

AGENDA
Park City Fire Service District
Administrative Control Board Meeting
June 4, 2024

Park City Fire District Administrative Office Building
736 West Bitner Rd. Park City, Utah 84098

5:30 p.m.

Work Session

- I. District Updates: Chief Bob Zanetti
- II. April Financial Review: CFO Del Barney
- III. Resolution 2024-04: New Public Safety and Firefighter Tier II Employee Contribution Pick Up:
HR Patti Berry
- IV. Policy Review: Chief Bob Zanetti and HR Patti Berry
- V. Other Divisional Updates (as time permits)

6:30 p.m.

Regular Meeting Called to Order

- I. Roll Call
 - II. Approval of May 7, 2024, Meeting Minutes
 - III. Public Input
 - IV. Commission Reports and Business
 - a. Correspondence
 - b. Financial
 - V. Old Business
 - VI. New Business
 - a. Possible Adoption of PCFD Resolution 2024-04 Regarding the New Public Safety and Firefighter Tier II Employee Contribution Pick Up
 - b. Possible Approval of Policy Section 9 (Fringe Benefits)
 - c. Possible Approval to Recommended Changes to Policy Section 13 (Disciplinary Procedures) and Section 14 (Grievance and Appeal Procedure) to the Governing Board for Final Approval
 - VII. Staff Reports and Input
 - VIII. Discussion of Possible Future Agenda Items/Additional Comments
 - IX. Closed Meeting: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct; and/or procurement.
 - X. Adjournment
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The next regularly scheduled meeting of the Park City Fire District Administrative Control Board
will be held August 6, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices,
736 West Bitner Rd., Park City, Utah 84098.

Electronic participation by the public is not available at this time.

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

Administrative Control Board work session called to order: 5:08 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, 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, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

Additional Attendees: Heather Anderson, Utah Association of Special Districts

I. Open Meetings Training

Heather Anderson presented annual board member training for special service and local districts to the Board. Open meetings topics included the following:

- Training requirements for open meetings, general Utah Association of Special Districts (UASD) training, and records officers. Open meetings training is required every year, and within one year of appointment or election Board members must complete the State Auditor's Office/UASD training, which is provided online.
- Open meetings law including the definition of an open meeting, requirements for electronic meetings and emergency meetings, closed meetings procedures and requirements, electronic messaging limitations during meetings, and notice requirements for meetings and public hearings.
 - Ms. Anderson noted HB 36, Open and Public Meetings Act Amendments, which addresses the orchestration of public meetings outside of the public eye by clarifying that a quorum of a public body may not “act together outside a meeting in a concerted and deliberate way to predetermine an action to be taken during a meeting on a relevant matter.” A “relevant matter” means a matter that is within the scope of the authority of a public body or specified body, but it does not include a managerial or operational matter.
 - Ms. Anderson highlighted electronic meeting requirements. She noted if the District is going to allow the public to attend meetings remotely, which is not a requirement unless there is not an anchor location, the District's policy should specify whether the public can comment remotely as well. She also noted the Board Chair can discontinue public

comment in person or remotely for an individual if the comments fall outside of the rules of decorum as indicated in District policy.

- Requirements for public meeting notices and agendas, public quorums, emergency meetings, public input, and what may be discussed and voted upon during public meetings.
- Meeting minutes requirements and retention schedules for both open and closed meetings.
 - Closed meetings do not need to be recorded for the following circumstances: if the meeting is closed to discuss the character, competence, or physical or mental health of an individual; to discuss the deployment of security personnel, devices, or systems; or collective bargaining issues. In such circumstances, an affidavit must be signed by the presiding officer stating which of these circumstances were discussed.

Vice Chair Butwinski asked whether a public entity that wanted to purchase property and did not want the owner to know could hire an intermediary during a closed meeting to purchase it in proxy. Ms. Anderson said she believes you cannot hire someone during a closed meeting, but you could close the meeting to discuss hiring. It would eventually become public anyway, because as soon as action is taken to purchase property, the action will need to be performed in an open meeting.

II. District Updates

Chief Zanetti said PCFD hosted the Utah State Fire Chiefs' spring meeting today and there was a large turnout.

Three chippers have been hired and the chipping program started on Monday. We have started taking requests and hope to continue the program through the end of September. This year the public can request to be put on a list to have chipping material (chips) delivered to their homes if they will be present at the time of delivery.

The application window for new firefighters opened two weeks ago and we will continue accepting applications through June 10. The written test will be held in the administration building mid-June over two days with additional testing occurring in the days after the written test.

We received a firefighter resignation last week. Chief Zanetti said there is a wide variety of reasons why employees leave, but he said we are still lower than the average in other fire agencies in regards to people leaving.

PCFD participated in the Pinebrook HOA open house on Saturday by sending two inspectors to be on hand to discuss wildland fire issues and promote the chipping program. Chief Zanetti said the turnout was a bit smaller than it has been in the past.

There have been some water issues at some of the stations including Station 32 at Summit Park. Nothing has been damaged at this point, but there is water coming into that station and we are looking at solutions to prevent it from happening.

Chief Zanetti was asked to comment on the County's general plan and make suggestions. There is still a push for obtainable housing and PCFD will help as we can.

A county healthcare tax was included in the last legislative session which would allow counties affected by tourism to charge up to a 1% sales tax. The tax can be used on EMS, waste, search and rescue activities, law enforcement, and fire prevention. Counties need to apply for and vote on being able to charge and receive the tax, and Chief Zanetti has provided the County with information to help them do so. Just over 40% of Park City Ambulance transports are for Summit County residents and around 60% are for tourists, and this will play into applying for the tax.

Summit County will be hosting an open house on June 13 to get community feedback on uses for the Cline Dahle property. The uses proposed include affordable housing, a fire station (Station 35), and light commercial.

Chief Zanetti said ten applications have been received for the Paul Hewitt Memorial Scholarship and a decision will be made soon on who the recipients will be. It will be awarded at the high school on June 4.

III. First Quarter Financial Review

CFO Barney said 25% of the year has gone by at the end of March and we were at 22.7% of the budget. Last year at that time we were 19.1% under budget, so we are a little tighter on the budget this year than we normally are.

We have already collected \$3.15M of the \$5.2M budget for ambulance revenues. This is because the County paid the District in February for paramedic service and its annual contribution to EMS costs.

IV. Elektron Solar Project ILA

Chief Zanetti said the Elektron Solar Project was discussed with the Board last year. The project is coming online and there are a number of unknowns and assumptions, including the assumption Rocky Mountain Power (RMP) was going to charge the districts and not the County. As it stands now, RMP will bill Summit County and they will be responsible for figuring out how to divide the costs. The cost is roughly 3.2% of our power usage, and in 2021, this would amount to about \$1K-2K. There is also an undetermined fee that will be assessed.

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Chief Zanetti said the County has now produced an ILA for this project for the District to sign and he wants to bring it back to the Board. Chief Zanetti said he is not comfortable signing the ILA and would like the Board to review and comment on it, and sign it as well.

Treasurer Miller asked if the Board can vote to contact outside counsel to look at the ILA and the initial phantom agreement. Chair Rubell said there is a more fundamental issue of the County agreeing to pay for RMP's investment in renewables because RMP was not going to do it on their own, and the County agreeing to pay a certain portion of it and then pass credits along to the service districts.

Chair Rubell said he wonders if we even need counsel to review an ILA at this point versus just telling the County the District already participates in renewable projects on its own, and they should use proposed District credits on their new projects, like the bus barn, Skull Candy building, etc. Those would use enough power to absorb the credits.

Chair Rubell said there are fees and costs for which amounts are not specified in the ILA. Also, 3% of power usage now does not cost as much as it will in 20 years. It would be good to have data for our last year of usage and generation from our own buildings to show what the District is doing in terms of renewables. It is probably a percentage of the County's usage that the County is committing to for this project, and we probably already exceed that in the District. CFO Barney said he is confident we exceed 3.2%.

Chair Rubell said he believes the District should reject the ILA, and Treasurer Miller agreed. Secretary Hanrahan asked if RMP would just tack on an extra \$1K+ on top of what we already pay, and Chief Zanetti said that is correct. Secretary Hanrahan commented this basically means we are buying a "green credit," and Chief Zanetti said that is correct and the County receives the certificate.

Chief Zanetti said he asked for the ILA, and the copy we have received is a draft. He commented he reached out to the other two districts who are part of this ILA to see if they had brought the ILA to their boards and they have not yet. He said the water district is going to feel a significant impact from this. Chair Rubell said the communities will feel this because it will be built into the water district's service fees. Secretary Hanrahan commented another interesting point regarding this is that if you live in the Park City Fire District, the Mountain Regional Water Special Service District, and the Snyderville Basin Special Recreation Service District, you are going to be taxed four times because the County is taxing you as well.

Chief Zanetti said approval of the ILA is on the Board's regular meeting agenda tonight, and he believes we should follow Chair Rubell's advice and get data for the District's energy costs and output to show to the County Council. Chair Rubell said action could be taken tonight to reject the ILA and the matter can be reconsidered if more information becomes available later.

V. Policy Review

Chief Zanetti said we have not heard anything back from the county attorney's office on the policies we have submitted to them for review. Chief Emery and HR Berry have contacted outside counsel and received some good feedback. HR Berry said she is going to make changes to the policies based on the feedback in order to be more in line with state statute. Chief Zanetti commented fire districts are very different than municipalities and some of our policies need to be different. He said we plan to have something for the Board to review in June.

Work Session Concluded: 6:46 p.m.

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

Administrative Control Board work session called to order: 6:46 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, 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, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

Additional Attendees: Heather Anderson, Utah Association of Special Districts

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Approval of April 2, 2024, Meeting Minutes

Vice Chair Butwinski made a motion to approve the minutes of the April 2, 2024, Administrative Control Board meeting. 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.

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.

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V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval of the Interlocal Agreement between Summit County, Mountain Regional Water, Snyderville Basin Recreation, and Park City Fire District for the Elektron Solar Project

Vice Chair Butwinski made a motion to not approve the Interlocal Agreement between Summit County, Mountain Regional Water, Snyderville Basin Recreation, and Park City Fire District for the Elektron Solar Project as discussed in the work session. Treasurer Miller 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

Treasurer Miller said the Park Record should be contacted to make sure they are at the Park City High School docudrama.

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 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. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:49 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 4, 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
Balance Sheet
General Funds
April 30, 2024**

	General	Capital Projects	Other Non-Major Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Non-Major Governmental Funds
Assets:								
Cash - Regular Checking	535,341							
Cash and Cash Equivalents	770,558	176	5,025	775,759			5,025	5,025
Bond Escrow Holdings	0	0	51	51	0	51	0	51
Cash Deposited in Public Treasurer's Investment Fund	8,256,520	15,911,014	0	24,167,534			0	0
Receivables:								
Accounts Receivable	1,500	0	0	1,500	0		0	0
Taxes	131,898		0	131,898	0	0	0	0
Ambulance Operations	0		0	0	0	0	0	0
Other Assets								
Restricted Assets:								
Cash and Cash Equivalents	196,686		278,827	475,513	0	278,827		278,827
Prepaid Assets	0			0				
Cash Deposited in Public Treasurer's Investment Fund	756,746	0	367,210	1,123,956	367,210		0	367,210
Accounts Receivable				0				
Investments				0				
Total Assets	<u>10,113,908</u>	<u>15,911,190</u>	<u>651,113</u>	<u>26,676,211</u>	<u>367,210</u>	<u>278,878</u>	<u>5,025</u>	<u>651,113</u>
Liabilities and Fund Balances:								
Liabilities:								
Accounts Payable	106,924	0	0	106,924	0	0	0	0
Bond Interest Payable			0	0		0		0
Accrued Liabilities	489,668			489,668				
Total Liabilities	<u>596,592</u>	<u>0</u>	<u>0</u>	<u>596,592</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balances:								
Restricted for:								
Debt Service			278,878	278,878		278,878		278,878
Impact Fees			367,210	367,210	367,210			367,210
Assigned for:								
Building Construction and Equipment Purchases		15,911,190	5,025	15,916,215			5,025	5,025
Unassigned	9,517,316			9,517,316				
General Fund								
Capital Projects Fund								
Total Fund Balance	<u>9,517,316</u>	<u>15,911,190</u>	<u>651,113</u>	<u>26,079,619</u>	<u>367,210</u>	<u>278,878</u>	<u>5,025</u>	<u>651,113</u>
Total Liabilities and Fund Balance	<u>10,113,908</u>	<u>15,911,190</u>	<u>651,113</u>	<u>26,676,211</u>	<u>367,210</u>	<u>278,878</u>	<u>5,025</u>	<u>651,113</u>

Park City Fire Service District
Summary of Revenues, Expenditures and Transfers for all Funds and the Local Building Authority
For the Years Ending December 31, 2022, 2023 and 2024

