

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
October 3, 2023**

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 electronically via Zoom

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

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

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. EMS Update

Chief Zanetti said the County has asked for extensions to the interlocal cooperation agreements between Park City Fire District and Summit County regarding all three ambulance services. These agreements have previously signed amendments in place, and the agreements expire on November 2, 2023. The County wants to extend the original agreements and first amendments through 2023, terminating on December 31, 2023, at midnight. Consequently, the County has prepared three new interlocal agreement extensions for this purpose, one for each ambulance service.

Chief Zanetti said in October of 2022, PCFD agreed to provide service to North and South Summit through November 1, 2023, for \$1.8M. If PCFD will continue to provide service through the end of 2023, he believes the County should provide \$360K in additional funds. He said the contract did not specify the amount provided to PCFD, even though he asked for it to be included.

Chief Zanetti said he wants to approach the Summit County Manager and request additional funding, and the Board agreed that would be appropriate. Vice Chair Butwinski asked how the \$360K was determined, and Chief Zanetti replied he took \$1.8M and divided it by 10 months, which is \$180K a month or \$360K for two months. Vice Chair Butwinski said as long as the requested amount is a defensible number, he is comfortable with it. CFO Barney commented the \$1.8M was for a 12-month span, so the actual amount for two months of extended service would be \$300K.

Chief Zanetti said the County would like the Board to sign the agreements tonight, and Chair Rubell commented the agreements can be signed contingent on receiving additional funding. Vice Chair Butwinski asked what happens if the County does not agree to additional funding, and Chair Rubell said we would need to sign new agreements. Chief Zanetti said his recommendation is to go ahead and sign the agreements, but the funding question needs to be presented to the County.

Treasurer Miller said the Board has a fiduciary duty to ask for additional funding so the District is not funding service for the entire county for those months for free. She also said if the County says no and District taxpayers start asking questions regarding this, we can say we brought it up.

Chief Zanetti said he is on the County's meeting agenda for October 11 regarding the agreements, and he will approach Summit County Manager Scott about this beforehand so he is not blindsided.

The 911 contract extension has been signed and command staff are working on what needs to be figured out before the end of the year. The biggest piece that still has not been determined is who is going to provide EMS for South Summit. Chief Zanetti said it is pretty clear it will not be PCFD, and there are rumors that Wasatch County may provide it. North Summit Fire wants to provide the service, and Chief Zanetti said he believes that would be a better choice because it keeps Summit County money in our county and the North and South Summit services could grow together. Chief Zanetti said the focus for PCFD is to take care of employees through the transition and make sure every employee gets offered a job.

Board Member Briley asked how the hiring of a new fire chief in South Summit plays into this, whether they will try to provide their own service or contract out, and Chief Emery said he believes South Summit will contract out for EMS until the new chief settles in. Chief Zanetti said he is not sure where South Summit is on the process of hiring a new chief.

Chief Lewis said North and South Summit will need to get a license and they will need to announce their intention to do so publicly for 30 days. North Summit is in the process of doing that now. For Park City Ambulance it is a simple name change and a signature, we do not have to go through the 30 days' notice requirement.

II. Chief's Update

Chief Zanetti referenced the issue discussed a couple board meetings ago of the Station 34 architect's request for more money, which was declined. The architect has now asked to come into an ACB meeting and to use the Board to act as a mediator to discuss the issue further. Chief Zanetti said he does not think this would be a good idea, but the architect's contract actually spells out for a mediator if it goes to that point. The architect said he is eligible to ask for more money after his 2-year contract expires, which it has. Chief Zanetti acknowledges he can ask for more money, but that does not mean we have to pay him.

The architect has not asked for a specific amount, but Chief Zanetti estimates it would be around an additional \$5K. Chief Zanetti has asked for some clarification on the amount and some other things in the contract, but has not heard back from them yet. He said the architect used the word "mediation" but Chief Zanetti does not think he really wants to do that.

