

AGENDA
Park City Fire Service District
Administrative Control Board Meeting
June 2, 2026

Park City Fire District Administrative Office Building
736 West Bitner Rd. Park City, Utah 84098

5:30 p.m.

Work Session

- I. District Update: Chief Pete Emery
- II. Discussion of Proposed Changes in PCFD Fee Schedule: FM Mike Owens
- III. Wildland Division Update: Chief Sean Briley
- IV. 2026 Scholarships: Chief Sean Briley
- V. Training Division Update: Chief Max Doshier
- VI. Hiring for Recruit Class 19: Chief Max Doshier
- VII. Pano Cameras and Drone: Chief Ashley Lewis
- VIII. Other Divisional Updates (as time permits)

6:30 p.m.

Regular Meeting Called to Order

- I. Roll Call
 - II. Approval of May 5, 2026, Meeting Minutes
 - III. Public Input
 - IV. Commission Reports and Business
 - A. Correspondence
 - B. Financial
 - V. Old Business
 - VI. New Business
 - A. Public Hearing to Discuss and Possibly Approve Changes in the Park City Fire District Fee Schedule
 - VII. Staff Reports and Input
 - VIII. Discussion of Possible Future Agenda Items/Additional Comments
 - IX. Closed Meeting: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct; and/or procurement.
 - X. Adjournment
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The next regularly scheduled meeting of the Park City Fire District Administrative Control Board
will be held August 4, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices,
736 West Bitner Rd., Park City, Utah 84098.

Electronic participation by the public is not available at this time.

DRAFT

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
May 5, 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

Administrative Control Board work session called to order: 5:32 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller (arrived at 5:55 p.m.), Secretary Nate Brown, and Board Member Tana Toly

Board Members Absent: Treasurer John Hanrahan (excused)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief McKay Wadley, Fire Marshal Mike Owens, Captain Mike Dean, HR Officer Devin Hirschi, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Rescue Task Force and Stryker Monitor Purchase

Training Captain Mike Dean reported that, in April, Park City Fire District hosted the largest Rescue Task Force (RTF) drill the department has ever conducted, in conjunction with the Utah Highway Patrol, Park City Police Department, and the Summit County Sheriff's Office.

The drill was executed successfully and focused on the medical response component of an active shooter incident and involved approximately 100 personnel. Captain Dean said all PCFD engines are equipped with RTF gear. He then demonstrated some of the equipment and played a video recording of the drill.

Training Captain Mike Dean provided an overview of the new Stryker monitors that have been in service for the past two weeks. A total of 15 monitors were purchased, including 4 advanced units designated for use in the Critical Care Paramedic Program.

II. Wildland Engine Crew and Wildland Fire Mitigation Efforts

Chief Briley reported that the Wildland Division was activated in April with four firefighters and an engine boss assigned specifically to the program. He stated that two wildland firefighters and an engine boss will staff Station 32 on 12-hour shifts when they are not deployed elsewhere. On red flag days when the crew is deployed, their positions at Station 32 will be backfilled.

Chief Briley also explained that engine bosses throughout the District will rotate through time blocks with the wildland crew. Two Type 3 engines assigned to the wildland program will be deployable through Station 32, with an additional Type 3 engine to be housed at Station 36.

Chief Briley reported mitigation work for the I-80 fuels project was completed in April in partnership with the Utah Department of Transportation. He also stated that the chipping program was activated in May.

Additionally, Chief Emery and a crew attended the wildland fire fair at Ecker Hill, which was organized by local homeowner's associations (HOAs).

The Board members were invited to step outside to view one of the Type 3 engines that will be utilized by the wildland crew.

III. March 2026 Financial Update

Barney said that a quarter of the year has passed, and the financials are consistent with where they have been at this point in previous years. As of the end of March, expenditures are at 21.8% of the budget, and the general fund and reserves remain in good shape. Chief Emery stated that some reserves will be used for the relocation and construction of Station 35 once the Cline Dahle parcel is parceled out.

IV. Update on The Colony

Chief Emery said two apparatus are now stationed in The Colony per the agreement approved last month.

V. Increase in Employer Pick Up for Tier II Firefighters

HR Officer Hirschi reported that the upcoming year's URS contribution rates have been finalized and will take effect in July. For Tier 2 firefighters, employees are required to make a contribution that the District has historically elected to cover on their behalf. The contribution rate will increase by 1.25%, resulting in an estimated additional annual cost to the District of approximately \$79,000. Because URS requires approval from the agency's governing body for the increased pickup rate, the item will be presented for a vote during this evening's regular meeting.

VI. Interlocal Agreements between Mountain Regional Water and Basin Recreation Districts

Chief Emery said interlocal agreements (ILAs) have been drafted between PCFD and the Mountain Regional Water and Basin Recreation districts for fleet services. Under the agreement, PCFD mechanics will service these districts' light fleet according to a fee schedule outlined in the agreements. The ILAs will be presented for a vote during this evening's regular meeting.

Work Session Completed: 6:30 p.m.

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**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
May 5, 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

Administrative Control Board regular meeting called to order: 6:30 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller, Secretary Nate Brown, and Board Member Tana Toly

Board Members Absent: Treasurer John Hanrahan (excused)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief McKay Wadley, Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Oath of Office to be taken by Board Member Tana Toly

CFO Barney administered the Oath of Office to Board Member Tana Toly.

II. Roll Call

Chair Butwinski conducted a roll call.

III. Approval of April 7, 2026, Meeting Minutes

Secretary Brown made a motion to approve the minutes of the April 7, 2026, Administrative Control Board meeting. The motion was seconded by Board Member Toly. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly. The motion passed unanimously, 4-0.

IV. Public Input

There was no public input.

V. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions regarding the financials.

VI. Old Business

There was not any old business.

