

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
September 2, 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

Administrative Control Board work session called to order: 5:00 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell, Board Member Christina Miller, and Board Member Nate Brown (left early)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Zane Thompson (arrived later), CFO Del Barney, and HR Devin Hirschi

Additional Attendees: Dave Thomas and Ryan Stack, Summit County Attorney's Office

I. Open and Public Meetings Training

Attorney Dave Thomas of the Summit County Attorney's Office presented annual board member training.

II. Chief's Update

Chief Emery introduced Devin Hirschi as the new HR Officer.

III. July 2025 Financial Review

CFO Barney said at the end of July the District was at 50.7% of the budget, which is 8% under where we were last year. Secretary Hanrahan asked if fees and permits were expected to be up. CFO Barney replied impact fees probably will not reach budget, but plan review fees and inspection fees will probably go up. Ambulance revenue is also up from last year.

IV. Public Entity Resolution

CFO Barney said there is a public entity resolution that needs to be signed by Chair Butwinski and notarized. This is so funds can be transferred back and forth between only the general fund and PTIF. This resolution is necessary to update the individuals who are authorized to make changes to the PTIF account.

V. Fleet Purchase Plan

Chief Lewis said the ambulance fleet is in the best position it has been for years. Chief Lewis said the District puts a lot of time and effort into making sure the fleet is as good as it possibly can be. We have roughly 70 pieces of equipment to manage, and a replacement plan was designed based on the value that we can return back to the District by selling them. Chief Emery said the new Engine 31 should be arriving within the next 30-60 days.

Secretary Hanrahan asked if a purchase ever gets pushed out to the next year or so, and Chief Lewis replied sometimes we must do that based on the manufacturer not getting it done on time or other factors. Chief Emery said our plan is to replace heavy apparatus every 7 years, so each front-line engine is in use for 7 years and then is moved to a reserve unit for 3 years. This helps us budget major apparatus costs so we know what is coming and do not have to increase taxes.

VI. Policy Review

HR Hirschi said changes to PCFSD Operational Policies and Procedures Chapter 3, Section 1.0 (Administrative Control Board Members) will be up for approval during the regular meeting this evening. Changes were made to the electronic meetings portion of the policy to simplify the language and refer to Utah Code §52-4-207 and Summit County Resolution 2021-06 for direction on using electronic connections during public meetings.

Chief Emery said there are a few more policies that are being updated, and they will be presented to the Board for approval during upcoming meetings.

VII. Recruit Camp Update

Chief Sharrar said 12 new recruits will begin recruit camp on September 8 and their graduation will be during the first week of December. Chief Emery said several of our current AEMTs are among the 12 individuals going through recruit camp, and we will be hiring more AEMTs to take their place. We are consistently seeing personnel in the AEMT program promoting to firefighters, and it is a testament to the program's success.

VIII. REMS Update

Chief Briley said the Rapid Extraction Module Support (REMS) team was deployed for the first time during the first week of August. Chief Thompson was part of that 13-day deployment, and he said the REMS team is a Type 1 team, which is the highest there is, and their responsibilities are providing rescue, EMS, and ALS services to wildland firefighters on deployments. These deployments allow personnel to get more experience with technical rescues in the field, so when we have technical incidents in our District, personnel are better prepared to handle those incidents. Chief Thompson said REMS teams are relatively new, and the PCFD team was well received.

IX. Critical Care Program and Training Captain Position

Chief Briley said the critical care paramedics are currently dispatched from Station 37, which is centrally located between the 3 fire districts of Summit County and is the closest station to Park City Hospital. It is difficult for those crews to get to some calls based on the location, and we are planning a 2-year expansion to the program to include Station 35 and eventually Station 38.

With this expansion we are going to create an Administrative Training Captain position with the hopes of hiring someone in January 2026. Chief Emery said it is necessary to have someone in administration who can work with Dr. McIntosh to keep improving the program and ensure training, education, and medication requirements are met. The goal is to have all paramedics who staff Station 35 be certified as critical care paramedics by January 2027. Once Station 35 reaches this goal, we will expand the program to Station 38.

Secretary Hanrahan asked when a helicopter would be called versus a PCFD critical care paramedic ambulance. Chief Emery replied depending on the location, our team typically arrives faster than a helicopter, which is stationed in the valley. We have an excellent relationship with the hospital, and our critical care paramedics are being utilized more often now for critical transports. Sometimes helicopters cannot fly in the winter, and having our team available is essential.

X. Station 34 Update

Chief Lewis said siding is being removed from the northern and western sides of Station 34, and we are starting to see some of the issues that are causing problems. The siding will be put back up correctly, and we are trying to determine what the R-value of the insulation should be underneath the roof material. The roof will be removed and a membrane-type material will be placed along with the correct insulation, and we will insulate some of the eaves and other areas that were not adequately vented. Chief Emery said the contractor is not worried about having the exterior work completed before winter.

Secretary Hanrahan asked what portion of the repair costs PCFD might pay for, and Chief Lewis said it will be dependent on the legal proceedings.

XI. The Colony Update

Chief Emery said The Colony signed the temporary contract to place an apparatus in their area, and they would like to start in November. He told them the ACB would likely not extend service past the initial four months, and The Colony was fine with that.

XII. Other Divisional Updates

Board Member Miller asked about PCFD's involvement with an incident that occurred near Trailside. Chief Briley said PCFD staged to provide medical aid if needed and to assist law enforcement in blocking roadways to create a safe barrier.

Chief Emery said the ILA with the Sheriff's Office for PCFD personnel on the SWAT team has been signed. Board Member Miller asked if crews were training in the old Treasure Mountain school, and Chief Emery said they were. Chief Sharrar said evolutions were performed last month in the school with every platoon so they had an opportunity to go through RTF drills with the SWAT team.

Work Session Concluded: 6:57 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
September 2, 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

Administrative Control Board work session called to order: 5:00 p.m.

Board Members Present: Chair Alex Butwinski, 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, Battalion Chief Zane Thompson, CFO Del Barney, and HR Devin Hirschi

District Personnel Absent: Board Member Nate Brown (excused)

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of August 5, 2025, Meeting Minutes

Secretary Hanrahan made a motion to approve the minutes of the August 5, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Miller. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 3-0. Chair Alex Butwinski abstained from voting, as he was not present for the August 5, 2025, meeting.

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

A. Possible Approval of Public Entity Resolution for the General Funds Public Treasurer's Investment Fund (PTIF)

Board Member Miller made a motion to approve the Public Entity Resolution for the General Funds Public Treasurer's Investment Fund (PTIF). Board Member Rubell seconded the motion. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 4-0.

B. Possible Approval of PCFSD Operational Policies and Procedures Chapter 3 (Administrative Control Board), Section 1.0 (Board Members)

Board Member Miller made a motion to approve PCFSD Operational Policies and Procedures Chapter 3 (Administrative Control Board), Section 1.0 (Board Members). Board Member Hanrahan seconded the motion. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Miller, and Board Member Rubell; 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

There were no additional comments or future agenda items identified.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Rubell 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 Miller, and Board Member Rubell; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:00 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on October 7, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.