an additional tax on private landowners in the wildland-urban interface (WUI) area for mitigation efforts. Chief Emery said he saw it, and he will look at it again and get back to Board Member Rubell.

#### **V. Wildland Forecast and Fireworks**

Chief Emery said the landscape has changed at the federal level, and there are a lot of questions regarding what is going to be funded in the upcoming wildland fire season. He said he has heard there will be no engine crews for the US Forest Service this summer. This does not really affect us directly, but it will affect North and South Summit, which in turn may affect us. The State has stepped up and will have four helicopters available, and it is trying to contract with a large air tanker out of Colorado Springs that will serve both Colorado and Utah.

Chief Emery said the big concern is there will not be any federal air resources available outside of state resources. Most of the air support Summit County received during the Parleys Canyon Fire in 2021 were federal resources, and that is what stopped the fire. As of right now, there are not any contracts signed with the federal government.

As a result, Chief Emery said the District will be more aggressive on red-flag days this summer, and we will be up-staffing crews and apparatus both in town and out in the county. He has been discussing an ordinance with FM Owens regarding banning open burns and fireworks in the Snyderville Basin and Park City Municipal in the areas during certain times of the year. This proposal would need to be brought before the County Council, and it would only be applicable to our district.

Chair Butwinski asked if Park City would need to be involved in this, and Chief Emery replied an ordinance would cover the county and city, or we could do a burn restriction that would need to

be run through the State Forester. Board Member Rubell said Park City has placed bans for at least the past couple of years based on the recommendations from the District.

**Work Session Concluded:** 6:37 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
March 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 Darren Nelson, CFO Del Barney, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. Approval of February 4, 2025, Meeting Minutes**

Board Member Rubell made a motion to approve the minutes of the February 4, 2025, Administrative Control Board meeting. The motion was seconded by Secretary John Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, and Board Member Brown. 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**

There was not any new business.

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

Secretary Hanrahan asked about the circumstances around a medical incident involving an elderly patient that required a rapid sequence intubation (RSI) by our critical care crew. Chief Emery replied crews were dispatched for a patient who had fallen and sustained a head injury. Upon the crew's arrival, the patient's initial blood glucose level was within normal range, and they proceeded through the protocol for a head injury. However, by the time the patient arrived at the hospital and more tests were performed, the conclusion was the patient had experienced a diabetic emergency. The patient has since been released from the hospital.

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

CFO Barney said Larson & Company will be presenting the 2024 audit review at the April meeting, and open meetings training for the Board will be held at the May meeting.

## **XI. Closed Meeting**

There was no need for a closed meeting.

## **XII. Adjournment**

Secretary Hanrahan made a motion to adjourn the regular meeting and it was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, and Board Member Rubell; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:44 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 1, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.