VII. New Business

A. Possible Approval of Increase in Employer Pick Up for the Public Safety and Firefighter Tier II Contributory Retirement System

Vice Chair Miller made a motion to approve the increase in employer pick up for the Public Safety and Firefighter Tier II Contributory Retirement System as discussed in the work session. Board Member Toly seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0.

B. Possible Approval of the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance between Park City Fire Service District and Mountain Regional Water Special Service District

Board Member Toly made a motion to approve the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance between Park City Fire Service District and Mountain Regional Water Special Service District. Vice Chair Miller seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0.

C. Possible Approval of the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance between Park City Fire Service District and Snyderville Basin Special Recreation District

Secretary Brown made a motion to approve the Interlocal Cooperation Agreement for Fleet Vehicle Maintenance between Park City Fire Service District and Snyderville Basin Special Recreation District. Vice Chair Miller seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0.

VIII. Staff Reports and Input

There were no questions on the staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Secretary Brown commented that the promotion ceremony held on April 30 was very nice, and having it at Station 33 was better than holding it at a non-fire-related location.

X. Closed Meeting

Vice Chair Miller made a motion to close the regular meeting of the Administrative Control Board and convene a closed meeting to discuss the character, professional competence, or physical or mental health of one or more individuals; the motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0.

The Administrative Control Board met in closed session to discuss the character, professional competence, or physical or mental health of one or more individuals from 6:35 p.m. to 6:51 p.m. Those in attendance were Chair Butwinski, Vice Chair Miller, Secretary Brown, Board Member Toly, Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, and HR Officer Devin Hirschi.

Vice Chair Miller made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Board Member Toly. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0.

Those attending the remainder of the regular meeting were Chair Butwinski, Vice Chair Miller, Secretary Brown, Board Member Toly, Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, and HR Officer Devin Hirschi.

XI. Adjournment

Board Member Toly made a motion to adjourn the regular meeting and it was seconded by Vice Chair Miller. Those in favor were Chair Butwinski, Vice Chair Miller, Secretary Brown, and Board Member Toly; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:52 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 2, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

**Park City Fire Service District
Balance Sheet
General Funds
April 30, 2026**

	General	Capital Projects	Other Non-Major Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Non-Major Governmental Funds
Assets:								
Cash - Regular Checking	502,239							
Cash and Cash Equivalents	747,062	0	5,025	752,087			5,025	5,025
Bond Escrow Holdings	0	0	57	57	0	57	0	57
Cash Deposited in Public Treasurer's Investment Fund	11,024,227	21,120,366	0	32,144,593			0	0
Receivables:								
Accounts Receivable	8,480	0	0	8,480	0		0	0
Taxes	189,044		0	189,044	0	0	0	0
Ambulance Operations	0		0	0	0	0	0	0
Other Assets								
Restricted Assets:								
Cash and Cash Equivalents	199,406		22	199,428	0	22		22
Prepaid Assets	0			0				
Cash Deposited in Public Treasurer's Investment Fund	829,175	0	560,435	1,389,610	560,435		0	560,435
Accounts Receivable				0				
Investments				0				
Total Assets	<u>12,997,394</u>	<u>21,120,366</u>	<u>565,539</u>	<u>34,683,299</u>	<u>560,435</u>	<u>79</u>	<u>5,025</u>	<u>565,539</u>
Liabilities and Fund Balances:								
Liabilities:								
Accounts Payable	78,381	0	0	78,381	0	0	0	0
Bond Interest Payable			0	0				0
Accrued Liabilities	620,452			620,452				
Total Liabilities	<u>698,833</u>	<u>0</u>	<u>0</u>	<u>698,833</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balances:								
Restricted for:								
Debt Service			79	79		79		79
Impact Fees			560,435	560,435	560,435			560,435
Assigned for:								
Building Construction and Equipment Purchases		21,120,366	5,025	21,125,391			5,025	5,025
Unassigned	12,298,561			12,298,561				
General Fund								
Capital Projects Fund								
Total Fund Balance	<u>12,298,561</u>	<u>21,120,366</u>	<u>565,539</u>	<u>33,984,466</u>	<u>560,435</u>	<u>79</u>	<u>5,025</u>	<u>565,539</u>
Total Liabilities and Fund Balance	<u>12,997,394</u>	<u>21,120,366</u>	<u>565,539</u>	<u>34,683,299</u>	<u>560,435</u>	<u>79</u>	<u>5,025</u>	<u>565,539</u>

PARK CITY FIRE SERVICE DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
All Funds and the Local Building Authority
For the Period Ending
April 30, 2026

		Budgeted Amounts		Actual	Variance With Final Budget -	
		Original	Final	Amounts	Positive (Negative)	Percent
Reveunes:						
Local Revenue:						
	Property Taxes	15,575,500	15,575,500	734,122	14,841,378	4.7%
	Fee-in-Lieu	250,000	250,000	67,988	182,012	27.2%
	Interest Income	1,200,000	1,200,000	512,798	687,202	42.7%
	Other Income	1,500	1,500	0	1,500	0.0%
	Sale of Fixed Assets	100,000	100,000	191,000	(91,000)	0.0%
	Grants and Donations	100,500	100,500	120	100,380	0.1%
	Fees and Permits	8,051,870	8,051,870	3,832,555	4,219,315	47.6%
	Total Revenues	25,279,370	25,279,370	5,338,583	19,840,407	21.1%
Expenditures:						
	Personnel:					
	Salaries and Wages	13,532,941	13,532,941	4,008,024	(9,524,917)	29.6%
	Fringe Benefits	5,615,352	5,615,352	1,666,272	(3,949,080)	29.7%
	Operations	3,295,641	3,295,641	1,003,702	1,606,522	30.5%
	General and Administrative	444,291	444,291	91,150	(353,141)	20.5%
	Capital Outlay	2,607,000	2,607,000	585,899	(2,021,101)	22.5%
	Debt Service				0	
	Principle Retirement	288,000	288,000	0	(288,000)	0.0%
	Interest and Fiscal Charges	6,500	6,500	3,249	(3,251)	50.0%
	Total Expenditures	25,789,726	25,789,726	7,358,296	(18,431,429)	28.5%
	Excess of Revenues Over Expenditures	(510,356)	(510,356)	(2,019,713)	1,408,977	
Other Financing Sources (Uses):						
	Operating Transfers to Other Funds	4,401,000	4,401,000	1,937,758	2,463,242	-44.0%
	Operating Transfers From Other Funds	4,401,000	4,401,000	1,937,758	2,463,242	-44.0%
	Total Other Financing Sources (Uses)	0	0	0	0	0.0%
	Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Net Change in Fund Balance	(510,356)	(510,356)	(2,019,713)	1,408,977	
Fund Balances - Beginning		36,004,177	36,004,177	36,004,177	36,004,177	
Fund Balances - Ending		35,493,821	35,493,821	33,984,464	37,413,154	