Vice Chair Butwinski said for \$5K it seems like this is a fight we do not want to get into. If we could get him to sign off on \$5K as a full and final payment and get the project completed, that would be the ideal option. Chief Zanetti said there is no question the architect wants to see this

through, it is a signature project for their firm. Treasurer Miller said if we could wait to give the final payment until after the project is completed, that would be better. She said it would cost the District more than \$5K to go through mediation. She also said the ACB cannot act as mediators for this issue because we cannot mediate against ourselves.

Chief Zanetti said the firm has not been paid the final amount, and there has not been a payment made since the end of February. CFO Barney said they have not billed us since then. Chief Zanetti will update the Board with more information on this issue as it becomes available.

Chief Zanetti then introduced Paramedics Logan Rodriguez and Sam Robison. The two medics and others from PCFD will be part of the PCFD chili cook-off team this year. Paramedic Rodriguez said the cook-off is a fundraiser held every year and is sponsored by Utah Disaster Kleenup. It is a competition between various fire departments in Utah and raises close to \$50K every year for the University of Utah Hospital's Burn Camp. This year the chili cook-off is being held on Saturday, October 21 at America First Field in Sandy. Paramedics Rodriguez and Robison brought a batch of their chili for the Board to enjoy.

Chief Zanetti said Captain Rex Florendo, who has been with the District for 28 years, will be retiring on December 31. He also works part-time for the Sheriff's Office and will be retiring from there as well.

The recruit camp started out with 10 recruits and is down to 9 after an injury has forced one recruit to drop out. Chief Greenwood said the injury was a chronic problem for the recruit and involves a prior surgery. The good news is the person will remain with the District as a full-time AEMT.

Chief Zanetti mentioned a 13-year-old patient who survived a full cardiac arrest recently came to Station 33 with his family to visit PCFD, Summit County dispatchers, and the sheriff's deputies involved. BC Doshier said the patient has a history of Wolff-Parkinson-White Syndrome and had a failed ablation about a year ago. PCFD crews worked on the patient, placed a Lucas device (a mechanical compressor device), and drove the patient to an AirMed hotload zone, where AirMed took over and flew the patient to Primary Children's Hospital. BC Doshier said District training on loading patients very quickly into helicopters with a Lucas device on has really paid off. BC Doshier said the patient made a full recovery and is neurologically intact, and he will be going back to school a week after his full arrest.

Chief Emery said PCFD's Instagram account has a story on this pediatric patient as well as videos of the current recruit camp. Some of the newer firefighters are making short videos of recruit camp weekly. He encouraged everyone to start following PCFD on Instagram if they are not already. A video of recruit camp was then shown. The recruits will graduate on December 6, 2023.

III. Compensation Discussion

As discussed in September's meeting, Chief Zanetti said we are starting to look at changes that may need to be made to the compensation scale. He said preliminary numbers show a 4-5%

increase. We will be losing 12 employees who are employed for the eastside as well as the supervisor position, so we are thinking that will save us about 1%.

HR Berry said originally we thought about a uniform increase across the board, but that was not going to take care of market issues, particularly for the position of engineer. Consequently, a deeper market analysis was performed and there are some ranks that need to have some holes filled. This would cost the salaries and wages budget a net 4% to bring everyone where they should be market-wise. Chief Zanetti said he would like to have a discussion on this and then next month we will present a preliminary budget. He said he and Del believe the overall budget for 2024 will be less than this year.

Secretary Hanrahan asked if there is a low and a high range yet, and HR Berry replied the overall impact would be a 5% increase, which would be a 4% net increase after the eastside employees' salaries are removed. The individual ranks increases ranged from 4% to 7%. Chair Rubell said Park City just implemented a 5.5% COLA.

Vice Chair Butwinski asked whether it was a COLA or market adjustments within specific ranks that was going to be made, because both have been mentioned. Chief Zanetti said we can take out the COLA part of it, we are just looking at market adjustments. Originally we were thinking about just a COLA increase, but it would put the engineer group further behind. Money will be allocated to salaries and benefits, and HR Berry will assign money where it needs to go.

