

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
March 5, 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 and via Zoom

**Administrative Control Board work session called to order:** 6:45 p.m.

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

**District Personnel Present:** Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Sean Briley, 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 February 6, 2024, Meeting Minutes**

Board Member Briley made a motion to approve the minutes of the February 6, 2024, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0. Secretary Hanrahan abstained, as he was not present for the February 6, 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**

CFO Barney commented the independent auditors will be at the administration building next week to conduct the 2023 audit. Any Board members who would like to meet with them are welcome to do so.

## **V. Old Business**

There was not any old business.

## **VI. New Business**

### **A. Public Hearing to Discuss and Possibly Approve Changes to the Park City Fire District Fee Schedule**

Chair Rubell opened a public hearing to receive input regarding changes to the Park City Fire District Fee Schedule. There was no public input and Chair Rubell closed the public hearing. There were no questions from the Board on the fee schedule.

Secretary Hanrahan made a motion to approve changes to the Park City Fire District Fee Schedule as discussed in the work session and following the adoption of the Impact Fee Analysis and Fire Protection Impact Fees Resolution (PCFD Resolution 2024-01) passed by the ACB in January 2024. Board Member Briley seconded the motion. 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**

Open and Public Meetings Act training will be provided by a member of the Utah Association of Special Districts at the April or May meeting.

## **IX. Closed Meeting**

There was no need for a closed meeting.

## **X. Adjournment**

Vice Chair Butwinski made a motion to adjourn the regular meeting and it was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Secretary Hanrahan, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 2, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West 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  
March 5, 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 and via Zoom

**Administrative Control Board work session called to order: 5:35 p.m.**

**Board Members Present:** Chair Jeremy Rubell, Vice Chair Alex Butwinski, Secretary John Hanrahan, Board Member Steve Briley, and Treasurer Christina Miller (joined via Zoom at 6:13 p.m.)

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

**I. District Update**

Chief Lewis said a brand new ambulance has been delivered, and PCFD will begin refurbishing these new ambulances we are building as needed to replace our aging fleet. Secretary Hanrahan asked how much it cost, and Chief Lewis said it was close to \$300K. Chief Lewis then took the Board members for a quick tour of the new ambulance.

Chief Zanetti said we are continuing to work through the punch list of items to address at Station 34. The placement of solar panels still needs to be completed and we received a bid from Alpenglow Solar. Chief Zanetti said he wanted to make sure PCFD would be grandfathered-in to Schedule 135 and all of our kilowatts would be going back into our program. Alpenglow contacted the power company, and the power company said PCFD would be grandfathered-in, but we would need to use all of the existing equipment that was taken off of the building and this is something we need to work through. He said we will move forward with this project in April or May after the snow melts.

Chief Zanetti said there is a new tax credit program for federal tax-exempt entities. It is not very simple to get into but we will make an effort to get enrolled.

Chief Zanetti said a firefighter resigned at the beginning of March to join a Salt Lake department close to his home. An effort was made to keep him here but he ultimately decided to leave. Chief Zanetti said we are always looking for ways to recruit and retain employees.

Chief Zanetti said he met with Summit County Manager Scott last week to talk about the roles of Summit County and our ACB moving forward, and about the Summit County Code vs. state statute. He said the meeting went well but there is some work to be done before changes are made. Chief Zanetti has scheduled a meeting with the Summit County Attorney for next week.

Chief Zanetti said the 2023 annual report has been completed and a digital copy is available on SharePoint. The Administrative Assistant to the Training Division position has been posted and we received some very good applications. Interviews were conducted last week and an offer has been made pending a background investigation.

## **II. January 2024 Financial Review**

CFO Barney said as of the end of January, 8.3% of the year has passed and we are at 6.8% of the budget. We are already at 14% of budgeted interest income for the year with only one month having passed. We were at 8.6% of the operations budget, and this is because of station expenditures for Station 34.

Vice Chair Butwinski commented there was a line item under administrative costs for which only 1.2% has been spent, and he is wondering what is going to make up the difference. CFO Barney replied that line is for fire prevention expenses, and that division has not spent much money yet. FM Owens commented fire prevention expenses come in clusters and the money will be spent throughout the year.

Chair Rubell asked how many employees there are district-wide right now, and HR Berry replied there are 118. Chief Emery said an entry-level firefighter costs us about \$80K a year with benefits. Vice Chair Butwinski asked if the salaries in the budget could be split into categories of ambulance and fire, and Chief Emery replied it is difficult to do that because personnel move around stations and work on both engines and ambulances. Chief Emery said he has some similar data from the SafeTech study he can provide to Vice Chair Butwinski on this.