	Actual 2022	Actual 2023	Year-to Date 2024	Projected 2024	Budget 2024	Amended Budget 2024	Final Budget 2025
Revenues:							
Property taxes	13,945,933	14,579,256	490,770	14,500,000	14,464,500	14,454,500	14,464,500
Fee-in-lieu	251,408	230,668	71,645	300,000	300,000	300,000	300,000
Interest income	350,468	1,120,741	559,098	1,000,000	867,600	867,600	867,600
Misc income	219,602	210,861	14,564	55,500	25,500	25,500	25,500
Grants and donations	116,016	73,844	59,189	70,000	50,500	50,500	50,500
Bond proceeds	0	0	0	0	0	0	0
Fees and permits:							
Ambulance revenue	3,274,256	5,784,990	3,540,175	5,700,000	5,200,000	5,200,000	5,200,000
Impact Fees	398,826	243,227	73,095	250,000	125,000	125,000	125,000
Other fees and permits	667,449	654,970	197,644	610,300	610,300	610,300	610,300
Total revenues	19,223,958	22,898,557	5,006,181	22,485,800	21,643,400	21,633,400	21,643,400
Expenditures:							
Current:							
Salaries and wages	9,657,490	10,913,695	3,659,909	11,851,424	12,132,131	12,132,131	12,132,131
Fringe benefits	3,974,077	4,633,483	1,463,255	5,362,620	5,369,420	5,369,420	5,369,420
Total wages and fringe benefits	13,631,567	15,547,178	5,123,164	17,214,044	17,501,551	17,501,551	17,501,551
Operations:							
Station expenditures	792,901	696,102	362,099	971,357	971,357	971,357	971,357
Ambulance operational expenditures	869,655	892,112	237,155	733,500	733,500	733,500	733,500
Apparatus maintenance	247,739	238,200	67,477	350,000	350,000	350,000	350,000
Fire, spec. ops. And communication equip.	79,524	105,396	10,385	109,846	109,846	109,846	109,846
Fuel	192,868	158,300	43,313	160,500	160,500	160,500	160,500
Uniforms and safety gear	110,746	173,646	57,310	158,000	158,000	158,000	158,000
Travel, training and tuitions	66,406	80,611	30,634	142,500	142,500	142,500	142,500
Other operations	4,060	2,535	0	3,850	3,850	3,850	3,850
Total operations	2,363,900	2,346,902	808,373	2,629,553	2,629,553	2,629,553	2,629,553
General and administrative:							
General liability insurance	79,824	86,675	1,036	115,000	115,000	115,000	115,000
Professional and consulting services	27,465	24,709	14,068	25,000	25,000	25,000	25,000
Audit and accounting services	15,700	18,800	19,400	22,000	22,000	22,000	22,000
Legal services	40,000	3,972	1,282	50,000	50,000	50,000	50,000
Certificates of participation- cost of issuance	0	0	0	0	0	0	0
Other general and administrative	118,759	131,866	48,399	150,000	194,695	194,695	194,695
Total general and administrative	281,748	266,022	82,113	362,000	406,695	406,695	406,695
Capital outlay:							
Apparatus and vehicles	677,509	595,728	465,777	1,665,000	1,665,000	1,665,000	1,665,000
Land, buildings and building improvements	1,524,142	2,714,470	23,571	395,000	395,000	395,000	395,000
Furniture and equipment	67,808	750,118	277,244	450,000	450,000	450,000	450,000
Total capital outlay	2,269,459	4,060,316	766,592	2,510,000	2,510,000	2,510,000	2,510,000
Debt service:							
Principle retirement	844,225	867,475	206,513	685,000	685,000	685,000	685,000
Interest charges	63,234	22,587	11,897	25,000	25,000	25,000	25,000
Total debt service	907,459	890,061	218,410	710,000	710,000	710,000	710,000
Total expenditures	19,454,133	23,110,478	6,998,653	23,425,597	23,757,799	23,757,799	23,757,799
Excess (deficit) of revenue over expenditures before operating transfers	(230,172)	(211,921)	(1,992,471)	(939,797)	(2,114,399)	(2,114,399)	(2,114,399)
Operating transfers out	2,015,684	5,856,636	2,544,669	4,680,000	4,680,000	4,680,000	4,680,000
Operating transfers in	2,015,684	5,856,636	2,544,669	4,680,000	4,680,000	4,680,000	4,680,000
Total transfers	0	0	0	0	0	0	0
Totals	(230,172)	(211,921)	(1,992,471)	(939,797)	(2,114,399)	(2,114,399)	(2,114,399)
Fund Balances - Beginning	28,514,184	28,284,012	28,072,091	27,219,380	27,219,380	27,219,380	27,219,380
Fund Balances - Ending	28,284,012	28,072,091	26,079,620	26,279,583	25,104,981	25,104,981	25,104,981

PARK CITY FIRE SERVICE DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
All Funds and the Local Building Authority
For the Period Ending
April 30, 2024

	Budgeted Amounts		Actual	Variance With	
	Original	Final	Amounts	Final Budget -	Percent
				Positive	
				(Negative)	
Revenues:					
Local Revenue:					
Property Taxes	14,464,500	14,464,500	490,770	13,973,730	3.4%
Fee-in-Lieu	300,000	300,000	71,645	228,355	23.9%
Interest Income	867,600	867,600	559,098	308,502	64.4%
Other Income	500	500	364	136	72.9%
Sale of Fixed Assets	25,000	25,000	14,200	10,800	0.0%
Grants and Donations	50,500	50,500	59,189	(8,689)	117.2%
Fees and Permits	5,935,300	5,935,300	3,810,915	2,124,385	64.2%
Total Revenues	21,643,400	21,643,400	5,006,181	16,645,907	23.1%
Expenditures:					
Personnel:					
Salaries and Wages	12,132,131	12,132,131	3,659,909	(8,472,222)	30.2%
Fringe Benefits	5,369,420	5,369,420	1,463,255	(3,906,165)	27.3%
Operations	2,629,553	2,629,553	807,941	1,814,728	30.7%
General and Administrative	406,695	406,695	82,546	(324,149)	20.3%
Capital Outlay	2,510,000	2,510,000	766,592	(1,743,408)	30.5%
Debt Service				0	
Principle Retirement	685,000	685,000	206,513	(478,487)	30.1%
Interest and Fiscal Charges	25,000	25,000	11,897	(13,103)	47.6%
Total Expenditures	23,757,799	23,757,799	6,998,653	(16,759,146)	29.5%
Excess of Revenues Over Expenditures	(2,114,399)	(2,114,399)	(1,992,471)	(113,239)	
Other Financing Sources (Uses):					
Operating Transfers to Other Funds	4,680,000	4,680,000	2,544,669	2,135,331	-54.4%
Operating Transfers From Other Funds	4,680,000	4,680,000	2,544,669	2,135,331	-54.4%
Total Other Financing Sources (Uses)	0	0	0	0	0.0%
Excess of Revenues and Other Financing					
Sources Over (Under) Expenditures and					
Net Change in Fund Balance	(2,114,399)	(2,114,399)	(1,992,471)	(113,239)	
Fund Balances - Beginning	28,072,091	28,072,091	28,072,091	28,284,012	
Fund Balances - Ending	25,957,692	25,957,692	26,079,620	28,170,773	

PARK CITY FIRE SERVICE DISTRICT

Budget to Actual
General Fund
For the Period Ending
April 30, 2024

	Budget Amounts		Actual	Variance with Final Budget - Over	
	Original	Adjusted	Amounts	(Under)	Percent
Revenues:					
Property Taxes	14,464,500	14,464,500	490,770	(13,973,730)	3.4%
Fee-in-lieu	300,000	300,000	71,645	(228,355)	23.9%
Licenses & Permits	325,000	325,000	118,955	(206,045)	36.6%
Intergovernmental (Grants & Wildland Program)	50,000	50,000	58,989	8,989	118.0%
Charges for Services	5,485,300	5,485,300	3,618,864	(1,866,436)	66.0%
Refunds	0	0	0	0	0.0%
Interest Income	350,000	350,000	286,047	(63,953)	81.7%
Sale of Fixed Assets	25,000	25,000	14,200	(10,800)	0.0%
Miscellaneous Revenue	500	500	364	(136)	72.9%
Contributions & Transfers	500	500	200	(300)	40.0%
Total Revenues	21,000,800	21,000,800	4,660,035	(16,340,765)	22.2%
Expenditures:					
Personnel:					
Salaries and Wages	12,132,132	12,132,132	3,659,909	8,472,223	30.2%
Fringe Benefits	5,369,420	5,369,420	1,463,255	3,906,165	27.3%
Fire Operations	1,815,857	1,815,857	561,198	1,254,659	30.9%
Fire Prevention Operations	44,846	44,846	9,541	35,305	21.3%
Administration	416,695	416,695	82,546	334,149	19.8%
Ambulance Operations	796,500	796,500	237,201	559,243	29.8%
Capital Outlay	1,225,000	1,225,000	743,021	481,979	60.7%
Transfers	4,400,000	4,400,000	2,453,668	1,946,332	55.8%
Total Expenditures	26,200,450	26,200,450	9,210,340	16,990,055	35.2%
Excess of Revenues Over Expenditures	5,199,650	5,199,650	(4,550,305)	649,290	
Fund Balances - Beginning	14,067,622	14,067,622	14,067,622		
Fund Balances - Ending	8,867,972	8,867,972	9,517,317		
	9,210,340	Total Expenditures			
	743,021	Less Capital Outlay			
	2,453,668	Less Interfund Transfers			
	6,013,651	Operating Expenses			

Park City Fire Service District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Period Ending
April 30, 2024

	General	Capital Projects	Other Nonmajor Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Governmental Funds
Revenues:								
Property Taxes	490,770	0	0	490,770	0	0	0	0
Fee -in-Lieu	71,645	0	0	71,645	0	0	0	0
Interest Income	286,047	262,570	10,482	559,098	5,913	4,569	0	10,482
Other Income	364	0	0	364	0	0	0	0
Sale of Fixed Assets	14,200	0	0	14,200	0	0	0	0
Grants and Donations	59,189	0	0	59,189	0	0	0	0
Fees and Permits	3,737,819	0	73,095	3,810,915	73,095	0	0	73,095
Total Revenues	4,660,035	262,570	83,577	5,006,181	79,008	4,569	0	83,577
Expenditures:								
Current:								
Personnel:								
Salaries and Wages	3,659,909	0	0	3,659,909	0	0	0	0
Fringe Benefits	1,463,255	0	0	1,463,255	0	0	0	0
Operations	807,941	0	0	807,941	0	0	0	0
General and Administrative	82,546	0	0	82,546	0	0	0	0
Capital Outlay	743,021	23,571	0	766,592	0	0	0	0
Debt Service:								
Principle Retirement	0	0	206,513	206,513	0	206,513	0	206,513
Interest and Fiscal Charges	0	0	11,897	11,897	0	11,897	0	11,897
Total Expenditures	6,756,671	23,571	218,410	6,998,653	0	218,410	0	218,410
Excess (Deficiency) of Revenues								
Over (Under) Expenditures	(2,096,637)	238,998	(134,833)	(1,992,471)	79,008	(213,841)	0	(134,833)
Other Financing Sources (Uses):								
Operating Transfers	(2,453,668)	2,277,160	176,508	0	(40,838)	217,346	0	176,508
Proceeds from Sale of Equipment	0	0	0	0	0	0	0	0
Total Other Financing Sources (Uses)	(2,453,668)	2,277,160	176,508	0	(40,838)	217,346	0	176,508
Net Change in Fund Balance	(4,550,305)	2,516,158	41,675	(1,992,471)	38,171	3,505	0	41,675
Fund Balances - Beginning	14,067,622	13,395,032	609,436	28,072,090	329,040	275,371	5,025	609,436
Fund Balances - Ending	9,517,317	15,911,190	651,111	26,079,619	367,211	278,876	5,025	651,111

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/13/2024	2086	17975	ANNETTE DUNLAP	10-201000-0000	127.68
05/24	05/13/2024	2087	17976	CIGNA	10-201000-0000	1,234.74
05/24	05/13/2024	2088	17974	DEBORAH LIBBY	10-201000-0000	219.34
05/24	05/09/2024	1009064	17954	AFLAC GROUP INSURANCE	10-201000-0000	1,619.20
05/24	05/09/2024	1009065	220	ALL WEST COMMUNICATIONS	10-201000-0000	332.15
05/24	05/09/2024	1009066	1120	ALPENGLOW SOLAR & ELECTRIC	40-201000-0000	55,965.00
05/24	05/09/2024	1009067	17924	AMERITAS LIFE INSURANCE CORP.	10-201000-0000	639.36
05/24	05/09/2024	1009068	17971	ASA LOW	10-201000-0000	229.00
05/24	05/09/2024	1009069	700	AT&T MOBILITY	10-201000-0000	40.04
05/24	05/09/2024	1009070	1380	BELL OIL COMPANY	10-201000-0000	8,748.51
05/24	05/09/2024	1009071	17668	BLOMQUIST HALE CONSULTING, INC	10-201000-0000	491.05
05/24	05/09/2024	1009072	1680	BOUND TREE MEDICAL LLC	10-201000-0000	802.65
05/24	05/09/2024	1009073	1820	BURT BROS TIRE & SERVICE INC.	10-201000-0000	844.84
05/24	05/09/2024	1009074	2260	CACTUS & TROPICALS	10-201000-0000	145.00
05/24	05/09/2024	1009075	3070	CANON SOLUTIONS AMERICA, INC.	10-201000-0000	153.38
05/24	05/09/2024	1009076	17899	CHRISTENSEN OIL CO.	10-201000-0000	540.00
05/24	05/09/2024	1009077	17745	CULLIGAN WATER CONDITIONING	10-201000-0000	590.00
05/24	05/09/2024	1009078	17753	DAVID HORNING	10-201000-0000	1,947.00
05/24	05/09/2024	1009079	17636	DISCOUNTCCELL, INC	10-201000-0000	688.50
05/24	05/09/2024	1009080	17435	DOMINION ENERGY	10-201000-0000	7,604.35
05/24	05/09/2024	1009081	17942	FARMER BROTHERS CO	10-201000-0000	137.36
05/24	05/09/2024	1009082	5580	GRAHAM FIRE APPARATUS SALES &	10-201000-0000	1,951.47
05/24	05/09/2024	1009083	6060	HENRY SCHEIN INC.	10-201000-0000	231.71
05/24	05/09/2024	1009084	6110	HOME DEPOT CREDIT SERVICES	10-201000-0000	579.75
05/24	05/09/2024	1009085	6660	IMAGETREND INC.	10-201000-0000	874.18
05/24	05/09/2024	1009086	17699	Intermountain WorkMed	10-201000-0000	52.00
05/24	05/09/2024	1009087	17946	JACK ANDERSON	10-201000-0000	2,514.62
05/24	05/09/2024	1009088	17586	Jonathan Jahp	10-201000-0000	240.00
05/24	05/09/2024	1009089	17719	KIMTEK CORPORATION	10-201000-0000	4,070.00
05/24	05/09/2024	1009090	2860	L N CURTIS & SONS	10-201000-0000	9,072.00
05/24	05/09/2024	1009091	8250	LEGALSHIELD	10-201000-0000	277.25
05/24	05/09/2024	1009092	17623	LGG INDUSTRIAL, INC.	10-201000-0000	244.92
05/24	05/09/2024	1009093	11810	MATT PROVOST	10-201000-0000	240.00
05/24	05/09/2024	1009094	17581	Michael Dean	10-201000-0000	152.35
05/24	05/09/2024	1009095	17827	odp Business Solutions, LLC	10-201000-0000	334.34
05/24	05/09/2024	1009096	17651	OXYGEN UTAH, LLC	10-201000-0000	651.68
05/24	05/09/2024	1009097	17658	Park City Auto Parts	10-201000-0000	107.61
05/24	05/09/2024	1009098	10710	PARK CITY MUNICIPAL CORP	10-201000-0000	1,401.67
05/24	05/09/2024	1009099	17835	PEST ELIMINATION, INC.	10-201000-0000	150.00
05/24	05/09/2024	1009100	17972	PREMIER VEHICLE INSTALLATION, INC	10-201000-0000	9,125.54
05/24	05/09/2024	1009101	12280	REPUBLIC SERVICES #864	10-201000-0000	2,627.83
05/24	05/09/2024	1009102	4200	SAM T. EVANS	10-201000-0000	5,024.00
05/24	05/09/2024	1009103	17709	SIDDONS-MARTIN EMERGENCY GROUP	10-201000-0000	763.43
05/24	05/09/2024	1009104	13060	SKAGGS COMPANIES, INC.	10-201000-0000	528.62
05/24	05/09/2024	1009105	13120	SMITHS CUSTOMER CHARGES	10-201000-0000	103.93
05/24	05/09/2024	1009106	13130	SNYDERVILLE BASIN W R D	10-201000-0000	646.48
05/24	05/09/2024	1009107	13210	SPEEDS POWER EQUIPMENT	10-201000-0000	276.21
05/24	05/09/2024	1009108	13260	STANDARD PLUMBING SUPPLY CO	10-201000-0000	46.88
05/24	05/09/2024	1009109	17731	STATE OF UTAH FUEL NETWORK (DGO)	10-201000-0000	124.09
05/24	05/09/2024	1009110	14350	STATE OF UTAH Health Care Financing	10-201000-0000	32,011.17
05/24	05/09/2024	1009111	13500	STRYKER SALES, LLC	10-201000-0000	1,724.66
05/24	05/09/2024	1009112	17813	SUMMIT FIRE & SECURITY LLC	10-201000-0000	79.00
05/24	05/09/2024	1009113	13490	SUMMIT WATER DISTRIBUTION CO	10-201000-0000	563.21

