Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
October 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: 5:32 p.m.

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

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Dosher, Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFO Jane Watts, and Admin. Asst. Debbie Colgan

I. September 2026 Financial Review

Chief Financial Officer Jane Watts presented the August financial report, noting that approximately 67% of the fiscal year had elapsed with expenditures at 62.5% of the annual budget. Revenues remain lower due to property tax collections, which are expected in November and December.

II. 2027 Tentative Budget

Chief Emery stated the tentative 2027 budget is being presented a month earlier than usual to allow the Board additional time for review and discussion before considering approval the following month. He noted that the District's mill levy remains lower than comparable districts and discussed the truth-in-taxation process and its impact on property tax revenues.

Chief Emery reported a successful first year for the Wildland Division, with eight deployments generating approximately $480,000 in net revenue. He proposed expanding the program with a seasonal fuels crew of six to nine personnel to conduct fire mitigation projects in cooperation with local agencies and HOAs, utilizing grant funding when available. The crew would also support wildland deployments and staffing during high fire danger. An additional full-time position was proposed to oversee the Wildland Division, fuels crew, and chipping program. Both additions are included in the proposed budget. Chief Emery also noted the program's benefits to recruitment, retention, and wildfire response capabilities.

CFO Watts reviewed the proposed 2027 budget, identifying capital expenditures, EMS and wildland training, and personnel costs as major expenses. The budget includes an additional Battalion Chief position for the Wildland Division. Capital expenditures are expected to increase in 2027 before declining in subsequent years. Chief Emery said a 3.5% cost-of-living adjustment (COLA) is included in the tentative budget, which is consistent with Summit County.

The Board reviewed major revenue sources and long-term financial projections, including anticipated reserve reductions following Station 35 construction. Chief Emery emphasized that ten-year projections are intended to identify financial trends, while Chair Butwinski noted that five-year projections provide greater accuracy.

The Board also briefly discussed the Deer Valley fire station costs. Chief Emery indicated the matter remains ongoing with legal counsel involved. An update will be provided at the next meeting.

III. 10-Year Vehicle Purchase Plan

Chief Emery reviewed the District's ten-year apparatus replacement plan, proposing to extend the replacement cycle for engines and ladder trucks from seven to ten years, resulting in an estimated $7 million in savings. He noted that newer apparatus offer improved safety, longevity, and maintenance efficiency, with replacements based on equipment condition. Board members were asked to review the plan and provide any recommendations before considering approval at next month's meeting.

IV. PCFSD Purchasing Policy

Chief Lewis presented a proposed revision to the District's purchasing and surplus property policy, recommending an increase in the threshold requiring Board approval from $30,000 to $100,000. The proposed change would apply to the sale, surplus, or donation of District property, allowing staff greater flexibility to dispose of equipment and vehicles that are no longer needed. Chief Emery noted that usable equipment is often offered to neighboring agencies before being placed for sale. Approval of this policy change is scheduled for a vote during the regular meeting this evening.

V. Pilot Ryan Cutter Memorial

Chief Emery recognized District personnel for their efforts in honoring Ryan Cutter, a Summit Park resident and helicopter pilot who tragically lost his life while fighting a wildfire near Yosemite National Park.

Chief Lewis reported that Park City Fire District coordinated with Wasatch County, the U.S. Forest Service, and other agencies to provide an honor guard and procession from Heber Airport to the family's home. He emphasized the tremendous support shown by local agencies and the community. The District is also assisting Ryan's wife, Nina, with coordinating a celebration of life scheduled for October 24 at 2:00 p.m. at Utah Olympic Park. Additional fire agencies are expected to participate.

VI. Station 35 Update

Chief Emery provided an update on the Station 35 project, expressing optimism that the District will acquire the property before the end of the year. Funding has been budgeted for the land acquisition and architectural services, and coordination with Summit County continues to move forward. He noted that significant site development expenses are anticipated, including grading, road construction, water and sewer infrastructure, and filling a large ditch on the property. The District is exploring options with the County to reduce these costs, including using dirt from surrounding areas for fill. Chief Emery hopes to provide a more definitive update at the next Board meeting.

