

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
October 1, 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 Teams

Administrative Control Board work session called to order: 5:38 p.m.

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

Board Members Absent: Vice Chair Alex Butwinski (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Sean Briley, FM Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Zanetti began by asking all Board members to be sure to attend next month's meeting as the 2025 budget will be discussed. CFO Barney said the 2025 PCFD tentative budget will be presented to the Summit County Council on November 13.

Firefighter Patrick Wells has been promoted to Engineer and longtime PCFD Firefighter Jeff Pauline has been promoted to Captain. Chief Zanetti then introduced Joe Sharrar, who has been promoted to the Training Division Battalion Chief. Joe's young brother is a recruit in our current recruit camp. An assistant mechanic with some good work experience has also been hired.

Chief Zanetti said the Yellow Lake fire in Wasatch County is still burning and we have not been called out to assist yet. The fire is in a hard-to-reach area and authorities want minimal personnel on the ground at this time. Chief Zanetti said he believes the fire will be left to burn, and FM Owens added there is a lot of dead fuel in the area.

Station 37 crews near Promontory have had some difficulty being able to quickly respond to incidents due to numerous construction projects in their area. Captain Jon Jahp came up with an idea to reroute construction traffic out of Promontory the back way onto I-80. FM Owens asked Promontory if they were willing to accommodate this request and they were, which has reduced traffic in the area.

Chief Zanetti said Captain Isaac Morfin, one of our longtime captains, will be retiring mid-October. There are two other captains who will be retiring by the end of the year, so there will be some movement coming up in the ranks. All three of these captains have been with us for over 20 years and have been outstanding employees.

Chief Zanetti said regarding the Elektron Solar project, he was contacted to let him know the wrong renewable supply charge has been charged to some entities and they are still trying to figure things out. PCFD has not been charged yet but other districts have been.

Chief Zanetti and FM Owens are working through the last of the small issues with Station 34. We are still retaining a small amount of money until the project is completely finished.

II. August Financial Review

CFO Barney said last year at this time we were at 57% of the budget with 67% of the year gone by, and this year we are at 62% of the budget. We are still about 5% under budget for the year. We have \$1.5M in combined fund balances and \$1.1M more in total revenue over last year. He said the District is heading in a good direction.

III. Financial Auditor's Contract

CFO Barney provided the Board with a contract renewal and annual rates for Larson & Company for the next five years through 2029. He said the reason he wants to keep Larson & Company is because we cannot keep them without putting out an RFQ unless there are special circumstances requiring it, and there are in our case because CFO Barney will be retiring within the next five years and the District will want the same auditors to help the new CFO. CFO Barney said he will ask for the Board's approval on the contract extension at the board meeting next month.

IV. Budget Discussion

Chief Zanetti said he is on the agenda for the Summit County Council tomorrow regarding changes to the county code. He met with the county manager and suggested rather than changing the whole county code, Chief Zanetti wanted to focus on the budget portion. Chief Zanetti and the county manager strategized on the budget, and the county manager put Chief Zanetti on the county council's agenda this week.

An executive summary of the proposed changes was sent to Chair Rubell and then the Board, and it basically states PCFD, Mountain Regional Water, and Basin Recreation have the same concerns about the budget approval process and want to simplify it. Chief Zanetti and Chair Rubell will be attending the council meeting tomorrow to discuss this, and Mountain Regional and Basic Recreation will be attending as well with their board chairs.

Chief Zanetti said changes to the budget approval process is just one of three issues he would like to address. One of the other issues is paying the County for legal fees and having to use their attorneys exclusively. We are still paying the County a set amount for legal services, but we have recently received verbal permission to use an outside attorney. The last issue is the double-approval process for PCFD policies and procedures; currently, changes go through our Board first and are

then forwarded to the County for final approval. Chief Zanetti said he will keep working to make progress on these issues and will use the time on the council's agenda tomorrow as a platform for discussion on them.

