

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
June 4, 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 Microsoft Teams

Administrative Control Board work session called to order: 5:33 p.m.

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

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Sean Briley (left at 5:50 p.m.), FM Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Zanetti said we received good feedback from the docudrama at the high school. Personnel enjoy participating in this annual event.

The annual training at the Montage has been completed by all three platoons. It is the biggest hotel in Park City, and we are fortunate to be able to train in that facility with their staff during the off-season.

A month-long hazmat course was taught in-house by Captain Kramer. Eleven firefighters attended, including one from West Valley, and all passed the state test.

Chief Zanetti said as he mentioned last year, the Bureau of EMS is moving out of the Department of Health and into the Department of Public Safety. This will take place next month. We have already seen some positive effects from this change, including the hiring of a new director from Piute County who is involved and doing well.

We received a new insurance contract from Blue Cross Blue Shield to sign, and every agency in the valley also received the same contract. The new contract would exclude payment for supplies and tighten the timeframe during which claims can be submitted from 365 days to 120 days. Blue Cross insurance represents a significant portion of our commercial health insurance claims. Chief Zanetti said he has not signed the contract, and along with other state chiefs we are working with the state's Bureau of EMS (BEMS) on a plan to deal with this issue and have something solid to present during the next legislative session.

Chief Zanetti said Chief Lewis has been working on grants and we will be receiving two this month, a \$105K competitive grant and a capital grant for \$28K.

Summer operations are in full swing and we have a new UTV that will be in service soon which will allow us to put a patient in the back. Suppression personnel are all red-card certified and we are ready for summer.

Chief Zanetti said we are meeting with the Wasatch back fire group Thursday, which consists of the fire chiefs for PCFD, North and South Summit, Wasatch County, and we are inviting the chief of Morgan County to join us as well. This provides a good opportunity to work together and get ready for the summer.

The new hire process is in motion and we will be accepting applications through June 10. This recruit class will be in the field on December 5. The timeline for the testing process is as follows:

- June 17-18 Written test
- June 17 Practice TPT sessions
- June 20-22 Oral interviews
- June 22 Full TPT for those who advance
- June 24-30 Application and reference review
- July 6 - August 3 Candidate ride-alongs
- August 12-16 Chiefs' interviews
- August 19 Contingent job offers made
- August 19-29 Psychological and physical exams, criminal background check
- September 5 New-hire orientation
- Sept. 9 - Dec. 5 Recruit class

Secretary Hanrahan asked how many firefighters we are looking to hire. Chief Zanetti replied we start with a group of around 12 good candidates, and by the time we start camp we are usually around 8 to 10. He said we have the ability to bring someone else on right up to the first day of camp if someone else drops out for whatever reason.

Chief Zanetti met with Emily Quinton, who is the Summit County Sustainability Project Manager, regarding the solar project. He told her before the County had their sustainability department, PCFD was already using rooftop solar panels by 2014. He provided her with a summary of what we have spent on solar and what we have done with other programs such as Rocky Mountain Business Solutions and Recycle Utah. He told her PCFD was not going to sign the ILA and suggested moving the meter to another county facility, such as the Skull Candy building.

Chief Zanetti said a week later Ms. Quinton contacted him and said PCFD is locked in for a year and we do not have to sign an agreement according to one of the county attorneys, and PCFD will be billed directly, not the County as we originally thought. Chief Zanetti asked how PCFD can exit the program, and Ms. Quinton replied you can apply to get out every April. Chief Zanetti said he wants to make sure to keep this issue in mind, and he would like to try to handle this at the lowest level possible and put together a letter stating we want to be out by next April and give it to the County Manager and/or County Council. He will try to have this letter prepared for the next board meeting.

Chief Zanetti said he has an invitation from the Siddon Martins dealership to look at an electric fire truck on June 12 from 10 a.m. to 1:00 p.m., and he invited any of the Board who are interested to join him. He mentioned he might also invite a KCPW reporter to go with him in case they want to do a story.

Summit County is hosting an open house for the Cline Dahle property on June 13. Chief Zanetti said he and FM Owens will be attending. There appears to be a favorable opinion from the public about putting a fire station on the property.

II. April Financial Review

CFO Barney said as of the end of April, 33.33% of the year has passed and we are 3.83% under budget, but the general fund is almost 2% over budget due to capital outlay and transfers. This will even out as the year goes on. There are two more payments to be made on the Wells Fargo loan after June and then that loan will be paid off. The Zions Bank revenue bond should be paid off during the first part of 2026 or sooner if we can pay it off without a fee. Vice Chair Butwinski commented when the time comes, we should evaluate if the interest rate is less than what we get on our investments.

The combined fund balance is \$26M, which is really good for this time of year. Ambulance collections as of today are at \$2.9M, which includes \$2.1M we collected up front from the County.