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/09/2024	1009114	8670	SUZANNE M. MC MILLAN	10-201000-0000	55.00
05/24	05/09/2024	1009115	17811	THOMAS JAMES EGBERT	10-201000-0000	240.00
05/24	05/09/2024	1009116	17597	VERIFIED FIRST	10-201000-0000	269.75
05/24	05/22/2024	1009117	1680	BOUND TREE MEDICAL LLC	10-201000-0000	2,976.51
05/24	05/22/2024	1009118	1820	BURT BROS TIRE & SERVICE INC.	10-201000-0000	423.22
05/24	05/22/2024	1009119	3170	Caselle, Inc.	10-201000-0000	3,234.00
05/24	05/22/2024	1009120	3030	CENTURYLINK	10-201000-0000	333.12
05/24	05/22/2024	1009121	17532	CENTURYLINK	10-201000-0000	1,229.66
05/24	05/22/2024	1009122	7570	CHAD KRAMER	10-201000-0000	96.58
05/24	05/22/2024	1009123	17745	CULLIGAN WATER CONDITIONING	10-201000-0000	711.50
05/24	05/22/2024	1009124	17622	Department of Public Safety	10-201000-0000	10,000.00
05/24	05/22/2024	1009125	5430	ERIC GOMM	10-201000-0000	30.00
05/24	05/22/2024	1009126	17663	FIRST DIGITAL	10-201000-0000	2,403.98
05/24	05/22/2024	1009127	17863	GOLD CROSS SERVICES, INC	10-201000-0000	18,686.61
05/24	05/22/2024	1009128	5320	GOVERNMENTJOBS.COM, INC.	10-201000-0000	4,841.81
05/24	05/22/2024	1009129	5580	GRAHAM FIRE APPARATUS SALES &	10-201000-0000	132.18
05/24	05/22/2024	1009130	17641	Heber City Carquest	10-201000-0000	180.82
05/24	05/22/2024	1009131	6060	HENRY SCHEIN INC.	10-201000-0000	523.05
05/24	05/22/2024	1009132	17771	HUDSON ZWAHLEN	10-201000-0000	100.00
05/24	05/22/2024	1009133	15960	J & S Auto, Inc.	10-201000-0000	649.50
05/24	05/22/2024	1009134	17858	MATTHEW BOUFFARD	10-201000-0000	3,022.00
05/24	05/22/2024	1009135	8970	MOUNTAIN REGIONAL WATER SSD	10-201000-0000	641.99
05/24	05/22/2024	1009136	17928	NATIONWIDE PREMIUM HOLDING	10-201000-0000	179.55
05/24	05/22/2024	1009137	17827	odp Business Solutions, LLC	10-201000-0000	53.28
05/24	05/22/2024	1009138	17658	Park City Auto Parts	10-201000-0000	82.68
05/24	05/22/2024	1009139	17725	PREMIER TRUCK GROUP	10-201000-0000	389.80
05/24	05/22/2024	1009140	11400	PUBLIC EMPLOYEES HEALTH PROG	10-201000-0000	3,904.23
05/24	05/22/2024	1009141	12550	ROCKY MOUNTAIN POWER	10-201000-0000	5,236.10
05/24	05/22/2024	1009142	17549	Rotary Club of Park City	10-201000-0000	121.25
05/24	05/22/2024	1009143	17536	RUSH TRUCK CENTER,	10-201000-0000	160.00
05/24	05/22/2024	1009144	17709	SIDDONS-MARTIN EMERGENCY GROUP	10-201000-0000	1,615.87
05/24	05/22/2024	1009145	13060	SKAGGS COMPANIES, INC.	10-201000-0000	1,293.18
05/24	05/22/2024	1009146	14070	SOUTH FORK HARDWARE PARK CITY	10-201000-0000	23.92
05/24	05/22/2024	1009147	17673	State of Utah Dept of Technology Service	10-201000-0000	296.31
05/24	05/22/2024	1009148	14810	THE UPS STORE #3471	10-201000-0000	54.03
05/24	05/22/2024	1009149	16080	VERIZON WIRELESS	10-201000-0000	1,733.99
05/24	05/22/2024	1009150	17713	ZAYO GROUP, LLC	10-201000-0000	869.52
05/24	05/22/2024	1009151	17497	ZOLL MEDICAL CORP	10-201000-0000	3,052.78
Grand Totals:						229,737.52

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
2086									
05/24	05/13/2024	2086	17975	ANNETTE DUNLAP	PC1958008	10-348-430-3000	.00	127.68	127.68
Total 2086:							.00		127.68
2087									
05/24	05/13/2024	2087	17976	CIGNA	PC1958008	10-348-430-3000	.00	1,234.74	1,234.74
Total 2087:							.00		1,234.74
2088									
05/24	05/13/2024	2088	17974	DEBORAH LIBBY	PC5249016	10-348-430-3000	.00	219.34	219.34
Total 2088:							.00		219.34
1009064									
05/24	05/09/2024	1009064	17954	AFLAC GROUP INSURANCE	APRIL 2024	10-218700-0000	.00	1,619.20	1,619.20
Total 1009064:							.00		1,619.20
1009065									
05/24	05/09/2024	1009065	220	ALL WEST COMMUNICATIONS	MAY 2024	10-40-286-34000	.00	128.95	128.95
05/24	05/09/2024	1009065	220	ALL WEST COMMUNICATIONS	MAY 2024	10-40-286-00000	.00	98.95	98.95
05/24	05/09/2024	1009065	220	ALL WEST COMMUNICATIONS	MAY 2024	10-40-440-30000	.00	104.25	104.25
Total 1009065:							.00		332.15
1009066									
05/24	05/09/2024	1009066	1120	ALPENGLOW SOLAR & ELECTRIC	1852	40-42-725-34000	.00	55,965.00	55,965.00
Total 1009066:							.00		55,965.00
1009067									
05/24	05/09/2024	1009067	17924	AMERITAS LIFE INSURANCE CORP.	MAY 2024	10-217710-4300	.00	639.36	639.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009067:							.00		639.36
1009068									
05/24	05/09/2024	1009068	17971	ASA LOW	AEMT	10-43-420-30000	.00	229.00	229.00
Total 1009068:							.00		229.00
1009069									
05/24	05/09/2024	1009069	700	AT&T MOBILITY	287287652583	10-40-365-00000	.00	40.04	40.04
Total 1009069:							.00		40.04
1009070									
05/24	05/09/2024	1009070	1380	BELL OIL COMPANY	APRIL 2024	10-40-017-00000	.00	8,748.51	8,748.51
Total 1009070:							.00		8,748.51
1009071									
05/24	05/09/2024	1009071	17668	BLOMQUIST HALE CONSULTING, INC	MAY24-5127	10-43-130-30000	.00	491.05	491.05
Total 1009071:							.00		491.05
1009072									
05/24	05/09/2024	1009072	1680	BOUND TREE MEDICAL LLC	APRIL 2024	10-43-300-30000	.00	348.67	348.67
05/24	05/09/2024	1009072	1680	BOUND TREE MEDICAL LLC	APRIL 2024	10-43-300-30000	.00	453.98	453.98
Total 1009072:							.00		802.65
1009073									
05/24	05/09/2024	1009073	1820	BURT BROS TIRE & SERVICE INC.	1050091457	10-40-500-00100	.00	712.84	712.84
05/24	05/09/2024	1009073	1820	BURT BROS TIRE & SERVICE INC.	APR 2024	10-40-500-00106	.00	132.00	132.00
Total 1009073:							.00		844.84
1009074									
05/24	05/09/2024	1009074	2260	CACTUS & TROPICALS	0377072	10-42-290-00002	.00	145.00	145.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009074:							.00		145.00
1009075									
05/24	05/09/2024	1009075	3070	CANON SOLUTIONS AMERICA, INC.	6007787409	10-42-290-00002	.00	117.54	117.54
05/24	05/09/2024	1009075	3070	CANON SOLUTIONS AMERICA, INC.	6007864275	10-40-312-33000	.00	28.26	28.26
05/24	05/09/2024	1009075	3070	CANON SOLUTIONS AMERICA, INC.	6007864276	10-42-290-00002	.00	7.58	7.58
Total 1009075:							.00		153.38
1009076									
05/24	05/09/2024	1009076	17899	CHRISTENSEN OIL CO.	0433387	10-40-019-00000	.00	540.00	540.00
Total 1009076:							.00		540.00
1009077									
05/24	05/09/2024	1009077	17745	CULLIGAN WATER CONDITIONING	MAY 2024	10-40-316-33000	.00	590.00	590.00
Total 1009077:							.00		590.00
1009078									
05/24	05/09/2024	1009078	17753	DAVID HORNING	TUITION	10-40-125-00000	.00	1,947.00	1,947.00
Total 1009078:							.00		1,947.00
1009079									
05/24	05/09/2024	1009079	17636	DISCOUNTCCELL, INC	OE-29087	10-40-285-00000	.00	688.50	688.50
Total 1009079:							.00		688.50
1009080									
05/24	05/09/2024	1009080	17435	DOMINION ENERGY	APRIL 2024	10-40-440-00000	.00	7,604.35	7,604.35
Total 1009080:							.00		7,604.35
1009081									
05/24	05/09/2024	1009081	17942	FARMER BROTHERS CO	91936911	10-42-290-00002	.00	137.36	137.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009081:							.00		137.36
1009082									
05/24	05/09/2024	1009082	5580	GRAHAM FIRE APPARATUS SALES &	591	10-40-293-30000	.00	213.71	213.71
05/24	05/09/2024	1009082	5580	GRAHAM FIRE APPARATUS SALES &	594	10-40-293-30000	.00	316.15	316.15
05/24	05/09/2024	1009082	5580	GRAHAM FIRE APPARATUS SALES &	605	10-40-500-00138	.00	1,421.61	1,421.61
Total 1009082:							.00		1,951.47
1009083									
05/24	05/09/2024	1009083	6060	HENRY SCHEIN INC.	83178604	10-43-300-30000	.00	231.71	231.71
Total 1009083:							.00		231.71
1009084									
05/24	05/09/2024	1009084	6110	HOME DEPOT CREDIT SERVICES	APRIL 2024	10-40-316-30000	.00	579.75	579.75
Total 1009084:							.00		579.75
1009085									
05/24	05/09/2024	1009085	6660	IMAGETREND INC.	PS-INV107489	10-42-285-00000	.00	874.18	874.18
Total 1009085:							.00		874.18
1009086									
05/24	05/09/2024	1009086	17699	Intermountain WorkMed	PC3509535	10-43-348-30000	.00	52.00	52.00
Total 1009086:							.00		52.00
1009087									
05/24	05/09/2024	1009087	17946	JACK ANDERSON	TUITION REI	10-40-125-00000	.00	2,514.62	2,514.62
Total 1009087:							.00		2,514.62
1009088									
05/24	05/09/2024	1009088	17586	Jonathan Jahp	FDIC PER DIE	10-40-066-00000	.00	240.00	240.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009088:							.00		240.00
1009089									
05/24	05/09/2024	1009089	17719	KIMTEK CORPORATION	PC-043024	10-40-500-00057	.00	4,070.00	4,070.00
Total 1009089:							.00		4,070.00
1009090									
05/24	05/09/2024	1009090	2860	L N CURTIS & SONS	INV812150	10-40-029-00000	.00	9,072.00	9,072.00
Total 1009090:							.00		9,072.00
1009091									
05/24	05/09/2024	1009091	8250	LEGALSHIELD	MAY 2024	10-219200-0000	.00	277.25	277.25
Total 1009091:							.00		277.25
1009092									
05/24	05/09/2024	1009092	17623	LGG INDUSTRIAL, INC.	WV324166	10-40-500-00138	.00	244.92	244.92
Total 1009092:							.00		244.92
1009093									
05/24	05/09/2024	1009093	11810	MATT PROVOST	FDIC PER DIE	10-40-066-00000	.00	240.00	240.00
Total 1009093:							.00		240.00
1009094									
05/24	05/09/2024	1009094	17581	Michael Dean	CRITICAL CA	10-40-076-00000	.00	152.35	152.35
Total 1009094:							.00		152.35
1009095									
05/24	05/09/2024	1009095	17827	odp Business Solutions, LLC	364409162001	10-42-290-00000	.00	211.79	211.79
05/24	05/09/2024	1009095	17827	odp Business Solutions, LLC	APRIL 2024	10-40-290-00000	.00	122.55	122.55
Total 1009095:							.00		334.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1009096									
05/24	05/09/2024	1009096	17651	OXYGEN UTAH, LLC	18639	10-40-029-00000	.00	651.68	651.68
Total 1009096:							.00	651.68	
1009097									
05/24	05/09/2024	1009097	17658	Park City Auto Parts	109130	10-40-500-00090	.00	27.63	27.63
05/24	05/09/2024	1009097	17658	Park City Auto Parts	109948	10-40-500-00142	.00	79.98	79.98
Total 1009097:							.00	107.61	
1009098									
05/24	05/09/2024	1009098	10710	PARK CITY MUNICIPAL CORP	APRIL 2024	10-40-440-34000	.00	1,401.67	1,401.67
Total 1009098:							.00	1,401.67	
1009099									
05/24	05/09/2024	1009099	17835	PEST ELIMINATION, INC.	119745	10-40-316-37000	.00	150.00	150.00
Total 1009099:							.00	150.00	
1009100									
05/24	05/09/2024	1009100	17972	PREMIER VEHICLE INSTALLATION, IN	44262	10-40-500-00116	.00	9,125.54	9,125.54
Total 1009100:							.00	9,125.54	
1009101									
05/24	05/09/2024	1009101	12280	REPUBLIC SERVICES #864	0864-0019730	10-42-440-00000	.00	2,627.83	2,627.83
Total 1009101:							.00	2,627.83	
1009102									
05/24	05/09/2024	1009102	4200	SAM T. EVANS	7014	10-40-500-00116	.00	5,024.00	5,024.00
Total 1009102:							.00	5,024.00	
1009103									
05/24	05/09/2024	1009103	17709	SIDDONS-MARTIN EMERGENCY GRO	321-SIV00145	10-40-500-00143	.00	206.76	206.76
05/24	05/09/2024	1009103	17709	SIDDONS-MARTIN EMERGENCY GRO	321-SIV00157	10-40-293-30000	.00	556.67	556.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009103:							.00		763.43
1009104									
05/24	05/09/2024	1009104	13060	SKAGGS COMPANIES, INC.	APRIL 2024	10-40-071-00000	.00	528.62	528.62
Total 1009104:							.00		528.62
1009105									
05/24	05/09/2024	1009105	13120	SMITHS CUSTOMER CHARGES	APRIL 2024	10-42-290-00002	.00	103.93	103.93
Total 1009105:							.00		103.93
1009106									
05/24	05/09/2024	1009106	13130	SNYDERVILLE BASIN W R D	MAY 2024	10-40-440-37000	.00	646.48	646.48
Total 1009106:							.00		646.48
1009107									
05/24	05/09/2024	1009107	13210	SPEEDS POWER EQUIPMENT	107355	10-40-022-00000	.00	276.21	276.21
Total 1009107:							.00		276.21
1009108									
05/24	05/09/2024	1009108	13260	STANDARD PLUMBING SUPPLY CO	WNWF29	10-40-316-35000	.00	46.88	46.88
Total 1009108:							.00		46.88
1009109									
05/24	05/09/2024	1009109	17731	STATE OF UTAH FUEL NETWORK (DG	F2410E0005	10-40-015-00000	.00	124.09	124.09
Total 1009109:							.00		124.09
1009110									
05/24	05/09/2024	1009110	14350	STATE OF UTAH Health Care Financing	24H5000546	10-43-232-30000	.00	32,011.17	32,011.17
Total 1009110:							.00		32,011.17