Park City Fire Service District
Summary of Revenues, Expenditures and Transfers for all Funds and the Local Building Authority
For the Years Ending December 31, 2024, 2025 and 2026

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Year-to Date 2026</u>	<u>Projected 2026</u>	<u>Budget 2026</u>
Revenues:					
Property taxes	14,903,181	15,718,961	734,122	15,750,000	15,575,000
Fee-in-lieu	210,084	235,363	67,988	250,000	250,000
Interest income	1,337,830	1,253,642	512,798	1,200,000	1,200,000
Misc income	43,514	127,595	191,000	100,000	101,500
Grants and donations	275,871	70,456	120	100,000	100,500
Bond proceeds	0	0	0	0	
Fees and Permits	7,147,188	8,029,061	3,832,555	8,100,000	8,051,870
Total revenues	23,917,668	25,435,078	5,338,583	25,500,000	25,278,870
Expenditures:					
Current:					
Salaries and wages	11,535,761	12,151,886	4,008,024	13,500,000	13,532,941
Fringe benefits	4,544,024	3,123,679	1,666,272	5,600,000	5,615,352
Total wages and fringe benefits	16,079,785	15,275,565	5,674,295	19,100,000	19,148,293
Operations:					
Station expenditures	884,559	880,923	370,297	1,490,000	1,486,310
Ambulance operational expenditures	676,189	712,504	288,430	750,000	756,150
Apparatus maintenance	231,645	310,810	85,913	400,000	415,250
Fire, spec. ops. And communication equip.	79,130	97,565	12,492	100,000	109,331
Fuel	112,069	104,923	43,836	125,000	132,500
Uniforms and safety gear	154,414	140,706	146,117	225,000	223,500
Travel, training and tuitions	136,878	122,469	56,617	150,000	170,500
Other operations	1,568	1,583	0	2,100	2,100
Total operations	2,276,452	2,371,483	1,003,702	3,242,100	3,295,641
General and administrative:					
General liability insurance	122,976	139,669	1,157	147,000	147,000
Professional and consulting services	14,508	18,840	14,683	30,000	38,000
Audit and accounting services	19,400	20,000	20,600	22,000	22,000
Legal services	6,062	28,307	14,563	50,000	50,000
Certificates of participation- cost of issuance	0	0	0	0	0
Other general and administrative	133,776	148,640	42,461	185,000	187,291
Total general and administrative	296,722	355,456	91,150	434,000	444,291
Capital outlay:					
Apparatus and vehicles	1,513,920	1,217,386	456,886	2,245,000	2,245,000
Land, buildings and building improvements	379,295	206,505	97,200	50,000	50,000
Furniture and equipment	394,262	190,153	31,813	312,000	312,000
Total capital outlay	2,287,477	1,614,044	585,899	2,607,000	2,607,000
Debt service:					
Principle retirement	681,897	275,000	0	288,000	288,000
Interest charges	21,923	12,356	3,249	6,500	6,500
Total debt service	703,820	287,356	3,249	294,500	294,500
Total expenditures	21,644,256	19,903,904	7,358,296	25,677,600	25,789,725
Excess (deficit) of revenue over expenditures before operating transfers	2,273,412	5,658,674	(2,019,713)	(177,600)	(510,855)
Operating transfers out	3,695,666	2,904,627	1,937,758	3,975,000	4,401,000
Operating transfers in	3,695,666	2,904,627	1,937,758	3,975,000	4,401,000
Total transfers	0	0	0	0	0
Totals	2,273,412	5,658,674	(2,019,713)	(177,600)	(510,855)
Fund Balances - Beginning	28,072,091	30,345,503	36,004,177	36,004,177	36,004,177
Fund Balances - Ending	30,345,503	36,004,177	33,984,464	35,826,577	35,493,322

Park City Fire Service District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Period Ending
April 30, 2026

