

**Park City Fire Service District**  
**Administrative Control Board – Work Session Meeting Minutes**  
**Park City Fire District Administrative Office Building**  
**January 6, 2026**

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:** Alex Butwinski, John Hanrahan, Christina Miller, and Jeremy Rubell (via Teams)

**Board Members Absent:** Nate Brown (excused)

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Zane Thompson, Battalion Chief Darren Nelson (partial), Battalion Chief McKay Wadley (partial), Fire Marshal Mike Owens, Fire Inspector John Cocca, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

**I. Transfer of Command Ceremony**

Retiring Battalion Chief Darren Nelson reflected on his years of service with PCFD and the significance of holding a command staff badge. He congratulated newly promoted Battalion Chief McKay Wadley and formally transferred command by pinning his badge on Chief Wadley.

**II. District Updates**

Chief Emery noted that Chief Wadley has been very active with Utah Task Force 1 (UTTF-1), which is comprised of approximately 14 agencies. Chief Wadley explained that deployments with UTTF-1 provide valuable leadership opportunities and exposure to large-scale incidents. PCFD personnel who deploy with the task force bring back experience and knowledge that enhance the District's ability to respond to local incidents. He added that once each year the task force travels to a realistic disaster training city on the Texas A&M campus, and seven PCFD personnel are scheduled to attend training there in February.

**III. Financial Review**

Chief Emery said in 2025, the County collected more accurate data regarding the number of nightly rentals in our area needing inspections. In summary:

- PCFD expects to inspect ~800 rental properties, up from ~100 previously
- Two additional employees will be needed to handle increased inspections
- Inspection fees will increase in March

- New fees will apply to nightly rental and business inspections
- Fees are intended to cover new staffing costs
- A possible budget amendment will be discussed at a future meeting

Chief Emery reported that as of the end of November 2025, 92% of the year had elapsed and PCFD was at 76% of its budget. A major contributing factor was the receipt of \$1.4 million in refunded insurance costs. Capital outlay expenditures were at 54%, largely because an engine and an ambulance scheduled for delivery in 2025 will not be received until 2026. Property tax revenues are collected by the County on December 3, so that income was not reflected in the November figures.

#### IV. Election of 2026 ACB Officers

The officer positions to be filled for 2026 are Chair, Vice Chair, Treasurer, and Secretary. After discussion among the Board members, it was decided Alex Butwinski will be Chair, Christina Miller will be Vice Chair, John Hanrahan will be Treasurer, and Nate Brown will be Secretary. Board officers for 2026 will be elected in the regular meeting this evening.

#### V. Policy Review

HR Officer Hirschi reported minor revisions to **Policy Section 6, Employment Status**, affecting temporary seasonal employees. The updates remove the annual hour cap for seasonal employees as part of the wildland initiative and add clarifying language to ensure that any mandatory benefits required by law will be provided to seasonal employees.

Revisions were also made to **Policy Section 12, Productive Work Environment**. The term “ambulance personnel” was updated to “EMS personnel.” Additionally, the facial hair policy was standardized across both EMS and suppression personnel, specifying that beards are not permitted.

A further update to Policy Section 12 includes the addition of **Item M: Reporting Criminal Charges, Arrests, and Citations**, which outlines an employee’s obligation to report any criminal charge, arrest, or citation, excluding parking violations.

Christina Miller expressed concern about requiring employees to report minor infractions, such as speeding tickets, unless the citation affects the employee’s ability to operate a motor vehicle. HR Officer Devin suggested revising the policy to require reporting only misdemeanors, felonies, and any citations that impact an employee’s ability to perform the essential functions of their position. The Board reached consensus in support of this revision.

A substantial addition was made to **Policy Section 18, Communications**, to comply with the State-required privacy program. This section details the types of data managed by the organization and the safeguards in place to protect that information. The policy was developed in collaboration with Summit County Attorney Ryan Stack.

The Summit County Attorney's Office has reviewed and vetted all policy changes. Pending Board approval, the updated policies will be forwarded to the Summit County Council for final approval.

HR Officer Hirschi also confirmed that the tattoo policy remains unchanged. It continues to require tattoos to be covered while working in public or in uniform; the only related update is the addition of a long-sleeved uniform shirt.

## **VI. Fleet Replacement Plan Review/Sale of Surplus Property**

Chief Lewis reported that the sale of surplus property valued at more than \$30,000 requires Board approval. With the arrival of new Engine 31, the District now has an engine that is no longer in service and is working toward selling it to the Nephi Fire District. A purchase agreement has been prepared with the assistance of the Summit County Attorney's Office, outlining the equipment included in the sale and the purchase price. The agreement will be presented for Board approval during the regular meeting this evening.