III. Resolution 2024-04: New Public Safety and Firefighter Tier II Employee Contribution Pick Up

HR Berry said this resolution is for the pick up of the employee portion of the Tier II firefighter system. A resolution was first adopted a couple years ago and stated we would pick up all of the employee portion of Tier II retirement for firefighters. This year legislation was passed where we cannot select "All" to indicate how much the District will contribute of the employee's contribution amount, we must enter a percentage.

There was a 2.14% increase to the employee portion in the Tier II firefighter system and a decrease of 2% in the Tier I firefighter system. We would now be picking up the total of 4.73% of the Tier II Firefighter employee contribution, and this is already in the budget because we knew at the end of the last year what the rate was going to be. The increase is offset by the Tier I decrease. Resolution 2024-04 is to pick up the full employee portion of the Tier II firefighters system.

Secretary Hanrahan asked what the distinction was between the Tier I and Tier II systems, and HR Berry replied anyone hired after July 1, 2011, is in the Tier II system. Tier I firefighters have a 20-year retirement at 50% retirement, and Tier II firefighters have a 25-year retirement at 50% retirement. Tier II firefighters have the option to say they do not want a pension and only want a 401K, whereas the Tier I firefighters do not have that option. Right now 64% of our firefighters and EMTs are Tier II. HR Berry noted PCFD picks up the Tier I employee portion as well and has for about 30 years.

IV. Policies

HR Berry commented red-lined versions of the policies we are changing were not sent out because there were too many changes to make and the documents would not have been readable.

The policy with the least amount of changes is Policy 9, Fringe Benefits. The policy has been cleaned up and the biggest change is moving to a vesting rule with vacation payouts. Employees now need to be with the District for five years before they are eligible to be paid their vacation accrual upon termination. This policy along with Policies 13 and 14 have been vetted through two different attorneys and will be presented to the Board for approval later this evening.

Policy 13, Disciplinary Procedures, is the second policy for review. In the old policy there were several reasons listed why someone could be disciplined but did not include everything, so the policy has been changed to state employees need to act in a self-disciplined manner and obey the regulations of the District. The current procedure was difficult to follow and has been updated to clearly state the procedure and lists the different disciplinary actions that can be taken. A statement was also added that an appeal cannot be made for anything less than termination, demotion, or greater than two days off without pay. Appeals for these reasons will now be made to a hearing officer instead of the County's career service council. Chief Zanetti commented the new policy is much easier to understand and better for the employees.

HR Berry said Policy 14, the Grievance and Appeal Procedure, is the final policy for review this evening and defines a grievance as a complaint. It outlines what employees cannot grieve, such as policies and wages. Grievances can go up the chain of command to the Fire Chief, who will make a final determination of the grievance. The policy is more streamlined and has taken out the career service council and added a hearing officer as the last level of appeal, as mentioned earlier.

Secretary Hanrahan asked how often termination happens and how often it is appealed as far as it can go. Chief Zanetti said there has been about one termination every three years and the reasons are usually very straightforward, such as not maintaining required certifications. Terminations and subsequent appeals are rare, as are grievances. Grievances are usually handled at lower levels and do not reach the Fire Chief.

Work Session Concluded: 6:31 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
June 4, 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 Microsoft Teams

Administrative Control Board regular meeting called to order: 6:31 p.m.

Board Members Present: Chair Jeremy Rubell (via Teams), Vice Chair Alex Butwinski, Treasurer Christina Miller (via Teams), 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, FM Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Roll Call

Vice Chair Butwinski began the meeting by conducting a roll call.

II. Approval of May 7, 2024, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the May 7, 2024, Administrative Control Board meeting. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

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 Adoption of PCFD Resolution 2024-04 Regarding the New Public Safety and Firefighter Tier II Employee Contribution Pick Up

Board Member Briley made a motion to adopt PCFD Resolution 2024-04 regarding the New Public Safety and Firefighter Tier II Employee Contribution Pick Up as discussed in the work session. Secretary Hanrahan 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 Approval of Policy Section 9 (Fringe Benefits)

Secretary Hanrahan made a motion to approve Policy Section 9 (Fringe Benefits). Board Member Briley seconded the motion. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

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

Secretary Hanrahan made a motion to approve Policy Section 13 (Disciplinary Procedures) and Section 14 (Grievance and Appeal Procedure) to the governing board for final approval. Board Member Briley seconded the motion. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

A reminder was given that there will not be an Administrative Control Board meeting in July, and the next meeting will be held on August 6. Chief Zanetti said he and Chair Rubell will work on the solar project letter and will hopefully have something for the Board at the August meeting.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Briley made a motion to adjourn the regular meeting and it was seconded by Chair Rubell. 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 6:34 p.m.

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