Vice Chair Butwinski then asked if it is only a 1% savings on the salaries budget by letting 12 employees go, and Chief Emery replied that is correct because those 12 employees are the AEMT-only ambulance personnel who are the lowest paid and least senior.

Board Member Briley asked if there is a ranking number in mind for where we want our personnel to be in base salary, like #1, 2, 3, etc., or will they just end up where they are based on the percentage they receive. Chief Zanetti said it will be more like the latter, because the ranking is only as good as it is today and will be gone tomorrow. We meet the most competition in the entry-level firefighter position, and that is where we need to focus.

Chief Zanetti said the administration works closely with the Compensation Committee to come up with numbers, and the Compensation Committee provides the information to the crews and fields questions that personnel may be hesitant to ask the command staff. They also make sure personnel know that we want their pay to be competitive, but we have a lot more to offer in terms of benefits. This is where being #1 today is not as important, because we may not be #1 tomorrow. He said it is also difficulty to quantify what #1 really is.

Board Member Briley said if after the proposed increase our personnel end up at say, #4 or 5 in the valley, in six to eight months they may be #7, 8, or 9. With this in mind, why not put them at #2 or 3? Vice Chair Butwinski commented you can easily fall into the trap of always wanting to be #1 and driving the whole compensation picture out of whack. Vice Chair Butwinski said this is something we should think about because it could have severe budgetary implications down the road.

Chair Rubell said to recap, are we saying everyone gets 5% and some positions will get an additional market adjustment, or is it something else? Chief Zanetti said the distribution of the increase will vary based on the market analysis, there is no set percentage. It will cost the District around 5% of the salaries and wages budget, which will be a net of 4% after releasing 12 employees and the eastside supervisor. Chair Rubell asked if we know where this will put us, and Chief Zanetti said he is confident it would place us around #2 or 3.

Chair Rubell said he would be more concerned with the general grouping. He said it is not a straight race to the top because you still have constraints around operating a business. Looking at how financially healthy we are and wanting more employees to move into the Park City area with how expensive it is, Chair Rubell said he would be on board with supporting something that bumps it up to get us into that #1 or 2 spot and is more consistent with what the other agencies are doing.

HR Berry said even with the outliers, if we were consistently #1 with base salary in every single category, it is almost a 9% increase, which would result in an 8% net increase to salaries and benefits. That budget is currently \$16.5M.

Chair Rubell commented perhaps it could be something in between. It looks like we are coming in about a couple million over what we expect this year because of interest income and other things. If we have the funds, perhaps we should use them because it is a lot more expensive to lose an employee. Vice Chair Butwinski said it is to a point, but at some point you need to look at what else is ahead, such as building a fire station in five years. Do we want the taxpayers to fund that, or can we be fiscally responsible and pay employees a better-than-average wage and still balance our expenses?

Vice Chair Butwinski asked for clarification on where we would be if the outliers were excluded; would PCFD be #1? HR Berry replied excluding the outliers and using the 4% net increase, we would be at #2 or 3. Vice Chair Butwinski said he is comfortable with that, he does not have the overwhelming feeling we need to be #1 in everything.

Chair Rubell said he agrees, maybe it should be somewhere in between. He commented that seeing what public money is spent on and not getting us to #1 on this when we are talking public safety is something to consider. Vice Chair Butwinski asked philosophically, however, where would you stop?

Board Member Briley commented the challenge is that the market is moving so quickly, and wages in the valley have gone up 15 to 25% in 18 months. Even in the valley they are evaluating wages every year now, and it used to be every 2-3 years. He said the point is, if PCFD ends up #2, 3, or 4, in a year they will be #9. It changes quickly. Vice Chair Butwinski said we would then look at it again in a year.

Chair Rubell commented he does not believe anyone would blink an eye if we have to have a small tax increase to fund public safety salaries. He agrees we need to stay on the top of the curve. Vice Chair Butwinski said he agrees we need to be near the top, but we do not need to be at the top. He

said if we were losing an employee a month due to a difference in salary somewhere else, it would be a different case, but we aren't.