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1009111									
05/24	05/09/2024	1009111	13500	STRYKER SALES, LLC	9206002804	10-43-310-30000	.00	1,724.66	1,724.66
Total 1009111:							.00	1,724.66	
1009112									
05/24	05/09/2024	1009112	17813	SUMMIT FIRE & SECURITY LLC	1544112	10-40-020-00000	.00	79.00	79.00
Total 1009112:							.00	79.00	
1009113									
05/24	05/09/2024	1009113	13490	SUMMIT WATER DISTRIBUTION CO	1404 APR 202	10-40-440-33000	.00	563.21	563.21
Total 1009113:							.00	563.21	
1009114									
05/24	05/09/2024	1009114	8670	SUZANNE M. MC MILLAN	MAIL PARTS	10-40-290-00000	.00	5.00	5.00
05/24	05/09/2024	1009114	8670	SUZANNE M. MC MILLAN	PETE'S LUNC	10-40-064-00000	.00	50.00	50.00
Total 1009114:							.00	55.00	
1009115									
05/24	05/09/2024	1009115	17811	THOMAS JAMES EGBERT	FDIC PER DIE	10-40-066-00000	.00	240.00	240.00
Total 1009115:							.00	240.00	
1009116									
05/24	05/09/2024	1009116	17597	VERIFIED FIRST	INV-00047708	10-43-205-30000	.00	269.75	269.75
Total 1009116:							.00	269.75	
1009117									
05/24	05/22/2024	1009117	1680	BOUND TREE MEDICAL LLC	85339963	10-43-300-30000	.00	520.76	520.76
05/24	05/22/2024	1009117	1680	BOUND TREE MEDICAL LLC	MAY 2024	10-43-300-30000	.00	1,423.70	1,423.70
05/24	05/22/2024	1009117	1680	BOUND TREE MEDICAL LLC	MAY 24	10-43-300-30000	.00	1,032.05	1,032.05
Total 1009117:							.00	2,976.51	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1009118									
05/24	05/22/2024	1009118	1820	BURT BROS TIRE & SERVICE INC.	124003791	10-43-500-00536	.00	423.22	423.22
Total 1009118:							.00	423.22	
1009119									
05/24	05/22/2024	1009119	3170	Caselle, Inc.	132844	10-42-285-00000	.00	3,234.00	3,234.00
Total 1009119:							.00	3,234.00	
1009120									
05/24	05/22/2024	1009120	3030	CENTURYLINK	333504045	10-40-365-37000	.00	333.12	333.12
Total 1009120:							.00	333.12	
1009121									
05/24	05/22/2024	1009121	17532	CENTURYLINK	688390091	10-40-286-36000	.00	833.62	833.62
05/24	05/22/2024	1009121	17532	CENTURYLINK	MAY 2024	10-40-286-37000	.00	396.04	396.04
Total 1009121:							.00	1,229.66	
1009122									
05/24	05/22/2024	1009122	7570	CHAD KRAMER	MAY 18 CRITI	10-40-291-00000	.00	96.58	96.58
Total 1009122:							.00	96.58	
1009123									
05/24	05/22/2024	1009123	17745	CULLIGAN WATER CONDITIONING	APRL 2024	10-40-316-34000	.00	711.50	711.50
Total 1009123:							.00	711.50	
1009124									
05/24	05/22/2024	1009124	17622	Department of Public Safety	COST SHARI	10-41-130-00000	.00	10,000.00	10,000.00
Total 1009124:							.00	10,000.00	
1009125									
05/24	05/22/2024	1009125	5430	ERIC GOMM	EMT RECERT	10-43-420-30000	.00	30.00	30.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009125:							.00		30.00
1009126									
05/24	05/22/2024	1009126	17663	FIRST DIGITAL	00663984-1	10-42-286-00000	.00	2,403.98	2,403.98
Total 1009126:							.00		2,403.98
1009127									
05/24	05/22/2024	1009127	17863	GOLD CROSS SERVICES, INC	3697	10-43-235-30000	.00	18,686.61	18,686.61
Total 1009127:							.00		18,686.61
1009128									
05/24	05/22/2024	1009128	5320	GOVERNMENTJOBS.COM, INC.	INV-42381	10-40-355-00000	.00	4,841.81	4,841.81
Total 1009128:							.00		4,841.81
1009129									
05/24	05/22/2024	1009129	5580	GRAHAM FIRE APPARATUS SALES &	619	10-40-293-30000	.00	132.18	132.18
Total 1009129:							.00		132.18
1009130									
05/24	05/22/2024	1009130	17641	Heber City Carquest	15341-181183	10-40-500-00099	.00	180.82	180.82
Total 1009130:							.00		180.82
1009131									
05/24	05/22/2024	1009131	6060	HENRY SCHEIN INC.	84429543	10-43-300-30000	.00	523.05	523.05
Total 1009131:							.00		523.05
1009132									
05/24	05/22/2024	1009132	17771	HUDSON ZWAHLEN	TRAIL SERIE	10-42-522-00000	.00	100.00	100.00
Total 1009132:							.00		100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1009133									
05/24	05/22/2024	1009133	15960	J & S Auto, Inc.	14802-358034	10-40-019-00000	.00	649.50	649.50
Total 1009133:							.00	649.50	
1009134									
05/24	05/22/2024	1009134	17858	MATTHEW BOUFFARD	TUITION 2024	10-40-125-00000	.00	3,022.00	3,022.00
Total 1009134:							.00	3,022.00	
1009135									
05/24	05/22/2024	1009135	8970	MOUNTAIN REGIONAL WATER SSD	APRIL 2024	10-40-440-37000	.00	641.99	641.99
Total 1009135:							.00	641.99	
1009136									
05/24	05/22/2024	1009136	17928	NATIONWIDE PREMIUM HOLDING	22977 MAY	10-217500-0000	.00	179.55	179.55
Total 1009136:							.00	179.55	
1009137									
05/24	05/22/2024	1009137	17827	odp Business Solutions, LLC	367967316001	10-40-290-00000	.00	53.28	53.28
Total 1009137:							.00	53.28	
1009138									
05/24	05/22/2024	1009138	17658	Park City Auto Parts	107719	10-40-500-00103	.00	59.87	59.87
05/24	05/22/2024	1009138	17658	Park City Auto Parts	110377	10-40-293-30000	.00	22.81	22.81
Total 1009138:							.00	82.68	
1009139									
05/24	05/22/2024	1009139	17725	PREMIER TRUCK GROUP	775600034	10-40-500-00137	.00	389.80	389.80
Total 1009139:							.00	389.80	
1009140									
05/24	05/22/2024	1009140	11400	PUBLIC EMPLOYEES HEALTH PROG	MAY 2024 826	10-219000-0000	.00	3,904.23	3,904.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1009140:							.00		3,904.23
1009141									
05/24	05/22/2024	1009141	12550	ROCKY MOUNTAIN POWER	APRIL 2024	10-40-440-34000	.00	1,981.59	1,981.59
05/24	05/22/2024	1009141	12550	ROCKY MOUNTAIN POWER	APRIL 2024	10-40-440-30000	.00	3,254.51	3,254.51
Total 1009141:							.00		5,236.10
1009142									
05/24	05/22/2024	1009142	17549	Rotary Club of Park City	3571	10-42-367-00000	.00	121.25	121.25
Total 1009142:							.00		121.25
1009143									
05/24	05/22/2024	1009143	17536	RUSH TRUCK CENTER,	3031970356	10-40-316-37000	.00	160.00	160.00
Total 1009143:							.00		160.00
1009144									
05/24	05/22/2024	1009144	17709	SIDDONS-MARTIN EMERGENCY GRO	APRIL 2024	10-40-500-00139	.00	1,615.87	1,615.87
Total 1009144:							.00		1,615.87
1009145									
05/24	05/22/2024	1009145	13060	SKAGGS COMPANIES, INC.	MAY 2024	10-40-071-00000	.00	1,293.18	1,293.18
Total 1009145:							.00		1,293.18
1009146									
05/24	05/22/2024	1009146	14070	SOUTH FORK HARDWARE PARK CITY	531490	10-40-316-31000	.00	23.92	23.92
Total 1009146:							.00		23.92
1009147									
05/24	05/22/2024	1009147	17673	State of Utah Dept of Technology Service	2410R123000	10-42-285-00000	.00	296.31	296.31
Total 1009147:							.00		296.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1009148									
05/24	05/22/2024	1009148	14810	THE UPS STORE #3471	13	10-43-290-30000	.00	54.03	54.03
Total 1009148:							.00	54.03	
1009149									
05/24	05/22/2024	1009149	16080	VERIZON WIRELESS	9963300835	10-43-365-30000	.00	771.62	771.62
05/24	05/22/2024	1009149	16080	VERIZON WIRELESS	9964137580	10-43-350-30000	.00	962.37	962.37
Total 1009149:							.00	1,733.99	
1009150									
05/24	05/22/2024	1009150	17713	ZAYO GROUP, LLC	20511559	10-42-365-00000	.00	869.52	869.52
Total 1009150:							.00	869.52	
1009151									
05/24	05/22/2024	1009151	17497	ZOLL MEDICAL CORP	MAY 2024	10-43-300-30000	.00	3,052.78	3,052.78
Total 1009151:							.00	3,052.78	
Grand Totals:							.00	229,737.52	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-201000-0000	.00	173,772.52-	173,772.52-
10-217500-0000	179.55	.00	179.55
10-217710-4300	639.36	.00	639.36
10-218700-0000	1,619.20	.00	1,619.20
10-219000-0000	3,904.23	.00	3,904.23
10-219200-0000	277.25	.00	277.25
10-348-430-3000	1,581.76	.00	1,581.76
10-40-015-00000	1,737.28	.00	1,737.28
10-40-017-00000	7,135.32	.00	7,135.32
10-40-019-00000	1,189.50	.00	1,189.50

