

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
September 3, 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: 5:36 p.m.

Board Members Present: Chair Jeremy Rubell (arrived at 5:43 p.m.), Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Steve Briley

Board Members Absent: Secretary John Hanrahan (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Max Doshier (left at 5:43 p.m.), FM Mike Owens, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Zanetti said a “push-in” ceremony for the new Station 34 engine will be held at 1:15 p.m. on Thursday, September 5 at Station 34. The Park City Council will be there as well as representatives from Courchevel, France, including their mayor. Courchevel is Park City’s sister city. Chief Zanetti encouraged interested Board members to attend.

Fire Marshal Owens and Chief Zanetti are following up on ensuring completion of the last projects at Station 34. Chief Zanetti said we are holding back about \$38K for door frames, roofing, mechanical and electrical issues, and flooring. A good portion of the upstairs flooring was replaced and we have checked-off on it. Chief Zanetti said he is more concerned about remaining leakage and electrical issues. Solar panels have been installed and are in operation.

New network equipment has been installed in most of the District buildings now to provide more security and better internet access. This is another step to creating better cyber security for the District.

The dispatch supervisor has recently retired. He was a former sheriff and has been praised for the job he did. Chief Zanetti said their role is critical to ensuring emergency services operate smoothly.

Chief Zanetti said he will continue discussions with the county manager regarding paying for attorney’s fees and the process for approving the budget this year. He commented there are other districts who are interested in making changes to the budget approval process as well. Chief Zanetti said he wants to get these issues straightened out soon because we will begin preparing next year’s budget soon.

Vice Chair Butwinski asked what happens if we do not include county attorney's fees in the budget. Chief Zanetti replied he is currently not planning on including those fees in the budget based on a casual conversation he had with County Attorney Olson, but he needs to get something in writing regarding this.

Chief Zanetti said the emergency services sales tax has been approved by the County to be on the November ballot. From this point forward until the election, the Board can have factual discussions about the tax but cannot advocate for it.

Treasurer Miller said the Park City Community Foundation has some funds available to advocate for the tax proposition. Groups such as the County Council and PCFD's Administrative Control Board cannot advocate for the proposition as a group, but members can advocate for it as individuals. Consequently, the Community Foundation is working on getting a "Friends Of" section on their website so individuals who would like to advocate for the proposition themselves are able to. She said they will also be placing signs around the community advocating for the proposition.

Chair Rubell asked if the tax would impact PCFD's operation at all, and Treasurer Miller replied it will not. Chair Rubell commented there may be some pushback on the tax. Chief Zanetti said the alternative is to raise property taxes to cover the County's budget shortfall.

II. July Financial Review

CFO Barney said as of July, we were at 51.5% of the budget and 58% of the year has gone by. We were at a similar percentage this time last year. Overall capital outlay is at 30%, but a new engine was purchased in August so that percentage will go up. CFO Barney said we have about \$895K in interest as of the end of July, and the District budget is looking very good.

Chair Rubell had some questions regarding three checks that were each over \$100K, and CFO Barney explained what each of them were for:

- A check for \$355K to Siddons-Martin was for the new engine that we just received. It was the remaining amount left on the purchase and was paid upon receipt of the engine.
- A check for \$171K to North Ridge Construction was for the retainage we were holding less about \$38K that we are still holding.
- A check for \$122K to the Utah Local Governments Trust was for our liability auto and property insurance, which is paid once a year for the entire year.

III. Cline Dahle Parcel

Chief Zanetti said the Building Department was instructed by the County to move forward with an RFP for the Cline Dahle project. There have been at least 4 open houses regarding this project that Chief Zanetti is aware of. Chief Zanetti and FM Owens met with the Building Department and they were receptive to what PCFD has proposed for a new fire station. They raised the possibility of trading the current Station 35 property for space in the Cline Dahle parcel. Chief Zanetti said PCFD needs to stay in the current location until the station is built, and we do not want to get in the same situation we did when Station 31 was built where PCFD had to pay for an entry road to the park on Holiday Ranch Loop Road. Chief Zanetti said he wanted to make it clear that PCFD did want to be responsible for putting in roads.

Vice Chair Butwinski asked how much land we would be asking for and how much we would be giving back, and FM Owens replied we want about 1.5 acres and would be giving 1.2 acres back. FM Owens then showed a map of the Cline Dahle parcel and the area where PCFD would like to put Station 35, which is the furthest west end of the parcel near the Jeremy Ranch Elementary School. Placing the station there would decrease response times to the Jeremy Ranch and Summit Park areas because we would get on the freeway much faster. FM Owens then showed the Board a map he presented during a previous meeting showing the expanded area PCFD could respond to in 5 minutes or less if Station 35 was moved to the proposed area of the Cline Dahle parcel.

Chief Zanetti said regarding the land swap, the Building Department mentioned appraisals, and he thinks the current Station 35 on 1.2 acres will have a higher value than 1.5 acres in the Cline Dahle parcel. Chief said he is going to wait to see how things progress before anything is appraised.

Chief Zanetti said the County Council met last Wednesday to discuss the Cline Dahle parcel, and they have mixed opinions about how or even if the land should be developed. Affordable housing is one of the possible uses of the parcel, but there is not unanimity among the Council members on using the land for that purpose. Nothing was specifically said in favor of or against the possibility of placing Station 35 on the property. Chief Zanetti said the Council is holding a retreat soon and they will hopefully discuss the parcel further.

IV. Chipping Update

Chief Zanetti said one of the chippers is now in the firefighter recruit camp, so we are down to two chippers. FM Owens said the chipping team this year has been very good and we have received many compliments on their service. We processed about 200 less piles this year than last year for a total of about 950 piles. There was a spike in the number of piles processed a few years ago due to more people being home doing yardwork during Covid and a heightened awareness of fire fuels due to the Parley's Summit fire, and we are seeing a decrease in the number of piles now that things have settled a bit. FM Owens said the community is still interested in the program, however, and it is worth keeping.

FM Owens said PCFD participates in the Cooperative Wildfire Program, which is where PCFD does a certain amount of work and the State pays for any extended wildfire tax within our area. Park City Municipal and Summit County are each responsible for an amount of money to be contributed to the program. He said the State does not want money, they want work to be completed in fuel reduction efforts. All the credit PCFD receives for our work goes towards that program and covers almost all of Summit County's required contribution and completely covers Park City's contribution.

V. Training Update

Chief Emery said candidates for the Training Division Battalion Chief position are interviewing tomorrow. Hopefully we will have this position filled next week.

Job offers for the new-hire firefighter positions were extended to 12 individuals. They will start recruit camp on September 9 and graduate on December 5. This group includes three current employees and two former employees who were furloughed after North and South Summit began their own EMS operations.

Work Session Concluded: 6:20 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
September 3, 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 regular meeting called to order: 6:21 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, and Board Member Steve Briley

Board Members Absent: Secretary John Hanrahan (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, FM 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 August 6, 2024, Meeting Minutes

With a minor amendment, Board Member Briley made a motion to approve the minutes of the August 6, 2024, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0.

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

There was not any new business.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney commented he will discuss a contract renewal for our auditors, Larson & Company, at the October meeting.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Vice Chair Butwinski made a motion to adjourn the regular meeting and it was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:26 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be October 1, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.