	General	Capital Projects	Other Nonmajor Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Governmental Funds
Revenues:								
Property Taxes	734,122	0	0	734,122	0	0	0	0
Fee -in-Lieu	67,988	0	0	67,988	0	0	0	0
Interest Income	253,669	252,083	7,047	512,798	5,388	1,659	0	7,047
Other Income	0	0	0	0	0	0	0	0
Sale of Fixed Assets	191,000	0	0	191,000	0	0	0	0
Grants and Donations	120	0	0	120	0	0	0	0
Fees and Permits	3,819,200	0	13,356	3,832,555	13,356	0	0	13,356
Total Revenues	5,066,098	252,083	20,402	5,338,583	18,743	1,659	0	20,402
Expenditures:								
Current:								
Personnel:								
Salaries and Wages	4,008,024	0	0	4,008,024	0	0	0	0
Fringe Benefits	1,666,272	0	0	1,666,272	0	0	0	0
Operations	1,003,702	0	0	1,003,702	0	0	0	0
General and Administrative	91,150	0	0	91,150	0	0	0	0
Capital Outlay	488,700	97,200	0	585,899	0	0	0	0
Debt Service:								
Principle Retirement	0	0	0	0	0	0	0	0
Interest and Fiscal Charges	0	0	3,249	3,249	0	3,249	0	3,249
Total Expenditures	7,257,847	97,200	3,249	7,358,296	0	3,249	0	3,249
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,191,749)	154,883	17,153	(2,019,713)	18,743	(1,590)	0	17,153
Other Financing Sources (Uses):								
Operating Transfers	(1,937,758)	1,944,330	(6,572)	0	(7,438)	865	0	(6,572)
Proceeds from Sale of Equipment	0	0	0	0	0	0	0	0
Total Other Financing Sources (Uses)	(1,937,758)	1,944,330	(6,572)	0	(7,438)	865	0	(6,572)
Net Change in Fund Balance	(4,129,507)	2,099,213	10,581	(2,019,713)	11,306	(725)	0	10,581
Fund Balances - Beginning	16,406,113	19,043,106	554,958	36,004,177	549,130	803	5,025	554,958
Fund Balances - Ending	12,276,606	21,142,319	565,539	33,984,464	560,436	78	5,025	565,539

PARK CITY FIRE SERVICE DISTRICT

Budget to Actual
General Fund
For the Period Ending
April 30, 2026

	Budget Amounts		Actual	Variance with Final Budget - Over	
	Original	Adjusted	Amounts	(Under)	Percent
Revenues:					
Property Taxes	15,575,500	15,575,500	734,122	(14,841,378)	4.7%
Fee-in-lieu	250,000	250,000	67,988	(182,012)	27.2%
Licenses & Permits	450,000	450,000	147,375	(302,625)	32.8%
Intergovernmental (Grants & Wildland Program)	400,000	400,000	909	(399,091)	0.2%
Charges for Services	7,001,870	7,001,870	3,670,916	(3,330,954)	52.4%
Refunds	0	0	0	0	0.0%
Interest Income	500,000	500,000	253,669	(246,331)	50.7%
Sale of Fixed Assets	100,000	100,000	191,000	91,000	0.0%
Miscellaneous Revenue	1,500	1,500	0	(1,500)	0.0%
Contributions & Transfers	500	500	120	(380)	24.0%
Total Revenues	24,279,370	24,279,370	5,066,098	(19,213,272)	20.9%
Expenditures:					
Personnel:					
Salaries and Wages	13,532,941	13,532,941	4,008,024	9,524,917	29.6%
Fringe Benefits	5,615,352	5,615,352	1,666,272	3,949,080	29.7%
Fire Operations	2,474,560	2,474,560	705,720	1,768,840	28.5%
Fire Prevention Operations	59,331	59,331	9,553	49,778	16.1%
Administration	448,490	448,490	91,150	357,340	20.3%
Ambulance Operations	756,000	756,000	288,430	467,570	38.2%
Capital Outlay	792,000	792,000	488,700	303,300	61.7%
Transfers	4,100,000	4,100,000	1,937,758	2,162,242	47.3%
Total Expenditures	27,778,674	27,778,674	9,195,605	18,583,069	33.1%
Excess of Revenues Over Expenditures	(3,499,304)	(3,499,304)	(4,129,507)	(630,203)	118.0%
Fund Balances - Beginning	16,406,113	16,406,113	16,406,113		
Fund Balances - Ending	12,906,809	12,906,809	12,276,606		
	9,195,605	Total Expenditures			
	488,700	Less Capital Outlay			
	1,937,758	Less Interfund Transfers			
	6,769,148	Operating Expenses			

