

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
June 3, 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: 6:41 p.m.**

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

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Captain Steve Jensen, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. Approval of May 6, 2025, Meeting Minutes**

Board Member Miller made a motion to approve the minutes of the May 6, 2025, Administrative Control Board meeting. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Miller, Board Member Rubell, and Board Member Brown. The motion passed unanimously, 5-0.

**III. Public Input**

There was no public input.

**IV. Board Member Reports and Business**

**A. Correspondence**

There were no comments regarding 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**

Chief Emery will provide more information regarding options and potential impacts of the I-80 mitigation project before any work on the project begins.

Board Member Rubell said he received information about a FEMA DHS fire service grant, and Chief Lewis asked if Board Member Rubell would please forward that information to him.

## **IX. Closed Meeting**

There was no need for a closed meeting.

## **X. Adjournment**

Board Member Brown 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, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:44p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on August 5, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.