

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
December 4, 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:** 12:06 p.m.

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

**Board Members Absent:** Board Member Jeremy Rubell (excused)

**District Personnel Present:** Chief Pete Emery and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. New Business**

**A. Possible Approval of the Interlocal Agreement between the Park City Fire Service District and Summit County, Utah, for Wildland Protection Services**

Chair Butwinski inquired whether there were any questions regarding the interlocal agreement; there were none.

Secretary Hanrahan made a motion to approve the Interlocal Agreement between Park City Fire Service District and Summit County, Utah, for Wildland Protection Services. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, and Board Member Miller; the motion passed unanimously, 4-0.

**III. Discussion of Possible Future Agenda Items/Additional Comments**

No future agenda items were identified.

**IV. Closed Meeting**

There was no need for a closed meeting.

**V. Adjournment**

Secretary Hanrahan 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, and Board Member Miller; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 12:09 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 6, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_