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
05/26	05/11/2026	2283	18120	JAMES MORROW	10-201000-0000	.00	V
05/26	05/11/2026	2284	18120	JAMES MORROW	10-201000-0000	270.15	
05/26	05/13/2026	1011270	17954	AFLAC GROUP INSURANCE	10-201000-0000	1,521.54	
05/26	05/13/2026	1011271	220	ALL WEST COMMUNICATIONS	10-201000-0000	332.18	
05/26	05/13/2026	1011272	14280	AMAZON CAPITAL SERVICES	10-201000-0000	994.58	
05/26	05/13/2026	1011273	700	AT&T MOBILITY	10-201000-0000	40.54	
05/26	05/13/2026	1011274	17681	BEHR MOUNTAIN ELECTRIC	10-201000-0000	302.22	
05/26	05/13/2026	1011275	17668	BLOMQUIST HALE CONSULTING, INC	10-201000-0000	491.05	
05/26	05/13/2026	1011276	1680	BOUND TREE MEDICAL LLC	10-201000-0000	3,186.92	
05/26	05/13/2026	1011277	3070	CANON U.S.A., INC.	10-201000-0000	127.39	
05/26	05/13/2026	1011278	18118	CARLOS ESPINOZA	10-201000-0000	150.00	
05/26	05/13/2026	1011279	3170	Caselle, Inc.	10-201000-0000	3,697.00	
05/26	05/13/2026	1011280	3030	CENTURYLINK	10-201000-0000	333.21	
05/26	05/13/2026	1011281	17899	CHRISTENSEN OIL CO.	10-201000-0000	384.83	
05/26	05/13/2026	1011282	2750	CRAWFORD DOOR SALES	10-201000-0000	1,669.00	
05/26	05/13/2026	1011283	17745	CULLIGAN WATER CONDITIONING	10-201000-0000	1,381.50	
05/26	05/13/2026	1011284	18121	EMERGENCY VEHICLE SYSTEMS	10-201000-0000	18,123.00	
05/26	05/13/2026	1011285	17663	FIRST DIGITAL	10-201000-0000	2,599.20	
05/26	05/13/2026	1011286	17863	GOLD CROSS SERVICES, INC	10-201000-0000	19,096.04	
05/26	05/13/2026	1011287	5580	GRAHAM FIRE APPARATUS SALES &	10-201000-0000	5,728.53	
05/26	05/13/2026	1011288	6110	HOME DEPOT CREDIT SERVICES	10-201000-0000	1,395.52	
05/26	05/13/2026	1011289	6240	HOSE & RUBBER SUPPLY LLC	10-201000-0000	162.75	
05/26	05/13/2026	1011290	18020	JAN-PRO of UTAH	10-201000-0000	694.00	
05/26	05/13/2026	1011291	11540	JEFF PAULINE	10-201000-0000	360.00	
05/26	05/13/2026	1011292	17804	KARL MALONE FORD PARK CITY	10-201000-0000	439.43	
05/26	05/13/2026	1011293	18026	KEN GARFF WEST VALLEY FORD	10-201000-0000	1,060.53	
05/26	05/13/2026	1011294	2860	L N CURTIS & SONS	10-201000-0000	879.54	
05/26	05/13/2026	1011295	7960	LIFE-ASSIST INC	10-201000-0000	4,748.31	
05/26	05/13/2026	1011296	17857	LIQUIDSPRING LLC	10-201000-0000	1,419.66	
05/26	05/13/2026	1011297	18033	MCGEE COMPANY	10-201000-0000	78.99	
05/26	05/13/2026	1011298	8970	MOUNTAIN REGIONAL WATER SSD	10-201000-0000	695.13	
05/26	05/13/2026	1011299	17827	odp Business Solutions, LLC	10-201000-0000	151.86	
05/26	05/13/2026	1011300	17651	OXYGEN UTAH, LLC	10-201000-0000	766.68	
05/26	05/13/2026	1011301	17658	Park City Auto Parts	10-201000-0000	209.17	
05/26	05/13/2026	1011302	17809	PATRICK WELLS	10-201000-0000	2,540.69	
05/26	05/13/2026	1011303	17516	RelaDyne West LLC	10-201000-0000	8,089.67	
05/26	05/13/2026	1011304	12280	REPUBLIC SERVICES #864	10-201000-0000	3,860.51	
05/26	05/13/2026	1011305	12550	ROCKY MOUNTAIN POWER	10-201000-0000	1,060.42	
05/26	05/13/2026	1011306	18063	ROTO FLUSH	10-201000-0000	2,900.00	
05/26	05/13/2026	1011307	17536	RUSH TRUCK CENTER,	10-201000-0000	762.38	
05/26	05/13/2026	1011308	17994	RUSSELL BUHECKER	10-201000-0000	2,540.69	
05/26	05/13/2026	1011309	18119	SCOTT MELLON	10-201000-0000	150.00	
05/26	05/13/2026	1011310	1840	SEAN BRILEY	10-201000-0000	300.00	
05/26	05/13/2026	1011311	17709	SIDDONS-MARTIN EMERGENCY GROUP	10-201000-0000	394.86	
05/26	05/13/2026	1011312	13060	SKAGGS COMPANIES, INC.	10-201000-0000	1,160.22	
05/26	05/13/2026	1011313	13130	SNYDERVILLE BASIN W R D	10-201000-0000	724.75	
05/26	05/13/2026	1011314	13210	SPEEDS POWER EQUIPMENT	10-201000-0000	233.64	
05/26	05/13/2026	1011315	13500	STRYKER SALES, LLC	10-201000-0000	7,871.00	
05/26	05/13/2026	1011316	13490	SUMMIT WATER DISTRIBUTION CO	10-201000-0000	810.79	
05/26	05/13/2026	1011317	14830	THE EMBLEM AUTHORITY	10-201000-0000	774.00	
05/26	05/13/2026	1011318	17987	UNIVERSITY OF UTAH	10-201000-0000	4,125.00	
05/26	05/13/2026	1011319	17944	UNIVERSITY OF UTAH - AIRMED	10-201000-0000	6,800.00	
05/26	05/13/2026	1011320	16070	VEHICLE LIGHTING SOLUTIONS INC	10-201000-0000	188.21	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/26	05/13/2026	1011321	17597	VERIFIED FIRST	10-201000-0000	201.76
05/26	05/13/2026	1011322	17713	ZAYO GROUP, LLC	10-201000-0000	1,146.32
05/26	05/27/2026	1011323	14280	AMAZON CAPITAL SERVICES	10-201000-0000	294.61
05/26	05/27/2026	1011324	17924	AMERITAS LIFE INSURANCE CORP.	10-201000-0000	692.52
05/26	05/27/2026	1011325	1680	BOUND TREE MEDICAL LLC	10-201000-0000	532.98
05/26	05/27/2026	1011326	18123	BRENNAN TUTTLE	10-201000-0000	3,487.00
05/26	05/27/2026	1011327	3030	CENTURYLINK	10-201000-0000	43.23
05/26	05/27/2026	1011328	17532	CENTURYLINK	10-201000-0000	2,265.53
05/26	05/27/2026	1011329	17754	CHAOSINK	10-201000-0000	2,599.42
05/26	05/27/2026	1011330	17899	CHRISTENSEN OIL CO.	10-201000-0000	4,924.37
05/26	05/27/2026	1011331	3370	DELL MARKETING L.P.	10-201000-0000	3,685.84
05/26	05/27/2026	1011332	17821	FARRWEST ENVIRONMENTAL SUPPLY, INC	10-201000-0000	805.47
05/26	05/27/2026	1011333	18122	FRESH DUCTS	10-201000-0000	5,970.00
05/26	05/27/2026	1011334	17641	Heber City Carquest	10-201000-0000	88.45
05/26	05/27/2026	1011335	6240	HOSE & RUBBER SUPPLY LLC	10-201000-0000	234.88
05/26	05/27/2026	1011336	17699	Intermountain WorkMed	10-201000-0000	7,076.37
05/26	05/27/2026	1011337	8340	LARRY MILLER Super Ford	10-201000-0000	422.72
05/26	05/27/2026	1011338	8250	LEGALSHIELD	10-201000-0000	247.30
05/26	05/27/2026	1011339	7960	LIFE-ASSIST INC	10-201000-0000	3,142.42
05/26	05/27/2026	1011340	10380	MIKE OWENS	10-201000-0000	67.83
05/26	05/27/2026	1011341	17827	odp Business Solutions, LLC	10-201000-0000	256.67
05/26	05/27/2026	1011342	17658	Park City Auto Parts	10-201000-0000	361.37
05/26	05/27/2026	1011343	10710	PARK CITY MUNICIPAL CORP	10-201000-0000	1,552.33
05/26	05/27/2026	1011344	17686	PARSONS BEHLE & LATIMER	10-201000-0000	932.50
05/26	05/27/2026	1011345	17972	PREMIER VEHICLE INSTALLATION, INC	10-201000-0000	300.00
05/26	05/27/2026	1011346	17516	RelaDyne West LLC	10-201000-0000	8,087.46
05/26	05/27/2026	1011347	12320	ROCKY MTN POWER	10-201000-0000	458.41
05/26	05/27/2026	1011348	18074	SERVPRO	10-201000-0000	655.00
05/26	05/27/2026	1011349	17900	SHRED SALT LAKE	10-201000-0000	259.90
05/26	05/27/2026	1011350	13120	SMITHS CUSTOMER CHARGES	10-201000-0000	584.82
05/26	05/27/2026	1011351	18098	STANDARD INSURANCE COMPANY	10-201000-0000	7,917.13
05/26	05/27/2026	1011352	18091	STREAMLINE	10-201000-0000	8,820.00
05/26	05/27/2026	1011353	13640	SYMBOL ARTS, LLC	10-201000-0000	1,765.50
05/26	05/27/2026	1011354	17667	TYLER MCALLISTER	10-201000-0000	6.02
05/26	05/27/2026	1011355	16070	VEHICLE LIGHTING SOLUTIONS INC	10-201000-0000	5,562.67
05/26	05/27/2026	1011356	16080	VERIZON WIRELESS	10-201000-0000	1,911.72
05/26	05/27/2026	1011357	16200	VORTEX COLORADO, LLC	10-201000-0000	2,994.00
05/26	05/27/2026	1011358	17170	WORKFORCEQA, LLC	10-201000-0000	288.25
Grand Totals:						199,420.05