Vice Chair Butwinski said at the end of the day, if we have the money do we spend it on this or not, and if everyone wants to do that, it is fine. However, in his opinion he does not think it is a good way to look at it or the way we should be approaching it. As Treasurer Miller said earlier, we do have a fiduciary responsibility to the citizens of the District.

Chair Rubell commented one of the problems we have is getting our suppression personnel to live locally. He said perhaps we could look at salaries as one item and then bumping up another benefit. Vice Chair Butwinski asked how much it would take to make that happen. He said giving someone a \$5K raise, which is a 5% bump on a \$100K salary, is probably not going to make them move into the District.

Chief Zanetti said there definitely needs to be a market adjustment in order to remain competitive and retain employees, and we need to be mindful of the budget. There will not be a tax increase any time soon. Chair Rubell asked if Wasatch was included in the comparisons, and Chief Emery replied they were.

Secretary Hanrahan asked what ranks the personnel we lost to the recruit camp are at, and BC Greenwood replied 6 of our full-time AEMTs moved to the recruit camp. We also hired 12 new AEMTs and 2 non-fire paramedics. Chief Emery commented a fifth ambulance is added to the rotation for the ski season, and that is part of the reason we hired as many as we did. When our recruit camp graduates in December, they will also be ready for rotation into the ski season. Once the ski season ends, our numbers are typically down to normal operating numbers through attrition and retirements.

Chair Rubell asked if the compensation recommendations will be refined and another recommendation proposed at the next meeting. Chief Zanetti said he appreciates the points made and will take them back to the Compensation Committee, and HR Berry said she will exclude the outliers and look at the numbers again, which may come up slightly higher than the net 4% increase originally proposed. There will be further discussion on compensation at the next Board meeting when the tentative budget is discussed.

IV. August 2023 Financial Review

CFO Barney said as of August, 67% of the year has passed and we are at 57% of the budget spent, making us 10% under budget at the end of August. We have not made our big bond payment to Zions Bank yet, that will show up in October. We are \$540K over our budget in interest income, and we will have more money in the Park City Ambulance portion as well. CFO Barney said he is not worried about the budget this year, but there are a few minor things such as utilities and medical costs that have increased. These will need to be adjusted for next year.

Secretary Hanrahan asked if expenses will be lower than expected this year, and CFO Barney replied they will be higher for this year. The difference in the budget for next year is we are not rebuilding or building a station in 2024, and that is why the budget will be lower for 2024.

V. Impact Fee Study and Capital Facilities Plan

CFO Barney said the District went out to bid and received a bid from Zions Bank to conduct an impact fee analysis study and impact fee facilities plan. They have been completed and are on the agenda this evening for approval to go the governing board for final approval during their public hearing.

In summary, on the second to last page of the impact fee analysis report you will see that due to development credits we get back, the maximum impact fee for residential buildings is \$300.61 for 2024, and in 2025 it will raise to \$325.47. It is \$541.66 right now. The fee will increase yearly for the next 10 years according to the schedule in the impact fee analysis report. The reason the fee went down approximately \$200 is because we paid for the new station remodel primarily with cash, and we have no new stations planned with the exception of perhaps a remodel of Station 35 within the next 10 years. We have not bonded for anything and will be bond-free by the end of 2025, and we are not building so that is why our impact fees went down.

Chair Rubell asked how that impacts the big picture, and CFO Barney replied we are saving money because we are not paying off new loans or bonds, and that goes into the budget every year. He said this is why we can't justify a tax increase right now. Vice Chair Butwinski commented with interest rates at 7%, being debt-free is not a bad thing.

Vice Chair Butwinski asked if the document produced for the impact fee analysis is for informational purposes only and if Zions Bank prepared it all, and CFO Barney replied that is correct. The purpose was to set the impact fees at a current and reasonable rate. Vice Chair Butwinski asked how often this needs to be done, and CFO Barney replied it is an industry standard between cities and counties to do it every 5 years.

Vice Chair Butwinski asked if the fees are a strict number we need to adhere by, and CFO Barney replied we could go to the max but we cannot set them for whatever we want, they are what they are based on what our future holds. Vice Chair Butwinski asked if the fees are tied to the amount we anticipate it is going to cost us, and CFO Barney replied that is correct, it is a cost recovery.

