

**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.

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.

**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.

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.