Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
September 1, 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: Vice Chair Christina Miller (joined at 5:39 p.m. via Teams), Treasurer John Hanrahan, Secretary Nate Brown, and Board Member Tana Toly (via Teams)

Board Members Absent: Chair Alex Butwinski (excused)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief McKay Wadley, Captain Mike Dean, Paramedic Russell Buhecker (left at 5:55 p.m.), Engineer Ryan Burke (left at 5:55 p.m.), Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFOs Del Barney and Jane Watts, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Emery provided an update on a busy summer of wildland activity, including several significant fires and mutual aid deployments. Crews recently completed their eighth deployment of the year. Chief Emery recognized the strong coordination among local, state, and air resources during recent incidents, including the Henefer fire.

A recent fire started by lightning in difficult terrain near Pinecone Ridge required crews to hike approximately two miles to reach the incident, which started around midnight. Air resources assisted with multiple bucket drops after daylight, and additional state and air resources were brought in to support suppression efforts. Crews performed well and effectively used established wildland tactics and safety practices.

Chief Briley emphasized that the District's growing wildland program continues to provide significant benefits. Personnel are gaining valuable experience through deployments and bringing that knowledge back to the District, improving capabilities in areas such as tree felling, helicopter operations, initial attack, and structure protection. The program is expected to remain active through the end of September.

II. Burn Camp Presentation

Engineer Ryan Burke and Paramedic Russell Buhecker provided an overview of their experience serving as counselors at the University of Utah Burn Center's annual Burn Camp. The five-day camp provides children who have experienced burn injuries with an opportunity to participate in recreational activities in a supportive environment. Counselors include firefighters, medical professionals, and former campers.

They shared photos and described activities including swimming, zip lines, a climbing wall, games, art projects, yoga, and group activities. Many activities are adapted so children with physical limitations can fully participate. They emphasized the strong relationships among campers and the opportunity for children to enjoy camp without concern about their injuries or scars.

Engineer Burke and Paramedic Buhecker expressed appreciation for the opportunity to participate and discussed the positive impact the experience had on both the campers and counselors.

III. July 2026 Financial Review and Insurance Update

CFO Watts presented the July financial report, noting the District was approximately 58% through the fiscal year. Expenditures were at 54.4% of the budget compared with 50.7% at the same time last year. Revenues were at 29.4%, with additional property tax revenue expected in November and December. Overall, the District remains in a positive financial position.

HR Officer Hirschi provided an update on workers' compensation insurance. After reviewing available options, the District changed providers, resulting in a sizeable savings for the upcoming year.

Health insurance costs are also tracking near expectations, with final rates anticipated soon. Changes made to the insurance structure last year have benefited the District by allowing rates to more closely reflect its own claims experience rather than increases experienced by other participating entities. Based on current utilization, the District expects costs to remain relatively flat.

Regarding the program's annual distribution of unused funds, the District may receive an additional distribution this year, although it is expected to be significantly smaller than last year. Any distribution will depend on overall utilization and funds remaining in the program at year-end.

IV. Public Entity and Tax Rates Resolution

CFO Watts discussed a public entity resolution that will allow her to manage the District's PTIF accounts and related bank accounts. There are also two proposed resolutions for 2026 tax rates for Summit and Wasatch counties. These resolutions will be up for adoption during the regular meeting later this evening.

V. Discussion on HB 48, Wildland Urban Interface (WUI) Modifications

FM Owens provided an update on Utah House Bill 48, which addresses wildfire risk and insurance concerns for properties in designated high-risk areas. He noted the legislation could have significant financial and operational impacts on the District, Summit County, municipalities, and residents.

Under the bill beginning in 2027, properties within designated areas will be assessed an annual fee based on square footage, with additional fees anticipated based on wildfire mitigation measures such as defensible space and ignition-resistant construction. Inspections will be required to determine property classifications, although many details regarding fees and the inspection process are still being developed. Summit County will collect the fees through property tax bills, with funds supporting wildfire suppression and mitigation efforts statewide.

The legislation also provides certain insurance protections for affected properties. Discussion included potential conflicts between wildfire mitigation requirements and existing municipal or HOA regulations. It was noted that Park City Municipal has already modified some requirements to better accommodate defensible space and other mitigation efforts.

VI. Station 35 Update

Chief Emery provided an update on the proposed property acquisition for relocating Station 35, noting that discussions with Summit County continue to progress. Several options for transferring or purchasing the property are being considered, and surveying of the property has begun. Chief Emery expressed optimism that the District could acquire the property before the end of the year and noted continued support from County officials.

VII. Recruit Camp 19 Update

Captain Dean provided an update on the upcoming recruit camp, which will include 12 recruits, including two current employees advancing to dual-certified positions. The 13-week academy will begin following the Labor Day holiday. An Advanced EMT course will also be held in conjunction with the academy for recruits and other participants seeking additional certification.

Captain Dean noted camp preparations are underway and emphasized the District's strong recruiting efforts, with many candidates being referred by current employees. The District's medical education and critical care programs also continue to grow, providing personnel with increased training and capabilities that are improving patient care.

Work Session Concluded: 6:31 p.m.

Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
September 1, 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: 6:32 p.m.

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

Board Members Absent: Chair Alex Butwinski (excused)

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

I. Roll Call

Treasurer John Hanrahan conducted a roll call.

II. Approval of August 4, 2026, Meeting Minutes

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

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 Adoption of Resolution Authorizing Chief Financial Officer Jane Watts to Manage PTIF Accounts and Related Bank Accounts on behalf of Park City Fire District

Secretary Brown made a motion to adopt a Resolution Authorizing Chief Financial Officer Jane Watts to Manage PTIF Accounts and Related Bank Accounts on behalf of Park City Fire District. Board Member Toly seconded the motion. Those in favor were Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 4-0.

B. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2026

Board Member Toly made a motion to adopt a Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2026. Secretary Brown seconded the motion. Those in favor were Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 4-0.

C. Possible Adoption of Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2026

Secretary Brown made a motion to adopt a Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2026. Board Member Toly seconded the motion. Those in favor were Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 4-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Emery said there will be a discussion and possible approval at the next meeting to increase the current dollar threshold requiring Board approval for the sale or disposition of District property, which would allow administrative approval of routine or lower value property sales below the established threshold.

Secretary Hanrahan noted that this was CFO Del Barney's final Board meeting, as he will be retiring at the end of September. The Board expressed its appreciation to CFO Barney for his many years of dedicated service, hard work, and sound financial stewardship, recognizing his efforts in maintaining the District's finances in excellent order.

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 Vice Chair Miller, Treasurer Hanrahan, 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 6:37 p.m.

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