

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
August 4, 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: 5:33 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller, Treasurer John Hanrahan, Secretary Nate Brown (joined at 5:40 p.m. via Teams), and Board Member Tana Toly

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief Zane Thompson, Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFO Del Barney, future CFO Jane Watts (via Teams 5:35-5:40 p.m.), and Admin. Asst. Debbie Colgan

Other Attendees: Summit County Sheriff's Office Lieutenant Chad Hoffmeyer

I. District Updates

Chief Emery stated that CFO Del Barney will be retiring at the end of September. Jane Watts has been hired as his successor and will begin on August 24. Ms. Watts introduced herself, shared a brief overview of her background, and expressed her excitement about joining PCFD.

II. Station 33 Drone Demonstration

Chief Lewis introduced Summit County Sheriff's Office Lieutenant Chad Hoffmeyer. Lieutenant Hoffmeyer discussed the drone program and demonstrated a drone currently stationed at Station 33. The drone can be operated remotely, and the program may expand to other stations. Some signal issues are still being addressed.

III. Dispatch Operations

Lieutenant Hoffmeyer discussed the dispatch and communications system, including the process for handling 911 calls and coordinating emergency responses. All 911 calls are initially received by the Sheriff's Office, which dispatches law enforcement, fire, EMS, and other emergency services.

The discussion highlighted the importance of maintaining reliable communication and backup procedures during system outages. A recent communications outage was described in which dispatch staff temporarily lost communications while multiple emergency calls were coming in, requiring coordination with other dispatch centers to continue handling calls and radio traffic.

Dispatch personnel may also assist neighboring counties and agencies during high call volumes or communication failures.

Lieutenant Hoffmeyer also discussed the backup systems in place to maintain emergency communications during power outages, equipment failures, or other disruptions. Dispatch and radio systems have redundant capabilities, allowing personnel to switch channels, use alternate towers, or move to backup radio systems if needed.

Alternative communication options, including state communication channels, can also be used if local towers or primary systems experience problems. The group discussed potential internet and cellular service disruptions and noted that phone service depends on telecommunications providers and available tower coverage. Emergency responders can continue using handheld radios and other backup communication methods when necessary.

Lieutenant Hoffmeyer provided additional information regarding communications backup plans in the event of a major infrastructure failure. He explained that telecommunications providers, including Verizon and T-Mobile, have resources available to deploy temporary equipment or towers to restore service when needed. He noted that emergency radio communications would continue to have backup options even if internet, cellular, or other communication services were disrupted.

The group also discussed interoperability with neighboring agencies and jurisdictions. Fire and emergency crews regularly coordinate with outside agencies and can switch to shared communication channels when responding across jurisdictional boundaries or assisting with incidents in other areas. Lieutenant Hoffmeyer noted that maintaining these communication partnerships and backup capabilities is an important part of ensuring continued emergency response during system failures.

IV. Second Quarter Financial Review

CFO Barney stated expenditures were at 41.7% of the annual budget as of the end of June, consistent with the previous year. Revenue was lower than this time last year due primarily to decreases in impact fees and ambulance revenue, although ambulance revenue remains on track to meet or exceed the budgeted amount. Additional revenue is expected from wildland deployments.

V. Station 35 RFP

The Board discussed funding and planning for a rebuild of Station 35 on the Cline Dahle parcel. Chief Emery reported that the acquisition of land is still uncertain and may take six months or longer to resolve. The Board discussed beginning the RFP process to obtain better cost estimates and help guide future decisions regarding the project.

Chief Emery said several details, including the property's value, development status, and final purchase process, remain uncertain. The proposed site was noted to be similar in size to the current

Station 35 property. The Board agreed to move forward with an RFP for the construction of Station 35, as the station will need to be rebuilt regardless of the final location.

VI. Budgeting Process

Chief Emery explained the updated budgeting process, which emphasizes input and accountability from division managers and other budget stewards throughout the District. Each division presents its needs to administration, allowing for discussion and collaboration before the proposed budget is finalized.

Staff recently completed the majority of the division presentations and will use the information to develop a preliminary 2027 budget. The budget will then be reviewed and adjusted to align with projected revenues and capital needs before a tentative budget is presented to the Board in October.

VII. Wildland Division

Chief Thompson provided an update on the wildland fire season. Recent rainfall has allowed the District to confidently deploy two engine crews throughout Utah and support additional wildfire operations. Both engines are currently deployed.

The wildland division completed preseason training and certifications, with firefighters qualified for deployment. Chief Thompson also outlined the crew scheduling and staffing model, which ensures a qualified wildland engine crew is available when personnel are in the District.

Chief Thompson reported that both Type 2 wildland engines have been continuously deployed since June 19, including deployments to Oregon and Washington. The crews are expected to remain available through the end of September, depending on fire conditions, with an estimated eight to ten deployments for the season.

Chief Thompson provided an update on the REMS program, which provides rapid extraction and medical support for firefighters on wildland incidents. The team has received several requests but has been unable to deploy due to staffing availability. With the addition of a third wildland engine next year and completion of required rope rescue certifications, the District expects to expand the program.

Chief Emery also discussed the continued growth of the wildland program and the potential development of a fuels mitigation program. The program provides valuable experience for employees while generating revenue and enhancing the District's ability to respond to future wildland incidents.

Work Session Concluded: 6:53 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
August 4, 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 regular meeting called to order: 6:53 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller, Treasurer John Hanrahan, Secretary Nate Brown (via Teams), and Board Member Tana Toly

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

I. Roll Call

Chair Butwinski conducted a roll call.

II. Approval of June 2, 2026, Meeting Minutes

Vice Chair Miller made a motion to approve the minutes of the June 2, 2026, Administrative Control Board meeting. The motion was seconded by Board Member Toly. Those in favor were Vice Chair Miller, Secretary Brown, and Board Member Toly. The motion passed unanimously, 3-0. Chair Butwinski and Secretary Hanrahan abstained from voting, as they were not present for the June 2, 2026, 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

Vice Chair Miller requested a future discussion on HB 48 (Wildland Urban Interface [WUI] Modifications) and defensible space around homes.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Toly made a motion to adjourn the regular meeting and it was seconded by Secretary Brown. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:58 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be September 1, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.