GL Account	Debit	Credit	Proof
10-40-020-00000	79.00	.00	79.00
10-40-022-00000	276.21	.00	276.21
10-40-029-00000	9,723.68	.00	9,723.68
10-40-032-00000	119.00	.00	119.00
10-40-064-00000	50.00	.00	50.00
10-40-066-00000	720.00	.00	720.00
10-40-071-00000	1,821.80	.00	1,821.80
10-40-076-00000	152.35	.00	152.35
10-40-125-00000	7,483.62	.00	7,483.62
10-40-285-00000	4,084.08	.00	4,084.08
10-40-286-00000	2,397.40	.00	2,397.40
10-40-286-31000	198.02	.00	198.02
10-40-286-33000	120.55	.00	120.55
10-40-286-34000	249.50	.00	249.50
10-40-286-35000	120.55	.00	120.55
10-40-286-36000	120.55	.00	120.55
10-40-286-37000	198.02	.00	198.02
10-40-290-00000	180.83	.00	180.83
10-40-291-00000	96.58	.00	96.58
10-40-293-30000	1,322.75	.00	1,322.75
10-40-312-33000	28.26	.00	28.26
10-40-316-30000	29.00	.00	29.00
10-40-316-31000	208.39	.00	208.39
10-40-316-33000	282.50	.00	282.50
10-40-316-34000	941.96	.00	941.96
10-40-316-35000	76.20	.00	76.20
10-40-316-36000	147.50	.00	147.50
10-40-316-37000	457.50	.00	457.50
10-40-350-00000	836.31	.00	836.31
10-40-355-00000	4,841.81	.00	4,841.81
10-40-365-00000	347.34	.00	347.34
10-40-365-31000	34.77	.00	34.77
10-40-365-35000	45.89	.00	45.89
10-40-365-36000	34.83	.00	34.83
10-40-365-37000	45.89	.00	45.89
10-40-365-38000	47.40	.00	47.40
10-40-440-00000	716.02	.00	716.02
10-40-440-30000	1,198.30	.00	1,198.30
10-40-440-31000	2,034.47	.00	2,034.47
10-40-440-32000	651.91	.00	651.91

GL Account	Debit	Credit	Proof
10-40-440-33000	1,590.95	.00	1,590.95
10-40-440-34000	3,324.08	.00	3,324.08
10-40-440-35000	1,538.26	.00	1,538.26
10-40-440-36000	2,334.01	.00	2,334.01
10-40-440-37000	2,102.49	.00	2,102.49
10-40-440-38000	1,580.22	.00	1,580.22
10-40-500-00057	4,070.00	.00	4,070.00
10-40-500-00090	27.63	.00	27.63
10-40-500-00099	180.82	.00	180.82
10-40-500-00100	712.84	.00	712.84
10-40-500-00103	59.87	.00	59.87
10-40-500-00106	66.00	.00	66.00
10-40-500-00110	66.00	.00	66.00
10-40-500-00116	14,149.54	.00	14,149.54
10-40-500-00137	402.62	.00	402.62
10-40-500-00138	1,666.53	.00	1,666.53
10-40-500-00139	1,521.82	.00	1,521.82
10-40-500-00142	79.98	.00	79.98
10-40-500-00143	206.76	.00	206.76
10-41-130-00000	10,000.00	.00	10,000.00
10-41-285-00000	175.44	.00	175.44
10-41-286-00000	99.34	.00	99.34
10-41-350-00000	120.03	.00	120.03
10-41-365-00000	175.17	.00	175.17
10-42-285-00000	833.47	.00	833.47
10-42-286-00000	357.61	.00	357.61
10-42-290-00000	183.52	.00	183.52
10-42-290-00002	539.68	.00	539.68
10-42-365-00000	553.96	.00	553.96
10-42-367-00000	121.25	.00	121.25
10-42-440-00000	1,755.17	.00	1,755.17
10-42-522-00000	100.00	.00	100.00
10-43-130-30000	491.05	.00	491.05
10-43-205-30000	269.75	.00	269.75
10-43-232-30000	32,011.17	.00	32,011.17
10-43-235-30000	18,686.61	.00	18,686.61
10-43-290-30000	54.03	.00	54.03
10-43-300-30000	7,586.70	.00	7,586.70
10-43-310-30000	1,724.66	.00	1,724.66
10-43-348-30000	52.00	.00	52.00

GL Account	Debit	Credit	Proof
10-43-350-30000	389.52	.00	389.52
10-43-365-30000	345.56	.00	345.56
10-43-420-30000	259.00	.00	259.00
10-43-500-00536	423.22	.00	423.22
40-201000-0000	.00	55,965.00-	55,965.00-
40-42-725-34000	55,965.00	.00	55,965.00
Grand Totals:	229,737.52	229,737.52-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Park City Fire Service District
Resolution No. 2024-04
New Public Safety and Firefighter Tier II Employee Contribution Pick Up

WHEREAS, Park City Fire Service District employs employees who are eligible for and participate as members in the New Public Safety and Firefighter Tier II Contributory Retirement System administered by the Utah Retirement Systems;

WHEREAS, in accordance with federal and state law, including Section 414(h)(2) of the Internal Revenue Code, employers may take formal action to pick up required employee contributions, which will be paid by the employer in lieu of employee contributions;

WHEREAS, Park City Fire Service District desires to formally pick up the 4.73% employee contributions required to be paid under Subsection [49-23-301](#)(2)(c), as enacted in S.B. 56, Public Safety and Firefighter Tier II Retirement Enhancements (2020 General Session), for all Park City Fire District employees participating in the New Public Safety and Firefighter Tier II Contributory Retirement System; and

WHEREAS, the Administrative Control Board is duly authorized to take this formal action on behalf of the District as a participating employer with the Utah Retirement Systems:

NOW, THEREFORE, BE IT RESOLVED that the Administrative Control Board of the Park City Fire Service District concurring therein, declares that beginning July 1, 2024, the District shall prospectively pick up and pay 4.73% required employee contributions for all employees who are members of the New Public Safety and Firefighter Tier II Contributory Retirement System.

BE IT FURTHER RESOLVED that the picked up contributions paid by the employer, even though designated as employee contributions for state law purposes, are being paid by the District in lieu of the required employee contributions.

BE IT FURTHER RESOLVED that the picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Utah Retirement Systems, so that the contributions are treated as employer contributions pursuant to Section 414(h)(2) of the Internal Revenue Code.

BE IT FURTHER RESOLVED that the picked up contributions are a supplement and not a salary reduction to the District employees who are eligible for and participating members in the New Public Safety and Firefighter Tier II Contributory Retirement System.

BE IT FURTHER RESOLVED that from and after the date of this pick up, a District employee may not have a cash or deferred election right with respect to the designated employee contributions, including that the employees may not be permitted to opt out of the pick-up and may not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the District on behalf of its employees to the Utah Retirement Systems.

Passed and approved by the governing body of the District this _____ day of June, 2024.

By: _____
Jeremy Rubel, Chair

Witnessed: _____

SECTION 9 - FRINGE BENEFITS

A. **EMPLOYEE CATEGORIES**

As used in this Section:

1. Administrative Division employees working 40 hours per week (2080 hours annually) are defined as Full-Time Administrative Employees.
2. EMS Division employees working an average of 42 hours per week (2184 hours annually) or 56 hours per week (2920 hours annually) are defined as Full-Time EMS Employees.
3. Suppression Division employees working an average of 56 hours per week (2920 hours annually) are defined as Full-Time Suppression Employees.
4. Qualifying Part-time Employees are defined as employees working the equivalent of 30 hours per week (1560 hours annually) or more.
5. Part time employees working less than 30 hours per week, temporary and seasonal employees, contractors and volunteers are not eligible for any benefits, except those as required by law.

B. **Group Insurance**

The District may pay all or partial premiums for health, dental, life insurance, and accidental death and dismemberment, for full-time employees and their dependents.

The District may pay a premium for health insurance for Qualifying Part-Time Employees.

C. **Continuation of Benefits**

The District recognizes and follows COBRA regulations for insurance coverage after employment by the District for all employees. Employees separating from District employment who are participating in health care prior to the qualifying event will be allowed to continue group medical and dental insurance coverage at cost to the employee for up to eighteen (18) months from the date of separation (except when terminated for cause). The District assesses a minimum of 2% of the premium as an administrative fee (*see* Utah Code §31A-22-714, or Consolidated Omnibus Budget Reconciliation Act, 1985 (COBRA)). Employees and/or dependents shall be notified within thirty (30) days from date of separation regarding extension and conversion privileges and must reply in writing within sixty (60) days of notice or forfeit their extension right. Payment must be made within forty-five (45) days of acceptance of COBRA benefits or benefits will be canceled.

1. Dependents of employees are eligible to continue insurance at their cost for up to thirty-six (36) months upon the occurrence of the following:
 - a. Upon legal separation or divorce from the covered employee;

- b. The death of the covered employee;
 - c. When dependents cease to be dependent under the definition of the policy;
 - d. When Medicare eligible employees cease participation in employer sponsored plans;
2. Insurance cannot be continued beyond any of the following:
- a. The date the premium is not paid;
 - b. The date when the individual becomes covered under any other group health plan or is entitled to Medicare benefits;
 - c. In the case of a spouse, when the spouse remarries or becomes covered under another group health plan; and
 - d. On the date when the employer ceases to provide any group plan, except the District would be obligated to allow employees or dependents to continue coverage under any replacing group policy or policies.

D. Short-Term Disability Insurance Program

Disability coverage beginning on the 31st day for accidents and illness is provided for full-time employees. Family & Medical Leave shall run concurrently during disability but shall begin the first day the employee is not able to work. In the event of disability, health, dental and life insurance premium payments will be paid by the District for a period of six (6) months from date of inception of the disability. An employee returning to work after disability leave shall provide a return-to-work release from their physician listing accommodations, if any. The District may restrict the employee's return to work if the accommodations preclude the employee from fully participating in their job responsibilities. An employee who cannot return to their regular work responsibilities or perform the essential functions of the job after the six-month period following the inception of the disability shall be separated from employment with the District.

E. Social Security

Employees are required by law to have a valid Social Security number and to contribute to the Social Security system, unless otherwise covered through a qualified public retirement system. The District is covered by the Utah Retirement Systems and has opted out of Social Security, only the Medicare portion of the FICA deduction is withheld from the employees and matched by the District.

F. Leave Status

Vacation, sick, comp time, holidays, trade time worked, or funeral leave shall not be used in overtime calculations.

G. Vacation

- 1. All full-time employees are eligible to accrue vacation. To establish vacation accrual rates, the District will use the employee's full-time hire date. If the employee had leave without pay and their seniority and accrual dates have been adjusted, the adjusted date shall be used.

2. The per-pay-period (26 pay periods per year) accumulation of vacation shall be based upon the following schedule:

Full-time Suppression and Full-time EMS Employees on a 56-hour Work Week

Hire date through the end of the 1 st year	8.30 Hours
Beginning of the 2 nd year through the end of the 5 th year	10.15 Hours
Beginning of the 6 th year through the end of the 10 th year	12.00 Hours
Beginning of the 11 th year through the end of the 15 th year	13.85 Hours
Beginning of the 16 th year through the end of the 20 th year	16.62 Hours
Beginning of the 21 st year and over	17.54 Hours

Full-time EMS Employees on a 42-hour Work Week

Hire date through the end of the 1 st year	6.08 Hours
Beginning of the 2 nd year through the end of the 5 th year	7.46 Hours
Beginning of the 6 th year through the end of the 10 th year	9.08 Hours
Beginning of the 11 th year through the end of the 15 th year	10.46 Hours
Beginning of the 16 th year through the end of the 20 th year	12.08 Hours
Beginning of the 21 st year and over	12.77 Hours

Full-time Non-exempt Administrative Employees

Hire date through the end of the 1 st year	2.08 Hours
Beginning of the 2 nd year through the end of the 5 th year	3.46 Hours
Beginning of the 6 th year through the end of the 10 th year	5.08 Hours
Beginning of the 11 th year through the end of the 15 th year	6.46 Hours
Beginning of the 16 th year through the end of the 20 th year	8.08 Hours
Beginning of the 21 st year and over	8.77 Hours

Full-time FLSA-exempt Administrative

Hire date through the end of the 1 st year	3.62 Hours
Beginning of the 2 nd year through the end of the 5 th year	4.99 Hours
Beginning of the 6 th year through the end of the 10 th year	6.55 Hours
Beginning of the 11 th year through the end of the 15 th year	7.99 Hours
Beginning of the 16 th year through the end of the 20 th year	9.61 Hours
Beginning of the 21 st year and over	10.30 Hours

3. Vacation leave shall not be accrued during a period of time when an employee is receiving long-term disability pay or is on extended leave without pay and has exhausted all FMLA entitlement.
4. Vacation leave shall not accrue during a period where a leave of absence without pay is being granted for reasons other than personal or family-related illness or condition as defined by the Family & Medical Leave Act (FMLA).
5. Employees may accrue and/or carry unused vacation leave over to the next year at a maximum of the following:
- | | |
|---|-----------|
| Administrative Employees | 260 Hours |
| EMS Employees Working 42 hours per week | 332 Hours |
| EMS Employees Working 56 hours per week | 456 Hours |
| Suppression Employees | 456 Hours |
6. Once an employee accrues the maximum accruable hours, vacation accruals will stop until the employee reduces the number of accrued hours.

7. Utilization: Any accrued compensatory time must be used before using accrued vacation leave. Vacation leave shall be scheduled through the scheduling program.
8. An authorized holiday which falls within the time period of an administrative employee's scheduled vacation shall not be charged as used vacation.
9. The District will not advance vacation days.
10. Vacations are to be taken as time off and there will be no pay in lieu of time off.
11. Scheduled vacation leave and traded time off may not exceed 30 consecutive calendar days unless approved by the Fire Chief, or when taken in conjunction with FMLA.
12. Suppression and EMS personnel must use vacation in full-shift increments.
13. Resignation: Upon resignation or retirement, an employee will be paid the cash value of 100% of the earned vacation leave (carried over and earned).
 - a. If employment terminates before the employee meets five years of full-time employment with the District, all accrued vacation leave will be forfeited.
14. Record Keeping: Any discrepancies in accrual balances shall be reconciled directly through the Human Resource Officer. If discrepancies are not reported within thirty (30) days, all information shall be deemed correct.