VII. Recruit Camp Update and High School EMT Class

Chief Dosher reported that recruit camp is progressing exceptionally well, with all 12 recruits remaining in the program and expected to graduate with Firefighter I and II, HazMat Awareness and Operations, and Advanced EMT certifications. Two recruits who are already paramedics will also pursue critical care paramedic certification.

Chief Dosher also discussed the District's continued partnership with Park City School District's high school EMT program. Following the retirement of the program's lead instructor, Park City Fire District has agreed to provide instructors and coordinate the course beginning January 11, 2027, to ensure the program continues. Captain Dean will serve as course coordinator, with Paramedic Buhecker participating to obtain his course coordinator certification.

Although the District will absorb the staffing costs, the partnership provides valuable training, certification, and recruitment opportunities. The long-term goal is to transition course coordination back to qualified school district personnel. The Board expressed support for the District's efforts to maintain this valuable community program.

VIII. Chipping Program Update

FM Owens reported that the District's seasonal chipping program has concluded, with 1,244 piles completed, approximately 100 more than last year. About 45% of the work occurred in Summit Park and Pinebrook, 35% in Jeremy Ranch, and 20% throughout the remainder of the District. The program generated approximately 2,000 cubic yards of wood chips, representing an estimated 9,000 cubic yards of removed vegetation and wildfire fuel.

FM Owens credited the program's success to reliable equipment and an exceptional seasonal crew. He also highlighted the program's value as a recruitment opportunity, with several former chipping employees transitioning into permanent District positions.

The program continues to receive strong community support and worked closely with Summit County, Park City, and local HOAs. Crews also participated in the September 11 Day of Service. A few piles could not be completed due to program restrictions, and one incident involving construction debris created a safety concern; however, no injuries occurred.

The District anticipates accepting requests in mid-April and resuming operations in early May. Chief Emery noted that the established chipping program will continue, with plans to expand wildfire mitigation efforts through a separate fuels reduction program focused on larger projects.

IX. Resolution 2026-01

Chief Lewis presented a resolution to authorize his membership in the Utah Association of Special Districts Board and noted its legislative updates and advocacy role. Formal approval is required from the PCFD Board, and the resolution will be presented for consideration later this evening.

X. District Updates

The Board discussed Alan Siddoway, a longtime member of the law enforcement community, and expressed their concern and support for him and his family as he nears the end of his life. Chief Lewis stated that the District has been in contact with the Sheriff's Office and will coordinate appropriate support for the family while respecting their wishes.

The Board also briefly discussed a recent suspicious package incident in which a drone stationed on top of PCFD Station 33 assisted emergency responders in identifying the object, believed to be a lithium battery.

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
October 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 regular meeting called to order: 6:31 p.m.

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

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Dosher, Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFO Jane Watts, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski conducted a roll call.

II. Approval of September 1, 2026, Meeting Minutes

Treasurer Hanrahan made a motion to approve the minutes of the September 1, 2026, Administrative Control Board meeting. The motion was seconded by Vice Chair Miller. Those in favor were Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 4-0. Chair Butwinski abstained from voting, as he was not present for the September 1, 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

A. Possible Adoption of Resolution 2026-01 Supporting Ashley Lewis to Serve on the Board of Trustee Members of the Utah Association of Special Districts

Vice Chair Miller made a motion to adopt Resolution 2026-01 supporting Ashley Lewis to serve on the Board of Trustee Members of the Utah Association of Special Districts. Treasurer Hanrahan seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 5-0.

B. Possible Approval of PCFSD Operational Policy Chapter 19 - Financial Services, Section 8.02 - Purchasing Policy

Vice Chair Miller made a motion to approve PCFSD Operational Policy Chapter 19 - Financial Services, Section 8.02 - Purchasing Policy as discussed in the work session. Secretary Brown seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Toly. The motion passed unanimously, 5-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

The 2027 tentative budget and 10-year purchasing plan will be presented for approval at the next meeting, and an update on the Station 34 legal proceedings will be provided.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Secretary Brown made a motion to adjourn the regular meeting and it was seconded by Treasurer Hanrahan. 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 6:35 p.m.

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