Chief Zanetti said PCFD was created in 1984 by the Summit County Council and the council delegated power, rights, and authority to the Administrative Control Board excluding eight things that no district can do such as bonding, annexing, and incurring debt. The issues we are addressing are not included in any of those eight items. Chief Zanetti said he talked with LeGrand Bitter with the Utah Association of Special Districts, and LeGrand commented to Chief Zanetti that it is unusual for the county council to want to assume liability by reviewing and signing our policies.

Chair Rubell said it seems the end goal regarding the budget is to have the ACB adopt the final budget without multiple meetings, as state code allows it. He then asked if the County wants to retain the final budget approval, would there be a problem eliminating the first three steps of the budget approval process in the future and allowing them to approve it?

Chief Zanetti said he is concerned that if for some reason the County does not approve our final budget, there is not much we can do after mid-December. CFO Barney replied that is why there is a tentative budget, so concerns can be addressed before the final budget approval. Chief Zanetti said he is happy to give a presentation to whomever educating them on what the District has done in 2024 and going into 2025 without the budget piece.

Chair Rubell commented the Council is probably going to want to maintain some kind of control to keep the budget in check, and CFO Barney replied that is what the PCFD ACB is for. Chair Rubell said an educational piece for the County is to remind them they can amend the budget through a process at any time. If there is a concern and we offered an educational presentation in say, January, we can say we will follow the statutory process and then if the Council sees something bothersome, we can address it then. The key is to remind them of the controls they have.

CFO Barney said if the District's independent auditor does not catch something that is not right, the State Auditor's Office will, and prior to that a good CFO would identify it. Chair Rubell said some council members may not know about that process.

Chief Zanetti mentioned the Summit County Council has still not decided how they want to use the Cline Dahle parcel. The council is scheduled for a retreat next week and hopefully they will discuss the issue further.

V. Training and New Hire Update

Chief Sharrar said we have 10 recruits in the fourth week of a 13-week recruit camp and they are all doing well.

There was a county-wide hazmat drill rehearsed with the scenario of a radioactive bomb detonation at Canyons. Local agencies as well as the National Guard participated and it went smoothly.

PCFD also hosted the county's SWAT Team at the training tower this past month for a hostage rescue scenario.

VI. Wildland and USAR District Deployments

Chief Emery said we have had two EMAC deployments, one which started in Oregon and then moved to California, and a second that went straight to California. The second group returned on Friday, and also on Friday we sent three Utah Task Force personnel to the east coast on the border of Tennessee and North Carolina working the flooded areas.

Chief Emery said another hurricane is expected to make landfall soon in Florida, and our personnel may be kept where they are right now to aid in recovery efforts there and then redeployed once the hurricane has passed. He said he would not be surprised if three more PCFD personnel are requested once the hurricane is gone.

Chief Emery mentioned a Texas task force team had an accident involving one of the vans in route to the east coast that resulted in three of their members being admitted to the hospital in critical condition. It can be dangerous for personnel to travel these long distances.

Captain Pauline recently received his engine boss certification on the last deployment. You cannot deploy without an engine boss, and we now have two certified engine bosses and a third paramedic who will likely receive his certification by the end of the year. This will allow us to have three personnel we can rotate through deployments.

VII. Modified Station Bid

Chief Zanetti said PCFD has gone to a bid system where suppression personnel bid on their vacation days and the station they prefer to work in. Chief Briley said a bidding system was implemented in late 2021, and most full-time fire agencies have a bidding process. Until then firefighters were assigned stations and did not really have a choice in which station they were placed in.

Chief Briley said the new bidding process will be like an auction, and seniority and certifications are the currency. Seniority lists are lined out according to specializations so everyone knows where they stand. In the past bids were announced after retirements, but personnel were not bidding because they had already drawn their vacation for the year and did not want to disrupt their plans by possibly changing platoons.