H. **Sick Leave**

Sick leave is allowed for full-time employees as a benefit and may be used for the employee's own injury or illness. Accrued sick leave is a District-owned benefit afforded to those District employees who become ill or injured and cannot perform their normal duties. The District will not advance sick time.

1. The per-pay-period (26 pay periods per year) sick leave accrual shall be based upon the following schedule:

Administrative Employees	3.08 Hours
EMS Employees Working 42 hours per week	3.08 Hours
EMS Employees Working 56 hours per week	4.60 Hours
Suppression Employees	4.60 Hours
2. Maximum amount of sick leave carried over from year to year:

Administrative Employees	680 Hours
EMS Employees Working 42 hours per week	680 Hours
EMS Employees Working 56 hours per week	960 Hours
Suppression Employees	960 Hours

3. Sick leave shall not accrue during a period where a leave of absence without pay is being granted for reasons other than personal or family-related illness or condition as defined by the Family & Medical Leave Act (FMLA).
4. Sick leave may not be accrued during a period of time when an employee is on long-term disability insurance or is on extended leave-without pay and has exhausted all FMLA entitlement.
5. Sick Leave Payout :
 - a. Upon an eligible employee's termination of employment, the employee will receive a cash benefit equal to 50% of the cash value of the employee's accumulated, unused sick leave in accordance with paragraphs b. and c. below.
 - b. If an individual's employment terminates before the employee meets ten years of full-time employment with the District, all accrued sick leave will be forfeited.
 - c. If the employee qualifies for retirement through the Utah Retirement Systems and has less than ten years of full-time employment, the employee is eligible for sick leave cash benefit as defined in section a. above.
6. District designated holidays occurring while an administrative employee is on sick leave shall not be charged as used sick leave.
7. Notification to the employee's Supervisor for the use of sick leave shall be made no later than one (1) hour prior to employee's regular reporting time.
8. Supervisors are charged with the responsibility to approve or disapprove sick leave requests, and may require the employee to provide evidence of illness or injury.
9. The official record of accrued and used sick leave is to be kept by the District through a formal leave accounting system. Any discrepancies shall be reconciled directly through the Human Resource Officer. If discrepancies are not reported within thirty (30) days, all information shall be deemed correct.
10. Workers Compensation: In the event an employee is injured on the job, they must immediately report the injury to the Human Resource Officer, and submit to any necessary drug testing (*see* Section 12) and apply for workers compensation. If the employee is unable to work and is receiving workers compensation pay, the employee may supplement workers compensation income with accrued sick leave. This shall not be construed as allowing a gross income, inclusive of industrial compensation, in excess of the employee's regular monthly salary or earnings.

11. Short-term disability insurance benefits are provided for more serious illness or accidents. While insurance policies pay 60% of the normal wage, sick leave time then vacation time will be used on a pro-rata basis to maintain normal income. During the duration of an employee supplementing their disability benefit with accrued leave, sick leave and vacation accruals will continue. If no sick leave or vacation time is available, sick leave and vacation will not accrue when FMLA benefits have been exhausted.

I. Dependent Care Leave

An eligible employee may request up to 24 hours per year of Dependent Care Leave to care for the eligible employee's child, spouse, or parent who is ill or injured but may not have a serious health condition (non-FMLA qualifying event).

1. PCFD may require an eligible employee to provide information about the need for Dependent Care Leave.
2. An eligible employee's sick leave accrual shall be reduced by the number of hours taken by an employee as Dependent Care Leave under this paragraph.

J. Funeral Leave

An employee's Vacation leave accrual shall be reduced by the number of hours taken. The granting of funeral leave is to override rules for vacation use. Full-time employees may use funeral leave in accordance with the following.

1. Funeral leave with pay, not to exceed one (1) week, may be allowed in the loss of the following:
 - a. Spouses, Adult Designee (as noted for health insurance) Son, Daughter, Mother, Father, Grandson, Granddaughter, Stepmother, Stepfather, Stepson, Stepdaughter, Son-in-law, and Daughter-in-law.
2. Funeral leave with pay, not to exceed one shift, may be allowed in the loss of the following:
 - a. Grandparents, Sister, Brother, Father-in-law, Mother-in-law, Sister-in-law, and Brother-in-law.

K. Holiday Leave

1. The following days have been designated by the District to be paid holidays for Administrative Employees¹:

New Year's Day	January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday of May

¹ Suppression and full-time EMS employees accrue vacation time at higher rates to compensate for lack of any designated paid holidays (*see* paragraph G, above.)

Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday of November
Christmas Day	December 25 th

2. When any of the above holidays fall on a non-working day, the closest workday shall be observed as the holiday. The exception is New Year's Day. The holiday will be taken on the first working day of the new year.
3. Should a holiday occur while an employee is on vacation, the employee will not be charged with vacation the day of the holiday.
4. Holiday Pay: Administrative Employees who are required to work on a designated holiday will receive compensation at the regular rate for the holiday plus compensation at the regular rate for all hours actually worked on the holiday.

L. Court or Jury Leave

Each full-time employee entitled to paid leave under these rules shall, during regularly scheduled work time only, be entitled to leave of absence with full pay for such period of required absence when, in obedience to a subpoena or direction by proper authority, the employee is to appear as a witness in a case involving the federal government, the State of Utah, or a political subdivision thereof, or to serve on a jury. Witness or juror's fees paid to employees on leave with pay status shall be returned to the District for deposit in the general fund. Per diem and witness or juror fees may be retained by an employee who elects to use vacation leave while on jury duty or acting as a witness. Absence due to litigation not required by the employee's position, but as an individual, shall be taken as vacation leave, comp time, or leave without pay.

M. Maternity Leave

1. An employee who becomes pregnant may continue working until such time as they can no longer satisfactorily perform their duties or their physical condition is such that their attending physician deems continued employment to be hazardous to the employee's health or the health of the unborn child.
2. Paid sick leave or Family & Medical Leave without pay, which is available to cover the time for physical examinations and periods of incapacitation, will be available to the pregnant employee for the same purpose.
3. Leave granted for maternity purposes shall be allowed. Such leave may also be eligible for short-term disability compensation according to District insurance program guidelines.

4. Employees who have exhausted all accumulated sick leave and vacation leave, but have not exhausted their FMLA leave, shall be granted Family & Medical Leave without pay for maternity and other allowed purposes. Family & Medical Leave shall run concurrently with the use of sick time and vacation time and shall begin the first day the employee is not able to work. Employees desiring extended leave due to "pregnancy disability" shall receive it on the same basis as any other disability.

N. Military Leave

Leave shall be granted for a period of active military service. Extended military leave is six (6) months or more, not to exceed five (5) years unless approved by the District. Short-term military leave is any leave of less than six (6) months in duration, normally not longer than 120 hours.

1. Short-term Military Leave is authorized for full-time employees pursuant to the following conditions:
 - a. Administrative and EMS Employees working a 42-hour work week are entitled to one hundred and twenty (120) hours and Suppression and EMS Employees working a 56-hour work week are entitled to one-hundred and sixty-eight (168) hours of military leave per year without loss of regular pay or other fringe benefits. The employee may take military leave when activated. After the employee has exhausted their hours of military leave, they may take unpaid leave or substitute vacation or trades.
 - b. Whenever possible, employees who are members of reserve units of the military shall notify the Fire Chief and Human Resource Officer within one week of receipt of an activation notice and shall indicate in writing their intention and anticipation with regard to participating in periods of active duty. Such written notification shall be made a part of the individual employee's personnel file.
 - c. Employees requesting short-term military leave may go on leave without pay status after exhausting paid military leave. Employees may substitute leave without pay with accrued vacation, shift trades or comp-time.
 - d. While on short term military leave without pay, none of the employee's benefits shall accrue, except that health, dental and life insurance benefits will remain in force.
 - e. If the employee does not return to District employment after six (6) months, the Fire Chief may declare the position vacant.
2. Extended Military Leave Without Pay shall be granted to employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States in accordance with the provision of the Universal Military Training and Service Act. Former employees shall be permitted to return to District employment without loss of benefits pursuant to the provisions of the Utah Code §39-3-1. The following conditions shall apply:
 - a. USERRA provides that an individual may serve up to 5 years in the uniformed services, in a single period of service or in cumulative periods totaling 5 years and retain the right to re-employment by

their pre-service employer (38 USC 4312(c)).

- b. The employee must have satisfactorily completed the period of active duty and furnish a certificate to that effect. The District shall follow USERRA regulations regarding the reinstatement of an employee returning from active military duty. If the employee declines an offer for position vacancy, reinstatement rights may be canceled by the Fire Chief.
- d. If, due to a service-connected disability or for some other reason, an employee is not qualified to perform all the duties of their former position, they will be placed in the closest comparable position for which they are qualified or the employee will be placed on a list of eligibles for consideration for future openings. Under the American's With Disabilities Act, reasonable accommodation shall be provided unless to do so would prove to be an undue hardship.

O. Administrative Leave

In cases of training, special educational pursuits, hardships, or other cases not provided for in these policies, the Fire Chief may grant short-term leaves at full pay, partial pay, or without pay. The approval or denial of such requests is at the discretion of the Fire Chief and is not subject to appeal.

P. Family & Medical Leave Without Pay

The District will comply with all applicable requirements of the Family & Medical Leave Act of 1993 (FMLA).

1. Eligibility: All employees who have worked for the District for at least 12 months (which need not be a consecutive 12-month period) and have worked for the District at least 1250 hours in the previous consecutive 12-month period qualify for family & medical leave without pay.
2. Eligible employees may receive up to 12 weeks of unpaid, job-protected leave in any 12-month period for the following reasons:
 - a. To care for a child upon birth or upon placement for adoption or foster care;
 - b. To care for a parent, spouse, or child with a serious health condition, or,
 - c. When an employee is unable to work because of a serious health condition. A serious health condition is defined as "any illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider" (i.e. doctors, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse midwives, and Christian Scientist practitioners). In addition, a single event or occasion, which results in a regimen of continuing treatment under the supervision of the health care provider, such as a regimen of medication or physical therapy, qualifies. Excluded from coverage are voluntary or cosmetic treatments which are not medically necessary, and preventive physical examinations. An employee

- returning to work after FMLA leave for their own serious health conditions shall provide a return to work release from their physician listing accommodations, if any. The District may restrict the employee's return to work if the accommodations preclude the employee from fully participating in their job responsibilities.
- d. When a family member is called on active military duty or called to active military duty.
3. Eligible employees may receive up to 26 weeks of unpaid, job-protected leave in any 12-month period to care for a family member who sustained an injury or illness in the line of active military duty.
 4. Notice & Verification: Employees who want to take FMLA leave ordinarily must provide the District with at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If the need is not foreseeable, the employee should give as much notice as is practicable. The employee notice shall contain the reason for the leave, the anticipated timing of the leave and the expected duration of the leave. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition within 15 days after the request or as soon thereafter as is seasonably possible. The District may also require a second or third opinion (at the District's expense), periodic recertification of the serious health condition (as frequently as every 30 days), and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The District may deny leave to employees who do not provide proper advance leave notice or medical certification within the established time frame.
 5. District Communication Requirements: Upon receiving notice of an employee need for FMLA leave, the District must provide the employee with a detailed notice specifying the employee's rights and obligations in connection with the law and District policy and explain any consequences of a failure to meet these obligations. The District notice shall include:
 - a. A statement that the leave will be counted against the employee's annual FMLA leave entitlement;
 - b. Requirements for the employee to furnish medical certification of a serious health condition and the consequences for failing to do so;
 - c. The requirement for the employee to use accrued paid leave;
 - d. Any requirements for the employee to make or participate in the payment of insurance premiums, and the methods for doing so;
 - e. Any requirement of the employee to present a fitness for duty certificate in order to return to work;
 - f. The employee reinstatement rights to the same or equivalent job;
 - g. The employee's status as a "key employee" and the conditions under which reinstatement may be denied; and
 - h. The employee's potential liability for health insurance premiums paid by the District during the leave if the employee does not

return to work.

6. Method of Leave Usage: The leave may be taken intermittently or on a reduced leave schedule when medically necessary; therefore, Supervisors shall take an active role in verifying medical necessity, especially in the case of emergencies and short-notice situations. Medically necessary FMLA leave may be taken in half-hour, hourly, daily or weekly blocks of time, but may not be taken intermittently for any other non-medical purpose.
7. Employee Entitlements: Employees taking qualified FMLA leave are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. In addition, the District shall reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms as previously provided. The District's obligation under FMLA to reinstate an employee returning from leave ceases once the employee has used up their 12/26 week entitlement and continues on another form of leave, paid or unpaid. Also, the District may deny reinstatement if it can be demonstrated that the employee would not otherwise have been employed at the time the reinstatement request is made, such as when an employee's position is eliminated due to a layoff.
8. Accrued Benefit Impact: Employees use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued paid vacation, compensatory time, and sick leave during a FMLA leave for the employee's own serious health condition or for a seriously ill family member. In addition, the employee must first use any accrued paid vacation or compensatory time, but not sick leave, during FMLA leave to care for a newborn or newly placed child, and no more than 2 paid sick days for suppression personnel and 4 paid sick days for administrative and EMS personnel may be included in FMLA leave taken to care for a seriously ill family member (see sick leave policy). In calculating the number of leave days used as part of the 12/26 week FMLA limit, all paid leave shall be included.
9. Defining 12-month period: The District shall use a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
10. Return to Work
 - a. Prior to returning to work, an employee whose FMLA leave was due to the employee's own serious health condition shall provide a release to return to work from his health care provider. In addition, an employee who has been absent due to illness or injury may also be required to undergo a Return to Work / Fitness for Duty Evaluation through a District-appointed physician. In such event, the district shall cover the cost of such examination.