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

NOTICE OF PROPOSED CHANGES IN FEE SCHEDULE PARK CITY FIRE SERVICE DISTRICT

The District will hold a public hearing on Tuesday, March June 2nd, 2026, at 6:30 p.m., at the District's administrative office located at 736 West Bitner Road, Park City, Utah 84098, for the purpose of hearing comments regarding the proposed changes in fees related to inspections and plan reviews, and to explain the reasons for the proposed additions and decreases and changes.

To obtain more information regarding the fee additions, decreases and changes, citizens may contact the Park City Fire District at (435) 940-2505.

The following are the proposed additions to the District's Fee Schedule:

Fee	Current Fee	Proposed Fee
Plan review	\$160.00	\$205.00
Permit	\$160.00	\$205.00
Annual permit	\$480.00	\$205.00
Inspection	\$160.00	\$205.00

All fees are per portion of a hour with a minimum of one hour.

Park City Fire Service District
Rules, Policies and Procedures

PCFSD Operational Policies and Procedures	Chapter 19 Financial Services	Section 9.0 Administrative and Operational Service Fees
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On June 2, 2026, the Park City Fire Service District (PCFSD) adopted a schedule of fees to be charged to public and private enterprises for the issuance of permits and services within the District. The following is a list of the approved fees, effective June 15, 2026.

I. Permit Fees

Fees shall be collected for operational permits issued under the adopted International Fire Code. Annual permits may be issued in lieu of per use permits upon the approval of the District Fire Marshal when the annual fee benefits the community, permit holder, Fire District.

A. Permits

Permit fee	\$205.00
Inspection fee	\$205.00 per portion of an hour

II. Inspection and Plans Review Fees

The Fire Prevention Division will be responsible for assessing inspection and plan review fees prior to issuing final Fire District approval of projects and/or certificate of occupancy issuance. The fees will be assessed at the following rates. The rates are per hour or any portion of an hour.

A. Fire Code Related Inspections

Special inspections, follow-up inspections, installation inspections and other required inspections will be charged \$205.00 + \$205.00 per hour after the first hour.

B. Structural and Non-Structural Fire Reviews, Life Safety Plan Reviews and Project Clearance Plan Reviews

Plans reviews to receive project clearance for all types of projects will be charged \$205.00 + \$205.00 per hour after the first hour.

C. Project Revisions

Reviews for project revisions after the project has been approved will be charged \$205 + \$205 per hour after the first 1 hour.

Park City Fire Service District
Rules, Policies and Procedures

PCFSD Operational Policies and Procedures	Chapter 19 Financial Services	Section 9.0 Administrative and Operational Service Fees
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D. Consultation

Fees for consultation services are \$205.00 per hour after the first hour.

III. Standby Fees

The Fire Chief shall be responsible for issuance of permits, invoices and/or agreements regarding operational costs assessed to public or private enterprises. This may include mutual aid costs, restitution, standby firefighters, officers and equipment including emergency response and suppression costs. These fees or costs will be assessed at the following hourly rates. Hourly rates are charged per hour or any portion of an hour.

