Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
December 2, 2025

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: 5:31 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), Board Member Christina Miller (via Teams), and Board Member Nate Brown (via Teams)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Zane Thompson (partial), CFO Del Barney, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

I. Chief's Update

Chief Emery stated that changes have been made to suppression uniforms to enhance protection and to include the option of a long-sleeved shirt. The new uniforms will be distributed as the old uniforms wear out. The long-sleeved shirt offers more protection from the sun in the summer, and it would allow individuals with lower arm tattoos to be employed with us while remaining in compliance with the District's policy prohibiting visible tattoos while in uniform. Chief Emery asked the Board for their input on modifying the tattoo policy accordingly, and they agreed it was a good idea.

II. October 2025 Financials Review

CFO Barney said the District was at 68.9% of the budget and 83% of the year had passed as of the end of October. The fund balance at the end of October was greater than the fund balance in October 2024. CFO Barney maintains a 10-year budget projection plan for anyone who would like to see it.

III. 2026 Budget

CFO Barney said the 2026 budget will be $25.7M. Chief Emery stated that the 2026 budget has been adjusted to include the County Emergency Manager's position transferring to PCFD, should the move occur. The final budget will be presented to the Summit County Council tomorrow evening. The Local Building Authority budget has had no changes since we discussed it in November, and it will be up for approval by the Board this evening.

IV. Fraud Risk Assessment

CFO Barney reported that the fraud risk assessment for 2025 has been completed with a very low risk factor. All areas were found to be satisfactory, except for the organization not having a CPA on staff. CFO Barney said we can always consult our outside CPA agency if questions arise. The assessment was provided to the Board for informational purposes only and does not require Board approval.

V. Zions First National Bank Lease

CFO Barney commented the Zions lease agreement is the same documentation we prepare every year that states we have set aside money in our budget to be able to pay our bond payments for the next year. This will be approved in the regular meeting later this evening and then signed by Chief Emery. Once the agreement is approved and signed, we will send it to Zions Bank. There is one bond payment left and then we will be debt-free. CFO Barney said we will also provide proof of liability insurance on what the bond is covering, which is our buildings.

VI. 2026 ACB Meeting Schedule

The 2026 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be on the first Tuesday of every month except for July, as there will be no meeting in July.

VII. Badge Presentation

Chief Emery presented administrative badges to the Board and expressed his appreciation for the Board's guidance and participation in ensuring the District operates smoothly.

VIII. Emergency Manager Position

Chief Emery reported that he has a meeting scheduled next week to determine which agency the Emergency Manager (EM) will operate under. He stated that regardless of whether the EM falls under the umbrella of PCFD, it will not significantly affect the District's operations.

IX. Impact Fee Discussion

Chief Lewis stated impact fees are one of the items the District uses to support its budget. As we began looking at our capital facilities and fleet replacement plans, it became evident that some of these costs were not in the fee analysis performed in 2023. Therefore, we feel it is important to perform another impact fee analysis. CFO Barney commented it would not be a new analysis; rather, it would be an amendment to the capital facilities plan.

The next step after getting the Board's approval to move forward with this is to issue a public notice of intent to amend our current impact fee schedule. There are several steps to take after that in order to be in compliance with the proper procedure for amending our schedule.

X. Recruit Graduation

Chief Emery stated the recruit graduation ceremony will be tomorrow evening at 4:00 p.m. in the Station 33 bay area. We will be graduating 11 recruits, and he encouraged anyone wishing to attend to do so.

XI. Other Divisional Updates

Two additional ambulances for the ski season will be activated on December 7. The PCFD holiday party will be on December 13, details have been sent out.

Battalion Chief Darren Nelson, who has been with the District for 28 years, is retiring at the end of the year. McKay Wadley has been promoted to battalion chief and will fill his position.

On Thanksgiving Day, Chief Dosher was returning from a fire in Old Town around midnight when he noticed a glow on the Canyons golf course. Upon arrival he found a burning vehicle and bystanders told him there was no one inside; however, he got closer to confirm this and found an unconscious male still inside. Chief Dosher was able to pull the male out, and he was transported to the University of Utah in stable condition.

Chief Lewis said critical care paramedics successfully performed another rapid sequence intubation (RSI) just before arriving at the University of Utah Hospital two weeks ago.

Board Member Rubell is stepping down from the PCFD Administrative Control Board soon, and the Board and staff took a moment to thank him for his service.

Work Session Concluded: 6:21 p.m.

Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
December 2, 2025

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: 6:30 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), Board Member Christina Miller (via Teams), and Board Member Nate Brown (via Teams)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, CFO Del Barney, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of November 4, 2025, Meeting Minutes

Secretary Hanrahan made a motion to approve the minutes of the November 4, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Miller. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0. Chair Butwinski abstained from voting, as he was not present for the November 4, 2025, 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

A. Possible Approval to Recommend the Final 2026 Budget to the Governing Board for Approval

Secretary Hanrahan made a motion to recommend the final 2026 budget to the governing board for approval. The motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

B. Possible Approval of Zions National Bank Lease Agreement

Secretary Hanrahan asked when the last bond payment will be made, and CFO Barney replied it will be paid in September.

Secretary Hanrahan made a motion to approve the Zions National Bank lease agreement. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

C. Possible Approval of the 2026 Administrative Control Board Meeting Schedule

Board Member Miller made a motion to approve the 2026 Administrative Control Board meeting schedule as discussed in the work session. The motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

VII. Dismiss as the PCFSD Administrative Control Board and Convene as the Local Building Authority Board of the Park City Fire Service District, Utah

Board Member Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

A. Possible Approval of the 2026 Budget of the Local Building Authority

Secretary Hanrahan made a motion to approve the 2026 budget of the Local Building Authority. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board

Secretary Hanrahan made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

IX. Staff Reports and Input

The Board noted that the burning vehicle incident involving Chief Dosher was extraordinary. Chief Briley reported that the patient was transported by AirMed and survived.

X. Discussion of Possible Future Agenda Items/Additional Comments

Chief Emery stated that the County reached out to PCFD yesterday for assistance with managing several burn piles. Off-duty PCFD staff responded to support this request. An Interlocal Agreement (ILA) has been created to formally document the services provided and to specify the expected compensation for those services.

The ILA will require approval by the Board at a separate, properly noticed meeting. The Board agreed to hold a meeting at 12:00 p.m. on Thursday, December 4, 2025, to review and consider approval of the ILA.

XI. Closed Meeting

There was no need for a closed meeting.

XII. Adjournment

Board Member Rubell made a motion to adjourn the regular meeting, and it was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:41 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be December 4, 2025, beginning at 12:00 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

Approved: ______________________________

Date: ______________________________