- b. If the employee has not exhausted their FMLA or other leave, the employee shall be restored to the same position held before the FMLA leave or to an equivalent position with equivalent pay and benefits, unless the employee has been identified as a “key employee.”
- 11. Temporary Work Assignments: Where medical necessity dictates the need to use scheduled intermittent leave or a reduced work schedule, the District may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of leave than the employee's regular position.
- 12. Record Keeping Requirements: Records retention for FMLA purposes must be maintained in accordance with record keeping requirements of the Fair Labor Standards Act (FLSA). Records must be kept for a minimum of three years, which includes the following information:
 - a. Basic payroll records;
 - b. Dates that FMLA leave is taken;
 - c. Hours of FMLA leave;
 - d. Copies of employee notification given to employer;
 - e. Copies of employer notices regarding employee rights and obligations;
 - f. Copies of District policies and procedures describing benefits and leave provisions;
 - g. Premium payments of employee benefits;
 - h. Documents pertaining to disputes regarding designation of FMLA leave. All records relating to medical information must be kept in separate, confidential medical files.

Q. Retirement

The District is a participant in the Public Employee and Fire Fighters’ retirement programs of the Utah Retirement Systems (URS) and does not contribute to Social Security. In lieu of Social Security payments, part-time employees are enrolled in a qualified 457 retirement program through the District. The district will contribute a percentage of the employee’s gross wages based on the current social Security rate; part-time employees will contribute a minimum of 5% of their gross wages to their 457 account. Full-time, post-retired employees will receive a contribution to a 401(k) retirement plan in lieu of Social Security at the current Social Security rate as per IRS regulations.

Qualifying suppression and EMS personnel participate in the URS Tier I or Tier II, Division “B”, Firefighters Retirement System. Qualifying Administrative personnel participate in the Tier I or Tier II Public Employees Retirement System.

The District endorses the concept that performance, not age, should be the standard for retaining qualified employees. There shall be no set retirement age from District employment. Contributions into the retirement system shall be made

for all employees working full time.

1. Employees, at their discretion, may choose to retire any time after they are eligible under provisions of the Retirement Act.
2. Employees over retirement age, as defined by the Social Security Administration, can be retained or hired as long as they are physically and mentally able to satisfactorily discharge the duties of the position.
3. The retirement system provides a number of benefits to the employee, including retirement benefits, death benefits, and survivor's allowances. Contributions are made by the employer as allowed by the retirement system.
4. Employees working less than full time but at least 20 hours per week and receiving any other non-mandated benefit from the District will be enrolled in the District Retirement program.
5. Retirement credit will continue to accrue while an employee is receiving short-term disability.
6. Retirement credit will not accrue while an employee is receiving long-term disability or when an employee is on unpaid leave and has exhausted all FMLA entitlement.

R. HOUSING ALLOWANCE

1. Full-time personnel who reside within the jurisdictional boundaries of the PCFD may receive a monthly housing allowance.
2. In order for an employee to qualify for the housing allowance, the employee must provide proof of primary residency within the District boundaries. This proof may consist of a Summit County tax notice, mortgage statement, lease agreement, utility bill in their name, or voter registration card. A local mailing address must be provided for proof and use for all District correspondence.
3. In the event the employee moves outside of the District, Human Resources shall be notified immediately of the address change.
4. The status of employees' residency within the District may be reviewed by the District at any time. If it is determined that the employee has lived outside the District boundaries while receiving the housing allowance, the employee shall be required to reimburse the District and may be subject to disciplinary action.

S. Unemployment Insurance

The District participates in the State Unemployment Insurance Program, and each person that terminates will be eligible for unemployment benefits in

accordance with the rules and provisions as provided by the State. Employees terminated for cause shall not be eligible for unemployment benefits from the District.

T. Education Assistance

If a full-time employee desires to enhance their own education through academic pursuits which are viewed by the Fire Chief as being directly related to the job, the District may give consideration in tuition expenses.

Tuition expenses must be budgeted during the District's regular budget process. Employees requesting tuition reimbursement must be employed, full time, by the District for a minimum of 2 years. The District may reimburse 100% of tuition-only expenses, not to exceed the IRS tax exempt rates for educational expenses per year. Education expenses may be taxable by the IRS. Employees with approved educational assistance must enter into a written agreement that upon termination (voluntary or involuntary, except for reduction in force) they will refund to the District monies received for educational assistance based upon the following schedule:

<u>Time Period Between Date Of Termination & Conclusion of Educational Course(s)</u>	<u>Portion Of Expenses Refunded To District</u>
Less than Two Years	100%
Two Years, But Less than Three Years	75%
Three Years, But Less than Four Years	50%
Greater than Four Years	0%

Employees who participate in this benefit shall maintain a 3.0 (B) grade or better (on a 4.0 scale) in all classes at the end of each term or semester. Employees that do not receive a 3.0 (B) or better for the semester may not be eligible for tuition reimbursement prorated.

SECTION 13 - DISCIPLINARY PROCEDURES

A. PURPOSE AND SCOPE

Employees are required to conduct themselves in a highly self-disciplined manner, obeying District expected conduct and behavior, policies, procedures, lawful orders, and operational standards. It is the responsibility of all employees to observe regulations necessary for the proper operation of District functions. In situations where employees do not adhere to these expectations, Supervisors will take the necessary actions to correct the problem.

B. DEFINITIONS

Corrective Action – A preventative measure to help employees improve their performance, attendance, or conduct. An example of Corrective Action includes, but is not limited to, verbal warnings.

Discipline – Measures, which may be either corrective or punitive in nature, taken either when Corrective Actions fail or when an offense is serious enough to warrant more formal action. Discipline may be subject to certain due process and appeals rights. Examples of Discipline include, but are not limited to, written reprimands, suspensions, demotions, or dismissals.

C. POLICY

It is the policy of the District that Supervisors administer disciplinary action in a corrective and lawful manner.

Corrective in the sense that the Supervisor and employee come to an understanding about the causes and/or reasons for deficiencies, correct those deficiencies, and restore the employee to a productive and positive employment status.

Lawful in that the District will provide, where applicable, due process rights whereby employees are given reasonable notice and an opportunity for the employee to respond to allegations.

The principal objective is to improve or correct the performance and efficiency of the employee as well as that of the District.

D. TYPES OF CORRECTIVE OR DISCIPLINARY ACTIONS

Progressive discipline is not required. The corrective or disciplinary action taken shall be as deemed appropriate by the employee's Supervisor or the Fire Chief or designee. The types of actions need not be exclusive and may be used in concert with each other (i.e., demotion may also include a written reprimand, etc.).

1. Verbal Warning:

Whenever a Supervisor determines that a more severe action is not immediately necessary, they should orally communicate to the employee the Supervisor's

observations of the deficiency demonstrated. The verbal warning should be given in private. Supervisors should inform the employee that they are issuing a verbal warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the employee will be subject to more severe disciplinary action. The Supervisor shall keep notes of the counseling session for future reference and guidance and notify their Battalion Chief or Deputy Chief

2. Written Reprimand:

Supervisors may reprimand an employee in writing when, in the judgment of the Supervisor, the employee violates District policies or reasonable employer expectations. A written reprimand must include the nature of the infraction or deficiency and what corrective action must be taken by the employee to avoid further disciplinary action. A written reprimand may include a memorandum of expectations.

Any Supervisor writing a letter of reprimand shall have the letter reviewed by the Human Resource Officer. The Supervisor will meet with the employee to discuss the reprimand. A copy of the written reprimand is to be given to the employee at the time of the meeting. One copy, signed by the employee to acknowledge receipt, will become a part of the employee's personnel file.

3. Suspensions:

a. **Suspension With Pay**

When necessary, suspensions with pay may be issued only prior to a disciplinary decision being made, not as a form of discipline. Employees alleged to have engaged in conduct which may warrant discipline may be suspended with pay pending an investigation. Human Resources, the Battalion Chief, and the Deputy Chief will be notified of the suspension.

b. **Suspension Without Pay**

Suspension without pay may be issued as a disciplinary measure for employees who engage in wrongful conduct. Suspension may be up to 30 working days. Human Resources, the Battalion Chief, and the Deputy Chief will be notified of the suspension. The employee shall be furnished with a written copy of the reasons for and term of the suspension. Suspension without pay for two working days or less may not be appealed.

4. Demotion:

The Fire Chief or designee may demote, with loss of compensation, an employee for reasons deemed appropriate by the Chief or designee, where employees have been promoted to a position where they are unwilling or unable to satisfactorily perform the responsibilities of the position.

5. Termination:

The Fire Chief or designee may terminate an employee for reasons deemed appropriate by the Chief or designee. An employee may also be terminated after repeated offenses of a less serious nature if the appropriate behavioral changes

have not resulted from previous disciplinary action.

E. PROCESS

When an allegation or observation is made regarding an employee's conduct which may trigger a disciplinary action of suspension without pay, demotion, or termination of non-probationary employees, Supervisors shall ensure the employee is given notice of the allegation, an opportunity to respond to the allegation, be heard on the matter, and given notice of a final disciplinary decision. To achieve these goals, Supervisors shall:

1. Where necessary, suspend the employee with pay pending an investigation and prior to a disciplinary decision being made. Suspension with pay is not disciplinary. In the event the suspension is to last for more than 3 days, the employee shall be notified of the suspension in writing.

The employee shall immediately cease all work for the District until notified otherwise.

2. Conduct an investigation into the allegations to ascertain any and all evidence relevant to the allegation. The investigation may be performed by the Supervisor or other officer as assigned.
3. Upon completion of the investigation, a written report will be completed including a summary of allegations, evidence as to each allegation, and conclusion.
4. A written letter will be addressed to the employee outlining the allegations, a summary of the evidence in support of the allegations, and the proposed disciplinary action. The letter will provide notice of a predetermination hearing as outlined in Section F. below.

F. PREDETERMINATION MEETING

The Supervisor will provide written notice of the predetermination meeting with the following information to the employee:

1. The alleged violations found in the investigation and a summary of the materials considered by the District in recommending the proposed discipline.
2. Give the employee a reasonable amount of time after receiving the notice to respond to the charges in writing or orally at the predetermination meeting.
3. The employee will be provided notice of the date, time, and location of the meeting.

G. MEMBER RESPONSE

The predetermination process is intended to provide the employee under investigation with an opportunity to present a written or oral response to the Supervisor after having had an opportunity to review a summary of supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

1. The response and/or predetermination meeting is not intended to be an adversarial or formal hearing.
2. The predetermination meeting is not mandatory if the employee chooses to waive the meeting and must do so in writing. The employee may waive the predetermination meeting and allow the Supervisor to render a final decision based on the material gathered in the investigation and any material or arguments submitted by the employee.
3. Although the employee may be represented by an uninvolved representative or legal counsel, the process is not designed to accommodate the presentation of testimony or witnesses.
4. If employee plans on having an attorney present at the predetermination meeting, the employee will notify the Supervisor prior to the meeting.
5. The employee may suggest that further investigation could be conducted, or the employee may offer any additional information or mitigating factors for the Supervisor to consider.
6. In the event that the Supervisor elects to cause further investigation to be conducted, the employee shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
7. The employee may thereafter have the opportunity to further respond orally or in writing to the Supervisor on the limited issues of information raised in any subsequent materials.

Once the employee has completed their response, or if the employee has elected to waive any such response, the Supervisor shall consider all information received regarding the proposed disciplinary action. The Supervisor shall thereafter render a timely written decision to the employee and specify the grounds and reasons for the action (if any) and the effective date if discipline is taken. Once the Supervisor has issued a written decision of discipline, the discipline shall become effective.

H. APPEAL

Any non-probationary employee subject to disciplinary action including suspension without pay for greater than two working days, demotion, or termination may appeal through formal appeal procedures as prescribed in Section 14 of these Policies and

Procedures.

All discipline shall be administered on a case-by-case basis with the most severe penalty being discharge from District employment.

SECTION 14 - GRIEVANCE & APPEAL PROCEDURE

A. GENERAL STATEMENT

It shall be the policy of the District to address grievances and appeals of employees in a prompt, forthright, and professional manner.

1. A grievance may exist when an employee is dissatisfied with some condition or aspect of employment as allowed. Claims dealing with wages, salaries, benefits, job classification, job assignments, policy decisions, budget items or other financial matters may not be grieved.
2. An appeal is the administrative process by which a non-probationary employee may challenge the disciplinary decision of suspension without pay for greater than two working days, demotion to a position with less remuneration, or termination from employment.
3. No employee may submit an appeal or grievance more than 14 calendar days after the event giving rise to the appeal or grievance, nor does any person who has voluntarily separated from their employment with the District have any standing thereafter to submit an appeal or grievance.
4. It is the policy of the District that all grievances and appeals be handled quickly and fairly without retaliation against any member for reporting or filing a grievance or appeal under this policy or participating in any investigation pursuant to this policy.

B. GRIEVANCE PROCEDURE

The procedures set forth herein are intended to provide a method to help ensure grievances are handled at the lowest possible level and resolved in the most expedient manner possible. They are not intended to limit an employee's access to other applicable remedies.

1. Employees shall first attempt to resolve problems among themselves through direct communication with affected parties. If this does not resolve the issue, then an employee may proceed to the next step as long as it is within the timeframe listed in section A.3. above.
2. The employee shall file the matter in writing with their supervisor. The grievance shall include all claims, documents, and evidence in support of the claims. If the grievance includes the employee's direct supervisor, the employee may submit the grievance to the next supervisor in the chain of command.

3. The supervisor shall issue a written response within a reasonable amount of time (usually within 14 calendar days) after the receipt of the grievance.
4. If no mutually agreeable settlement is reached with the supervisor, then within 7 calendar days the employee may request in writing that the next supervisor in the chain of command review the matter.
5. The Fire Chief shall be the last level of review. The Fire Chief's determination shall be considered final.
6. The timeframe for each review level shall be that as listed in paragraphs B.3. and B.4. above.
7. Only the written grievance presented originally shall be considered as the process progresses.
8. Grievances regarding discrimination and/or sexual harassment shall be taken by filing written notice of the grievance within 30 calendar days after the event giving rise to the grievance. The employee must submit supporting documents and evidence with the grievance. Chain of command for such grievances is not required.
9. Similar grievances may be consolidated and processed together as a single issue.