A. Fire Prevention

Fire Prevention Officer	\$60.00
Fire Marshal	\$85.00

Any and all overtime accrued will be charged at a rate of 150% of the established hourly rates.

B. Fire Paramedic, EMT, Fire Officers and Chief Officers

Paramedic or EMT	\$50.00
Fire Officer	\$60.00
Chief Officer	\$85.00

Any and all overtime accrued will be charged at a rate of 150% of the established hourly rates.

C. Equipment

Unless otherwise stated, these fees or costs will be assessed at the following hourly rates. Hourly rates are charged per hour or any portion of an hour.

Motorcycle or All-Terrain Vehicle (ATV)	\$25.00
Bicycle	\$25.00 per day
All-Terrain Utility Vehicle (UTV)	\$50.00
Staged Ambulance	\$160 per day
Mobile Ambulance	\$100 per hour or any portion of an hour for each ambulance that must remain mobile and travel throughout the venue.
Pumper under 1,000 GPM,	\$222.00 (Includes other special

Park City Fire Service District
Rules, Policies and Procedures

PCFSD Operational Policies and Procedures	Chapter 19 Financial Services	Section 9.0 Administrative and Operational Service Fees
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equipment such as water tankers, utility units, grass/brush units, support units, etc.)

Pumper 1,000 GPM or over	\$257
Ladder Truck, Tele-squirt, Snorkel, Etc.	\$257

D. Minimum Fees

1. If a scheduled standby crew is cancelled after arriving at an event, there shall be a minimum fee assessed equal to four hours for personnel and one hour for the apparatus.
2. If a scheduled event runs short of the original scheduled time, there shall be a minimum charge of four hours for each crew member or the actual time at the event, whichever is greater. The apparatus will be billed for actual time at the event.
3. If an event is scheduled less than seven days before the event, personnel fees may be charged at double the hourly rate. The apparatus fees will be charged at the regular rate.
4. If a patient is treated and transported from the standby event, the patient will be billed normal ambulance transport rates established by the State of Utah.
5. If the standby event requires two or more medical or fire units, a supervising officer may be required during the event.
6. The responsible officer may waive, decrease or increase fees and costs depending on the use and/or activity and Fire Code requirements.

IV. Contracting Fire District Services

The PCFSD may contract fire protection and emergency services to private entities outside of District boundaries, not covered under specific mutual aid agreements. Contractual arrangements will be made by the Fire Chief and District Legal Services.

Contracted emergency service fees will be established on a case-by-case basis and reviewed and/or renewed annually. All contracts and other pertinent documents must be approved by the District Administrative Control Board prior to implementation.

Park City Fire Service District
Rules, Policies and Procedures

PCFSD Operational Policies and Procedures	Chapter 19 Financial Services	Section 9.0 Administrative and Operational Service Fees
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V. Impact Fee Assessment Program

It shall be the policy of the PCFSD to assess impact fees on all new construction, which takes place within the boundaries of the District. Impact fees will be assessed at the following rates.

Year	Residential (Per Unit)	Nonresidential (Per Squar Foot)
2024	\$300.61	\$0.53
2025	\$325.47	\$0.57
2026	\$342.45	\$0.59
2027	\$360.07	\$0.62
2028	\$372.62	\$0.64
2029	\$385.57	\$0.66
2030	\$398.97	\$0.68
2031	\$412.82	\$0.71
2032	\$427.16	\$0.73

Residential impact fees must be paid on each individual dwelling unit including accessory dwelling units. For dorm-style housing, a maximum of 16 individuals will be considered as one dwelling unit.

Impact fees will be assessed and collected as a condition of site plan approval and prior to issuance of PCFSD Fire Clearance Form.

VI. Community Education Class Fees

It shall be the policy of the PCFSD to assess class and material fees prior to issuing any certificate. The fees will be assessed at the following rates.

Heart Saver CPR / AED	\$40.00 (Class and course materials)
Heart Saver First Aid	\$35.00 (Class and course materials)
Heart Saver CPR/AED and First Aid Combo	\$60.00 (Class and course materials)
BLS for Healthcare Providers practical skills)	\$60.00 (Class, course materials,
Skills Check for Healthcare Providers scheduled class)	\$25.00 (Offered before/after a regularly
ACLS or PALS	\$200.00 (Class and Course materials)
BLS Instructor	\$150.00 (Class and course materials)
BLS Instructor Refresher	\$60.00 (Class and materials)
Fire/EMS Instructor Instructors)	\$40.00 per Hour (Adjunct PCFSD
EMT-Basic Course	\$800.00 (Class and course materials.
<u>Does not</u> include any Utah BEMS fees)	

Park City Fire Service District
Rules, Policies and Procedures

PCFSD Operational Policies and Procedures	Chapter 19 Financial Services	Section 9.0 Administrative and Operational Service Fees
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Certification Cards

Heartsaver

First Aid, CPR/AED, CPR/AED/First Aid	\$20.00
BLS Healthcare Provider	\$6.00
Heartsaver K-12 Schools	\$4.00

Skill Check With Online Completion

Heartsaver First Aid, CPR/AED	\$30.00
BLS Healthcare Provider	\$30.00

VII. Fees for Records

It shall be the policy of the PCFSD to assess fees to cover staff time for research, retrieve, and other direct administrative fees associated with record requests.

Request per Incident/Record	\$20.00 per Record
Request for Incident/Record(s) on Computer Disk	Additional \$10.00 per Record

Request for photographs or other files associated with an incident will be assessed a reasonable charge for producing such materials with a price to be agreed upon by both parties prior to the reproduction of said materials.

VIII. Administrative Code Enforcement Fees:

It shall be the policy of the PCFSD to charge the following fees for violations relating to the Fire Code.