## **III. Changes in the Fee Schedule**

CFO Barney said there will be a decrease in impact fees following the adoption of the Impact Fee Analysis and Fire Protection Impact Fees Resolution (PCFD Resolution 2024-01) passed by the ACB in January 2024. There will also be an increase in CPR/AED/BLS skills checks and certification card fees. During the regular meeting this evening, there will be a public hearing to discuss and possibly approve these changes in the fee schedule.

## **IV. Legislative Update**

CFO Barney said UASD clean-up bill SB259 passed, which is regarding requirements for districts providing services. The bill includes the language CFO Barney submitted, and one of the provisions in the bill states if a district uses the services of its creating entity, the creating entity must present the district with an itemized bill only for services rendered. The services cannot be billed above cost, and a flat fee bill is no longer acceptable.

FM Owens said there were a few bills regarding fire and residential codes, but there is nothing that will change the way we do business right now. There were bills passed that did not affect us but helped a lot of other agencies.

HB84 regarding school safety amendments was concerning because a line was added late to the bill that effectively put EMS under the sheriff's department. The intent was to put EMS search and rescue under the sheriff's department, but it is not clear in the way it is written. The plan is to draft a clean-up bill next year to correct this.

Chair Rubell asked what happened to the mental health bill that proposed any prior employee can come back to an employer and state they need mental health resources and the employer would be obligated to provide it. FM Owens said that bill was cleaned-up a lot and a big part of it was gutted. He said he will read more about it to find out what happened and report back later.

## **V. Medical Control**

Chief Zanetti said Dr. Scott McIntosh with the University of Utah Hospital has been our medical control doctor for close to 12 years. He is a big part of the success of our operation and moving us forward on the medical front. Chief Zanetti said PCFD does not currently pay Dr. McIntosh for his services, and the U of U gives him time off to devote to us. The U of U Hospital has now asked to be compensated for Dr. McIntosh's time he serves as the PCFD medical control doctor.

Chief Zanetti said he would be open to having a contract for around \$50K a year for 5 years, but it could end up being in the range of \$50 to \$75K. He said to be clear, the money would not go to Dr. McIntosh directly; rather, the money would go to the University of Utah Hospital to backfill Dr. McIntosh's position at the hospital when he takes time off to work with PCFD.

Chief Zanetti said he believes Dr. McIntosh and the University of Utah Hospital have the best interests in mind for PCFD. Chief Zanetti has met with Dr. McIntosh, and he said he would like to stay with PCFD as our medical control doctor. Chief Zanetti said both he and Dr. McIntosh believe a fair resolution can be found. Chief Lewis added the U of U Hospital provides many resources for PCFD such as medical fellows presenting in training and AirMed, and this is a relationship we want to continue.

Board Member Briley commented West Valley is paying a lot more than \$50 to \$75K for their medical control doctor. Secretary Hanrahan said it seems like \$50K a year to backfill a few hours is a bit much. Chief Lewis replied the U of U not only has to pay Dr. McIntosh for a full shift when he takes time off to work for us, but they also need to pay for the person who backfills for him during his entire shift.

The Board was in agreement retaining Dr. McIntosh would be a good move for the District. Chief Zanetti said he believes he will see something from the U of U in April or May regarding a potential contract.

## **VI. Cline Dahle Parcel**

Chief Zanetti said there is a piece of property owned by Summit County on Rasmussen Road called the Cline Dahle parcel, which is roughly two 10-acre parcels. The District has been trying to get on the north side of the freeway and more centrally located to Summit Park for years. Chief Zanetti told the Summit County Council he was interested in building a fire station on about 1.5 acres in that area in the future. Response times to the furthest west side of the District are getting slower due to increased traffic on Kilby Road.

The next project in the next 5 years will be replacing Station 35. Chief Zanetti said moving Station 35 to the Cline Dahle area would decrease response times to a larger area for the residents and businesses, alleviate navigation and safety issues trying to get through residential areas, and improve freeway access.

FM Owens then showed a map of where PCFD Station 35 responded on calls in 2023. Using this, Chief Zanetti said he wanted to see how putting Station 35 on the Cline Dahle parcel would affect response times. FM Owens said moving Station 35 to the north side of the freeway provides much better access to Jeremy Ranch and I-80, and it increases the area Station 35 can respond to within 5 minutes.

Vice Chair Butwinski said basically it comes down to how much the County wants for the land, since we will be replacing Station 35 anyway. Chief Zanetti said the County will need to first determine how they want to use the land. One of the ideas is to build sustainable housing there, and PCFD would be a great neighbor. Chief Zanetti said the County will be looking at options for this parcel in the summer.

**Work Session Concluded:** 6:45 p.m.