C. POST-DISCIPLINE INTERNAL APPEAL PROCEDURE

Non-probationary employees may appeal a disciplinary decision if the employee is suspended without pay for greater than two working days, demoted to a position with less pay, or terminated from employment. An employee's appeal to these actions must be in writing, signed, and filed with the Human Resource Officer within 14 calendar days of the disciplinary notice given to the employee.

1. The appeal will provide the following information:
 - a. Name of the member filing appeal.
 - b. Specific statement of issues and considerations made by the District which are being appealed.
2. The appeal will be reviewed by the next supervisor in the chain of command.
3. Only the information provided in the original appeal may be considered by the receiving supervisor.

4. The supervisor shall issue a written response to the employee within 14 calendar days.
5. If no mutually agreeable settlement is reached with the supervisor, then within 7 calendar days the employee may request in writing that the next supervisor in the chain of command review the matter until the matter reaches the level of Fire Chief.
6. At each level of internal appeal following the initial appeal, the employee must appeal to the next level within 7 calendar days of receipt of the decision. The reviewing supervisor will submit a written response to the employee within 14 calendar days.

D. APPEAL TO HEARING OFFICER

An employee wishing to appeal the decision of the Fire Chief will have the right to appeal that decision to a neutral adjudicator.

1. Employee's responsibilities:
 - a. Appeal the decision of the Fire Chief by submitting a written request to the Human Resource Officer within 7 calendar days of receiving the final decision.

E. HEARING OFFICER RESPONSIBILITIES AND SELECTION

Hearing officers will have experience in law, human resources, mediation, or arbitration. Hearing officers shall be chosen by the District and all costs and expenses of the hearing and any fees paid to the hearing officer shall be the responsibility of the District. The District will seek, to the best extent possible, a neutral adjudicator for the hearing.

1. The hearing officer, upon receipt of the assignment from the District, shall take and receive evidence as provided in the appeal documents. Only the information provided in the original appeal may be reviewed by the hearing officer.
2. If the hearing officer finds that the District has presented sufficient evidence to justify the discipline imposed, the Hearing officer shall uphold the discipline imposed.
3. If the hearing officer finds that there is not sufficient evidence to justify the discipline imposed, the hearing officer may overturn the discipline and impose the following:
 - a. The hearing officer may completely exonerate the employee. If the employee is completely exonerated, they shall be reinstated without any loss of pay associated with the disciplinary action, and the

- disciplinary action shall be removed from the employee's personnel file.
- b. If the employee is reinstated but the hearing officer determines that a lesser disciplinary action is appropriate under the circumstances, the hearing officer may reduce the discipline to that lesser action. Such lesser actions may include, but are not limited to, demotion rather than termination, or suspension without pay for a period of time.

F. AUTOMATIC STEP PROCESSING & WAIVERS

Failure to answer an employee's appeal or grievance within the time specified automatically grants the aggrieved employee the right to process the appeal or grievance to the next step. Any step, or any time limits specified at any step, may be waived or extended by mutual agreement, in writing, between the aggrieved employee and the person to whom the appeal or grievance is directed. Failure by the aggrieved employee to process an appeal or grievance from one step to the next within the time specified or time period mutually agreed to, is deemed a waiver by the employee of any right to process the matter further.

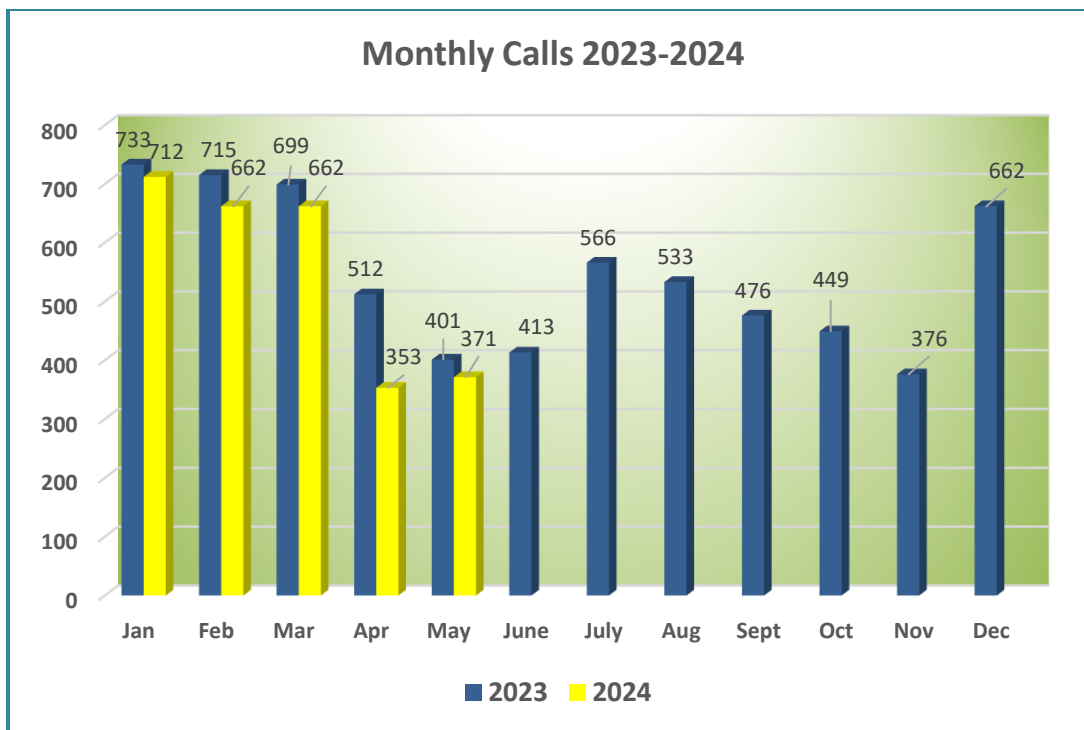
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USAR Training

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May 2024
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Monthly Operations Report May 2024



Training Summary

Park City Fire District Participates in Wasatch Front Engine Academy

The Park City Fire District joined 26 other agencies and 41 apparatus at the Wasatch Front Engine Academy, hosted by Utah's Department of Natural Resources, on May 17th and 18th in Vernon, UT (Figures 1 and 2). PCFD's Engine 121 was staffed by Engineers Ricky Szukala, Sean Brigdon, and Jeff Pauline.

The two-day training event immersed firefighters in a complex incident simulation, complete with daily briefings, multiple radio channels, incident action plans, and on-site camping. Classroom exercises and real-world scenarios covered a wide range of topics, from ArcGIS field mapping to off-road driving. The afternoon scenarios required navigation and mapping skills in the desert foothills, while the second day focused on initial attack and driving scenarios.

Key benefits from this training for PCFD firefighters included:

- Training outside their comfort zones: Firefighters were challenged with new environments and scenarios.
- Task book sign-offs: Multiple tasks were completed and documented with incident numbers.
- Wildfire-specific training: PCFD Wildland Division firefighters gained valuable wildfire experience.
- Enhanced tactics and communications: Improved skills will be shared with the entire fire district.

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This training opportunity proved invaluable for PCFD firefighters, equipping them with the knowledge and skills necessary to protect the Park City community and surrounding Summit County from wildfire threats.

Fire

May fire training topics this month bring us back to some of the core skills of a firefighter: ropes, knots, rigging, and haul systems. This month we reviewed all things ropes and knots to include hoisting tools, securing ladders, self-rescue by rappelling with our personal rope bags, and much more. These skills are widely accepted as some of the most important and first-learned skills of a firefighter. Often, the skills we learn in the first weeks of recruit camp become second nature. This can also mean that complacency can sneak in if we allow it to. With that in mind, our crews trained to ensure we are keeping up with the basic firefighting skills at a crew and individual level.

Medical

This year, PCFD's American Heart Association recertification is Pediatric Advanced Life Support (PALS). After a month of reviewing PALS curriculum at the crew level, our providers participated in district-wide psychomotor skills testing to recertify their PALS. PCFD requires all providers be certified in American Heart Association's PALS as well as ACLS.

Other Training Highlights

May 1-2: May kicked off with the (B/C shift) conclusion of all three platoons participating in the RSI introduction and procedural rollout. The Critical Care Team introduced RSI, the procedural process for PCFDs new guideline and demonstrated the procedure while emphasizing the importance of each provider's role in this intervention.

May 2: The Critical Care Team reviews each of our CC care runs internally and forward on to Dr McIntosh for his feedback. This review covered 3 CC care transfers out of PKMC:

- 76 yom , Hypovolemic Shock, A/37 Transported to LDS Hospital
- 37 yom, ETOH Withdrawal and DTs - A31/ME35 Transported to IMC
- 38 yom, - Epilepsy/Recurrent Seizure- A31/MA37 Transported to IMC

May 7: PCFD was requested by Westgate Resort to teach a course on opiates and opiate abuse. With growing concerns around this topic, Westgate Resorts have opted to equip their employees with Narcan. They requested a training session to discuss how the employees of the hotel might best assist our response in the event of an opiate overdose.

May 9, 16, 23: PCFD in conjunction with Intermountain Health's LiVe Well Center conducted lactate tests of our FFs while participating in the Task Performance Test (TPT). On 3 different days, LiVe Well staff took readings at the conclusion of the TPT as well as 3/6/9 minutes following the test. These results were tracked along with real time heart rates and sent to Dr. Testa to identify what portion of the test the individual began to decline in performance. Dr. Testa plans to use these data points to develop fitness programs to better prepare our firefighters for the demands of the job.

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May 10: PC High School Leadership group visited PCFD for a leadership discussed lead by DC Emery and BC Greenwood. This High School group is made up of highly motivated self-starters who have chosen to be involved in leadership as high school students. Both Chiefs reported being highly impressed with the group's level of maturity, participation and overall motivation to be involved in their own growth.

May 13, 14, 16: District-wide PALS pass offs. Each provider regardless of their EMT level maintains ACLS and PALS certifications throughout their careers. The month of May 100% of our providers successfully participated in, and passed the practical PALS test.

May 17/18: Wasatch Front Wildland Engine Academy. Engineers Pauline, Brigdon, and Szukala attended the annual Wildland Academy where they trained on Engine tactics as they relate to urban interface hazards. This academy consisted of 3 days with an overnight camp to simulate camping out on an extended fire operation. Each of these participants currently have wildland taskbooks open and this is a great opportunity for them to work toward accomplishing their Engine Boss certification.

May 27, 29, 30: Annual high-rise drill at Montage DV. This year we shifted from a fire scenario to a full-scale evacuation of an entire floor with an IDLH (Immediate Danger to Life or Health).

Special Operations Training

Structure collapse rescue advanced skills, roles, and responsibilities (cover photo, Figure 3): Most previous participants describe this training as the best they have ever attended. The opportunity to send 8 PCFD personnel with backfill covered by FEMA/ UTTF1 is tremendous. Backfill staffing was achieved for all vacancies created by this opportunity.

Sample of skills: Breaching and breaking, shoring and stabilization, and heavy lifting and moving. All disciplines are foundational elements of any incident large or small where structural collapse or compromise presents undue risk. These skills allow entry and access creating safe avenues of egress to rescue trapped or pinned individuals.

The following individuals attended:

- Captain Rob Takeno RSO/ Team Leader
- Paramedic Jackson Letterman
- Paramedic Sam Croft
- Engineer Dave Horning
- Firefighter Harry Read
- Firefighter Patrick Wells
- Firefighter Spencer King
- Firefighter Keaton Williamson

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Public Education & Public Relation Events

Docudrama - On May 17th, PCFD continued its annual tradition of participating in the PCHS docudrama (Figure 4). This event is intended to demonstrate to outgoing high school seniors the consequences of driving under the influence, distracted, or tired. The general public rarely gets this type of inside look into the operations of first responders: PCPD, PCFD, AirMed, and a local mortuary participated in the simulated car accident resulting in the death of one teen and injuries to three other occupants. Students are seated in bleachers adjacent to the simulated accident scene.

On the next set, the T36 crew was approached by a student who told them how amazing and impactful it was to witness the docudrama. Crews were also able to train in a very real simulation of an incident that we may respond to within our district, from patient care, incident command, and extrication. All around this is a great event that PCFD has and will continue to participate in for years to come.

Significant Incidents

- 5/18 Large vehicle extrication in Promontory - ME37, MA37, HR36, E33, A35, and BC3 responded to 1380 Sky Pinnacle Dr. on a 50-ton crane that had rolled off an embankment and pinned a 58-year-old male (Figure 5). ME37 and MA37 evaluated the scene and determined the patient was deceased. HR36, A35, E33 and BC3 worked with PC Towing to move the crane enough to extricate the body. PC Towing crews used two heavy wreckers to lift the crane approximately two feet up. PCFD technical rescue crews were unable to safely crib the crane due to vehicle weight, uneven ground, rocks, and gamble oak trees and decided to pull the patient out remotely to a safe location with a rope system. Once in a safe location, crews packaged the patient into a stokes litter and set up several rope systems to pull him up the slope. The Summit County Sheriff's Office performed an investigation on scene. A35 transported the patient to the jail's sally port for the Medical Examiner.
- 5/30 Multi-family structure fire in Redstone - ME35, A35, ME37, E31, T36, BC3, and Deputy Chief 302 responded to 5944 North Market St. on an apartment fire. Upon arrival crews found a small fire in a bedroom that had been controlled by the activated sprinkler system. ME35 made entry with a water can, extinguished the fire, removed the burning mattress, shutdown the sprinkler system, and checked for extension. A35 transported one 26-year-old patient with potential smoke inhalation and possible psychiatric issues. Fire Investigators Owens and Dyer performed a preliminary investigation, and to date the cause is still under investigation.

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Figure 1



Figure 2

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Figure 3



Figure 4

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Figure 5