Fire Code Violations	\$250.00 per violation per day
Stop Work Order Violations	\$250 per person per violation per day

Park City Fire District

Administrative Control Board Monthly Report

May 2026



Overview

May was a productive month across the district as personnel focused on operational readiness, workforce development, wildfire preparedness, and community risk reduction. Crews completed a significant amount of advanced training, including Pediatric Advanced Life Support (PALS), difficult airway management, crane rescue operations, technical rescue evolutions, apparatus driver/operator development, and firefighter fundamentals. The district also continued expansion of its Critical Care Paramedic program while advancing leadership development opportunities through acting officer assignments, task books, and promotional preparation.

Operationally, crews experienced the seasonal increase in backcountry, recreation, and EMS-related incidents associated with warmer temperatures. Wildland fire activity remained relatively quiet due to cooler temperatures and beneficial precipitation, allowing personnel to focus on preparedness activities, fuels reduction projects, community

engagement, and implementation of the new Wildland Division. The district also completed its first online firefighter entry-level examination process, continued critical facility and fleet projects, pursued multiple grant opportunities, and expanded wildfire preparedness efforts through public outreach, technology, and regional partnerships. Across all divisions, personnel continued to demonstrate strong engagement, professionalism, and commitment to the district's strategic priorities as PCFD enters the summer operational period.

Operations

Significant Incidents

- Sundial Lodge Boiler Explosion Investigation – Crews investigated a reported explosion and gas odor, secured the building, monitored the atmosphere, and identified a failed commercial boiler. No injuries occurred.
- Juvenile black bear rescue in Prospector neighborhood – PCFD Truck 36 requested by PCPD and DWR to assist with the relocation of a juvenile black bear stuck approximately 50' high in a spruce tree.
- Seasonal increase in backcountry and outdoor recreation responses.
- Continued readiness for escalating summer EMS and wildland demand.
- Full arrest at Glenwild GC – 70 yom unconscious, not breathing near clubhouse. Crews arrived, initiated ACLS protocols, and initiated rapid transport. Achieved ROSC en route, advised pt is expected to make a reasonable recovery with neurological faculties intact.
- Full arrest at Highland Drive rehab center.
- Significant backcountry rescue at approximately 9000' line in Canyons. Adult male with a significant head injury while sustaining a fall rock climbing. State DPS and AirMed assisted, along with PCFD backcountry resources.



Training & Readiness

District personnel completed PALS recertification, the difficult airway course, ADO pumper and aerial programs, firefighter obstacle course training, crane rescue operations, firefighter fundamentals, and technical rescue evolutions. Eight paramedics participated in advanced airway training supporting the Critical Care Paramedic pathway.



Wildland Division

The Wildland Division completed its first full month of operations. Crews focused on fuels reduction projects, water source mapping, station improvements, apparatus preparation, defensible space projects, and district-wide wildfire readiness. PCFD resources were nearly mobilized under an EMAC request to Texas, demonstrating statewide and national confidence in the program. The Summit Park community has provided overwhelmingly positive feedback regarding the staffing of Station 32 and the visible presence of a dedicated wildland crew. The district entered closed burn season on June 1 and remains positioned for increasing fire activity.

Administration

May was a productive month for the Administration Division as personnel balanced ongoing operational support, strategic planning, community risk reduction, workforce development, technology initiatives, and facility projects. Significant efforts were directed toward preparing the organization for the upcoming wildfire season, advancing recruitment and succession planning initiatives, pursuing grant opportunities, strengthening data governance and cybersecurity practices, and supporting the continued growth of both the Wildland and Critical Care Paramedic programs. Administrative staff also continued long-range planning efforts related to capital replacement, facility improvements, organizational development, and FY2027 budget preparation while ensuring uninterrupted service delivery throughout several ongoing projects.

Fire Prevention

The fire prevention division completed 112 plan reviews, 152 routine inspections, and 143 construction inspections. The annual Chipping Program began for the 2026 season and remains on pace with prior-year production. Grant applications were submitted for an EMS Simulation Laboratory, advanced simulation equipment, and additional wildfire mitigation

resources. Station 34 remediation was substantially completed and Ambulance 34 returned to service from its temporary relocation.

Workforce Development & Recruitment

Workforce development remained a major focus throughout May. The district conducted its first online entry-level firefighter written examination, successfully creating candidate separation and identifying applicants for advancement into physical testing, interviews, and ride-along evaluations. Eight internal candidates participated in the process, reflecting the success of PCFD's long-term strategy to develop and promote talent from within the organization.

Succession planning has been an increased point of emphasis for our organization. Personnel across all divisions continued to progress through acting officer assignments, AIBC (acting in battalion chief) task books, engineer development programs, Critical Care Paramedic training, probationary firefighter task books, and promotional preparation. Four new EMTs completed onboarding, while multiple EMTs advanced into the firefighter hiring process. These efforts continue to strengthen succession planning and ensure a robust pipeline of future firefighters, engineers, captains, and chief officers.

Technology & Community Risk Reduction

The district continues utilizing PanoAI wildfire detection technology as part of its layered wildfire preparedness strategy. Combined with staffed wildland resources, fuels reduction projects, community outreach, and regional partnerships, the system enhances early detection and situational awareness during fire season. Administrative staff also attended the Utah Data Governance Summit, which addressed how the State plans to protect citizen privacy rapidly advancing technologies, ensure government systems are efficient, safe, and aligning records management requirements detailed across various statutes. PCFD will be shoring up existing data security measures and implementing other best practices in the coming months.

Closing

PCFD continues to build operational capability, strengthen community partnerships, and invest in its workforce. The district enters the summer season with a strong readiness posture, an operational Wildland Division, expanding critical care capabilities, and a robust pipeline of future firefighters and leaders.