Work Session Concluded: 6:36 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
October 3, 2023**

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: 6:36 p.m.

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

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Max Doshier, Fire Marshal 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 September 5, 2023, Meeting Minutes

Secretary Hanrahan made a motion to approve the minutes of the September 5, 2023, 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.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no comments regarding the correspondence.

B. Financial

There were no questions about the financial reports.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval of the Extension to the First Amendment to the Interlocal Cooperation Agreement Between Park City Fire Service District and Summit County Regarding North Summit Ambulance Service

Vice Chair Butwinski motioned to approve the Extension to the First Amendment to the Interlocal Cooperation Agreement Between Park City Fire Service District and Summit County Regarding North Summit Ambulance Service, and Board Member Briley seconded.

Secretary Hanrahan then asked if a contingency should be added to the motion regarding the discussion Chief Zanetti is going to have with County Manager Scott regarding payment for the service extension. Chair Rubell asked if the Board wanted to make it contingent on PCFD being paid for the service, or do we want to issue direction to Chief Zanetti in having that discussion? Board Member Briley commented we want to move forward with this agreement, and Vice Chair Butwinski said if we approve it the way it is, we can't ask for more money.

Chief Zanetti said PCFD will continue to provide service through the end of the year, but the funding needs to be discussed. Secretary Hanrahan suggested we make the approval contingent on Chief Zanetti having a discussion with County Manager Scott.

CFO Barney commented the amendment to the agreement spanned November 1, 2022, through November 1, 2023, so you would need to divide the \$1.8M by 12, which would be \$150K per month or another \$300K total to extend service through December 2023.

Secretary Hanrahan said we could make an amendment to the motion leaving a dollar amount out and stating approval is contingent on receiving additional payment for extending the contract commiserate with payment for the existing contract. Vice Chair Butwinski commented an amount was not in the original contract, so we cannot base it off of a number that is not specified. CFO Barney replied it was specified when they gave us a budget, and it was \$1.8M to operate for one year beginning November 1, 2022.

Chief Zanetti said the best way to approach this is to perhaps have a meeting after he talks with County Manager Scott, which will happen soon. Chair Rubell said we can table the extension approvals for agenda items VI.A through VI.C to a future meeting on a date to be determined, and everyone agreed this was the best course of action.

Chair Rubell asked for a vote on the previously moved and seconded motion to approve the Extension to the First Amendment to the Interlocal Cooperation Agreement Between Park City Fire Service District and Summit County Regarding North Summit Ambulance Service. Those opposed were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion was opposed unanimously, 5-0.

Secretary Hanrahan made a motion to table Item VI.A to be continued to a date uncertain. The motion was seconded by Board Member Briley. 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 of the Extension to the First Amendment to the Interlocal Cooperation Agreement Between Park City Fire Service District and Summit County Regarding South Summit Ambulance Service

Secretary Hanrahan made a motion to table Item VI.B to be continued to a date uncertain. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

C. Possible Approval of the Extension to First Amendment to Interlocal Cooperation Agreement Between Park City Fire Service District and Summit County Regarding Park City Ambulance Service

Secretary Hanrahan made a motion to table Item VI.C to be continued to a date uncertain. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

D. Possible Approval to Recommend the Impact Fee Study and Capital Facilities Plan to the Governing Board for Final Approval

Secretary Hanrahan made a motion to recommend the Impact Fee Study and Capital Facilities Plan to the governing board for final approval. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

E. Possible Approval of Anniversary Date Salary Increase for Fire Chief Bob Zanetti

Vice Chair Butwinski made a motion to approve a one-time anniversary date salary increase for Fire Chief Bob Zanetti effective August 18, 2023. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair

Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; 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

IT Officer Dave Dorsey will be moving the SharePoint site the Board uses to access documents to a new location so everyone can access the materials easier. A new link will be distributed prior to the next meeting.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Briley made a motion to adjourn the regular meeting and it 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. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:00 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 7, 2023, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.