Chief Lewis also stated that the District is in the process of developing a plan for fire station renovations and for maintaining EMS and fire equipment. Once new Engine 37 arrives around March, a determination will be made regarding the disposition of the old engine.

## **VII. Strategic Plan Discussion**

Chief Lewis reported that command staff met in July 2025 to begin developing a two-year strategic plan for the District. The meeting included productive discussions on leadership, and feedback for improvement was gathered from all areas of the organization. Chief Briley stated that this information was compiled into a living document, including an updated mission statement, intended to serve as a roadmap outlining what the District is doing, where it is going, and the rationale behind those efforts.

Chief Lewis stated five key initiatives were identified as part of the strategic planning process:

- Communication
- Training
- Administration
- Operations
- Miscellaneous (encompassing other organizational needs)

The strategic plan is currently in draft form. A final version will be distributed to the Board upon completion.

## **VIII. ILA for Wildland Protection Services**

Chief Emery reported that approximately 50 burn piles were processed on the 910 property for the County in November. An Interlocal Agreement (ILA) has been developed to establish a long-term

contract for providing services at this property in the future. This ILA is beneficial to both PCFD and the County.

#### **IX. Other Divisional Updates**

Chief Emery stated that low snowfall this winter has affected call volume and transport numbers for December, which may be reflected in ambulance revenues. If this trend continues, staffing needs will be reevaluated and adjusted accordingly.

**Work Session Completed:** 6:30 p.m.

**Park City Fire Service District**  
**Administrative Control Board – Regular Meeting Minutes**  
**Park City Fire District Administrative Office Building**  
**January 6, 2026**

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**Administrative Control Board work session called to order:** 6:31 p.m.

**Board Members Present:** Alex Butwinski, John Hanrahan, Member Christina Miller, and Jeremy Rubell (via Teams)

**Board Members Absent:** Nate Brown (excused)

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Zane Thompson, Fire Marshal Mike Owens, Fire Inspector John Cocca, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Alex Butwinski began the meeting by conducting a roll call.

**II. Public Input**

Fire Inspector John Cocca shared his appreciation for the PCFD command staff and the Board for their continued efforts to move the District forward.

**III. Board Member Reports and Business**

**A. Correspondence**

There were no questions regarding the correspondence.

**B. Financial**

**1. Possible Approval of the Purchase Agreement for Engine 137**

John Hanrahan made a motion to approve the purchase agreement to sell Engine 137 as laid out in the agreement. The motion was seconded by Christina Miller. Those in favor were Alex Butwinski, John Hanrahan, Christina Miller, and Jeremy Rubell. The motion passed unanimously, 4-0.

#### **IV. Old Business**

There was not any old business.

#### **V. New Business**

##### **A. Possible Approval of the following PCFD Policies:**

- Section 6, Employment Status;
- Section 12, Productive Work Environment; and
- Section 18, Communications

With an amendment suggested in the work session for Policy Section 12, Productive Work Environment, Christina Miller made a motion to approve the policies indicated above. John Hanrahan seconded the motion. Those in favor were Alex Butwinski, John Hanrahan, Christina Miller, and Jeremy Rubell. The motion passed unanimously, 4-0.

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

John 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 Christina Miller. Those in favor were Alex Butwinski, John Hanrahan, Christina Miller, and Jeremy Rubell. The motion passed unanimously, 4-0.

##### **C. Election of Administrative Control Board Officers for 2026: Chair, Vice Chair, Secretary, and Treasurer**

John Hanrahan made a motion to elect Alex Butwinski as Chair, Christina Miller as Vice Chair, John Hanrahan as Treasurer, and Nate Brown as Secretary for the 2026 Administrative Control Board. The motion was seconded by Christina Miller. Those in favor were Alex Butwinski, John Hanrahan, Christina Miller, and Jeremy Rubell. The motion passed unanimously, 4-0.

#### **VI. Staff Reports and Input**

There were no comments on the staff reports.

## **VII. Approval of December 2, 2025, and December 4, 2025, Meeting Minutes**

With a clarification in the December 2, 2025, meeting minutes, Vice Chair Miller made a motion to approve the minutes of the December 2, 2025, and December 4, 2025, Administrative Control Board meetings. The motion was seconded by Treasurer Hanrahan. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, and Board Member Rubell. The motion passed unanimously, 4-0.

## **VIII. Discussion of Possible Future Agenda Items/Additional Comments**

There were no future agenda items discussed.

## **IX. Closed Meeting**

There was no need for a closed meeting.

## **X. Adjournment**

Vice Chair Miller made a motion to adjourn the regular meeting, and it was seconded by Treasurer Hanrahan. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Hanrahan, and Board Member Rubell; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:39 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 3, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.