We have had several promotions and retirements along with a few more pending retirements, and when the top ranks are vacated it has a cascading effect. The ongoing bidding process could take weeks, and now we are going to get everyone who is interested in the vacant positions together and we will treat it like an auction based on seniority and specializations. New lists according to

seniority and specializations will be made after the upcoming captain's testing process and before the next vacation draw.

VIII. Other Divisional Updates

Regarding the upcoming budget process, Chief Zanetti said wages and benefits are in place compared to other agencies, but a cost of living adjustment (COLA) is being considered due to inflation. He said PCFD looks at the CPI average for the current year to date and consults with other agencies to see what they are considering for a COLA. The average national CPI for January through August this year is 3.1%, with a high in March of 3.5 and a low in August of 2.5. The average for the western region, which are the states surrounding us, is also 3.1%.

Chief Zanetti said in a survey of 60 public entities, which included non-fire agencies including cities and counties, the range was from 3 to 4%. An initial survey of just fire agencies also showed a range of 3 to 4%. The fiscal year for agencies vary, so some of those agencies' COLAs went into effect on July 1, 2024.

Summit County's Budget Committee has announced their tentative budget and they are proposing a 3.3% COLA. They based their number on the CPI for June. The Utah Retirement System (URS) is anticipating a 4% COLA. They approved an 8% increase last year, but they can only increase a yearly COLA by 4%, so the remaining 4% is being applied for 2025.

The Social Security Administration has not announced their anticipated COLA yet, but the Senior Citizen's League will advocate for a minimum of 3%.

Chief Zanetti said looking at 2024's wages and benefits, there will be a surplus of \$347K at the end of 2024. This surplus is due to retirements of 1 battalion chief and 3 captains that we know of who were at the top of their pay scale; the overestimation of overtime calculations; and URS reducing administrative rates. With a 3% COLA in 2025, it would cost the District \$400K, which is a 0.3% increase to the budget. At 3.5% it would cost us \$464K (0.67% increase to the total budget), and at 4% it would cost \$500K (just over a 1% increase to the total budget).

Chief Zanetti said he wanted to provide this information for discussion now so the numbers can be included in the tentative budget that will be proposed to the Board in November. The Compensation Committee has been consulted and they are comfortable with the direction we are going. A 3% increase will keep us competitive.

CFO Barney said he believes the District will be about \$300K under the total budget for 2024. We are saving money due to the payoff of the Wells Fargo bond and we have made over \$1M in interest this year. Chief Emery said a 3 to 4% increase will put us near or at the top when compared to other agencies, and that is where we want to be.

Chief Zanetti said his recommendation would be for a 3.5% COLA. Chair Rubell said he thinks 4% would be in order, and Board Member Briley and Treasurer Miller agreed. Chief Zanetti said

even at 4%, he thinks we will come in under last year's overall budget, and Treasurer Miller commented we do not want to have to have another catch-up year. Chair Rubell said a 4% COLA would be a fairly conservative increase.

Chief Zanetti said the tentative budget will be presented to the Board at the November meeting and will include a 4% COLA. Further discussion of the budget can then be held during that meeting.

Work Session Concluded: 6:34 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
October 1, 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 Teams

Administrative Control Board regular meeting called to order: 6:35 p.m.

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

Board Members Absent: Vice Chair Alex Butwinski (excused)

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Sean Briley, FM Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Approval of September 3, 2024, Meeting Minutes

Board Member Briley made a motion to approve the minutes of the September 3, 2024, Administrative Control Board meeting. The motion was seconded by Treasurer Miller. Those in favor were Chair Rubell, Treasurer Miller, and Board Member Briley. The motion passed unanimously, 3-0. Secretary Hanrahan abstained as he was not present for the September 3, 2024, meeting.

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 said he will seek possible approval from the Board for a 5-year contract renewal for our auditors, Larson & Company, at the November 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 Treasurer Miller. Those in favor were Chair Rubell, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:37 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be November 5, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.