

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
April 2, 2024**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098 and via MS Teams

Administrative Control Board work session called to order: 5:39 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, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

Additional Attendees: Jon Haderlie of Larson & Company (via MS Teams)

I. District Updates

Chief Zanetti said the University of Utah contract for having Dr. McIntosh continue to serve as our medical control doctor has been secured, it is for five years and will begin on June 1, 2024.

Ambulance 36 has been shut down for the season effective April 1. There was about a 5% decrease in call volume for the winter months of December through March this year compared to last year. Ambulance collections for the year are very good so far, and we are going to start tracking how long it takes to collect on transports after the date of service to get an idea of when we might start expecting revenue for the busiest winter months. January is the busiest month for transports, and April and May are the slowest.

We have received another new ambulance and are in the process of getting it ready for service. We also received a new all-terrain vehicle we will use for backcountry rescues and plowing. The new wildland engine is just under 50% complete and should be ready in about 3 months. It will be stationed at Station 36.

II. 2023 Audit

The 2023 financial audit has been completed. Jon Haderlie of Larson & Company briefly went through the audit report, which contains the independent auditor's report, basic financial statements, and required supplementary information, among other things. He said the opinion on the financial statements is a clean opinion and is unmodified and unqualified. This means there were not any material misstatements found.

Jon also explained the communication with governance letter all Board members received, which included information on qualitative aspects of accounting practices and estimates used in the financial statements, management representations, and a schedule of findings and questioned costs.

The following was reported under the schedule of findings and questioned costs:

- There were no internal control findings for the period under audit.
- There were no state compliance findings for the period under audit.
- There were no internal control findings for the prior period.
- There were no state compliance findings for the prior period.

Jon commented the District's audit always runs smoothly because CFO Barney has the financial statements in good order.

III. Financial Update

CFO Barney said the District is at 13.5% of the budget and almost 17% of the year has passed as of the end of February. He said there is currently \$16M in the reserve fund and we may not need to use much of it this year. Utility and supplies costs have increased over the past couple of years, but the District is still in good shape.

IV. Cafeteria Plan Document

HR Berry said after the resolution for the cafeteria plan document was approved and signed in February, it was discovered one of our benefits had been omitted from the document. The only difference between the document the Board saw in February and the new one now is the inclusion of a benefit we already have, which is cash in lieu of insurance. The Board did not have any questions on this.

V. Radio Update

Chief Zanetti said a state-wide radio update has been in discussion for around five years and we are finally starting to see movement on it. Chief Lewis said radio equipment across the state is growing old and there are issues with dead zones in our own district. A vendor for upgrading the equipment has been selected, and beginning today we will begin switching to a new digital system with more bandwidth. Discussions have been held with North Summit, South Summit, and dispatch to determine response plans moving forward and how we can better manage our radio capabilities throughout the county together.

VI. Training Division Update

Chief Emery said a new administrative assistant for the training division has been hired, and the 5-week hazmat technician course began this week. Ten PCFD firefighters and one firefighter from West Valley Fire are attending the course. Wildland red card certifications have been renewed for the year, and an Engineer I class will be held later this spring with an engineer's test to be conducted afterward.

An instructor from NYFD came to PCFD to conduct a class on batteries, and Chief Emery said this will be a big issue in the coming years. Batteries are currently the leading cause of fires in New York. He said electric car fires are hard to deal with because you cannot put them out with water, and car battery fires in large parking garages is a huge concern. Chief Emery said the class was very educational and well received.

The annual high-rise training at the Montage was been completed. The training we started at the Montage has been adopted by several agencies across the nation.

VII. Policies Update

Chief Zanetti said we are waiting on comments from the County regarding four policies we made changes to. Once the County has reviewed them, we will bring the updated policies to the Board.

VIII. Other Divisional Updates

Chief Zanetti showed a brief presentation regarding the progress of the new wildland rig from week 1 to present. A weekly update is sent to us from the manufacturer so the apparatus committee can see that the unit is being developed to specifications.

Work Session Concluded: 6:45 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
April 2, 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: 6:34 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, Fire Marshal Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Approval of March 5, 2024, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the March 5, 2024, Administrative Control Board meeting. The motion was seconded by Board Member Hanrahan. 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.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval of 2023 Audited Statements

Secretary Hanrahan made a motion to approve the 2023 audited financial statements as discussed in the work session. Vice Chair Butwinski 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.

B. Possible Adoption of PCFD Resolution 2024-03 Regarding the PCFD Cafeteria Plan Document

Treasurer Miller made a motion to adopt Resolution 2024-03 regarding the PCFD Cafeteria Plan Document as discussed in the work session. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Open and Public Meetings Act training will be provided by a member of the Utah Association of Special Districts during the May 7, 2024, ACB work session. This work session will begin at 5:00 p.m.

IX. Closed Meeting

Treasurer Miller made a motion to close the regular meeting of the Administrative Control Board and convene a closed meeting to discuss the character, professional competence, or physical or mental health of one or more individuals; the motion was seconded by 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 Administrative Control Board met in closed session to discuss the character, professional competence, or physical or mental health of one or more individuals from 6:38 to 7:02 p.m. Those in attendance were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

Treasurer Miller made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

Those attending the remainder of the regular meeting were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, Board Member Briley, Chief Zanetti, Chief Emery, and HR Berry.

X. Adjournment

Board Member Briley made a motion to adjourn the regular meeting and it was seconded by Treasurer Miller. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:02 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 7, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.