

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
April 7, 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: 5:31 p.m.

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

District Personnel Present:

Admin. Staff: Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Fire Marshal Mike Owens, HR Officer Devin Hirschi, CFO Del Barney (left at 5:55 p.m.), and Admin. Asst. Debbie Colgan

Field Personnel: Captains Rob Takeno, Eric Anderson, and Wes Staples; Engineer Matt Carlton; Firefighters Eric Gratien, Cody Hughes, Noah Putt, Rob Sharrar, Brennan Tuttle, and Keaton Williamson; Paramedic Firefighter Josh Craigle; and Paramedic Sergio Ortiz (all left at 5:45 p.m.)

Additional Attendees: Jon Haderlie of Larson & Company (left at 5:50 p.m.)

I. District Updates

Chief Lewis welcomed Tana Toly as the newest member of PCFD's Administrative Control Board. Ms. Toly, who serves on the Park City Council, is filling the vacancy left by Jeremy Rubell following his departure. Ms. Toly will be formally sworn in during the regular meeting in May.

Chief Lewis welcomed Battalion Chief Max Doshier back into an administrative role as the Administration Battalion Chief. This position was previously held by Battalion Chief Joe Sharrar, who has now returned to the field as the battalion chief for B Platoon.

II. Deer Valley Pond Rescue Unit Citation

Chiefs Lewis and Briley presented a unit citation to personnel involved in a significant incident that occurred on October 3, 2025.

A vehicle with one passenger trapped inside entered a pond in the lower Deer Valley Resort parking lot and became submerged. With the help of a bystander who swam out to the vehicle and stood on top of it to mark the location, first-arriving PCFD personnel swam out to the car, broke a window with an axe, and pulled the unresponsive patient out of the vehicle and onto land.

CPR was initiated, and the patient began breathing on her own. A hotload with AirMed was performed, and they transported the patient to the University of Utah Hospital. The patient ultimately made a full recovery.

PCFD personnel involved in the incident and receiving a citation were as follows:

- ME38 (First-arriving crew): Captain Eric Anderson, Paramedic Josh Craigle, and Firefighter Cody Hughes.
- E31 (Next-arriving crew): Captain Wes Staples, Engineer Eric Gratien, and Firefighter Peter Miller.
- A34 (Transporting ambulance): Firefighters Noah Putt and Robert Sharrar.
- T36 (Rescue Technician crew): Captain (now Battalion Chief) McKay Wadley, Engineer Henry Evans, and Firefighter Keaton Williamson.
- MA37 (Medic ambulance crew): Paramedics Sergio Ortiz and Josh Humphrey.
- BC3 (Commanding Officer): Zane Thompson.

The Board commended everyone involved, and Chief Briley noted that all the training PCFD suppression personnel receive truly came to fruition during this incident.

III. 2025 Audit Presentation

The 2025 financial audit has been completed. Jon Haderlie of Larson & Company briefly went through the audit report, which contains the independent auditor's report, basic financial statements, and required supplementary information, among other things. He said the opinion on the financial statements is a clean opinion and is unmodified and unqualified. This means there were not any material misstatements found.

Jon also explained the communication with governance letter all Board members received, which included information on qualitative aspects of accounting practices and estimates used in the financial statements, management representations, and a schedule of findings and questioned costs.

The following was reported under the schedule of findings and questioned costs:

- There were no internal control findings for the period under audit.
- There were no state compliance findings for the period under audit.
- There were no internal control findings for the prior period.
- There were no state compliance findings for the prior period.

Jon commented the District's audit always runs smoothly because CFO Barney has the financial statements in good order.

IV. February 2026 Financial Update

As of the end of February, 16.67% of the fiscal year had elapsed, and expenditures stood at 14.07% of the annual budget. At the same point last year, spending was also approximately 2% below budget.

This February, the District had received 15% of its projected income, compared to 6.2% at the same time last year. This variance is primarily due to the timing of a \$2.2 million payment from the County for the EMS program, which was received in February this year but not until March last year.

Overall, revenues and expenses are expected to normalize as the year progresses. CFO Barney reported that the District's financial position remains in good order.

V. EMS Tax Grant

Chief Lewis reported that an EMS sales tax was approved last year. He noted that discussions have been ongoing regarding the equitable distribution of a portion of the proceeds to fire districts and other agencies throughout the county. He further reported that in March, the County adopted an ordinance establishing the Emergency Services Sales Tax Grant Program Advisory Board, a five-member body tasked with reviewing grant applications from various agencies and making recommendations for fund distribution. Chief Lewis added that PCFD actively pursues grant funding to support its programs and plans to submit an application to the new board once it becomes operational.

VI. The Colony HOA Memorandum of Agreement

The original Memorandum of Agreement between PCFD and The Colony HOA for housing a PCFD apparatus in their area expired in March. A new agreement has been established to extend this arrangement through the beginning of next year. Additionally, The Colony requested that a second engine be housed in their area, which has been incorporated into the new contract.

Under the terms of the agreement, The Colony will fund one engine for March and April of this year. Beginning in May, the contract will transition to cover two engines housed in The Colony for a one-year term. The agreement has been vetted by the Summit County Attorney's Office, and the Board will vote to approve this agreement during the regular meeting this evening.

VII. Policy Review

HR Officer Hirschi reported that revisions were made to Policy Sections 7 and 12. In Section 7, Personnel Actions, language was added to the resignation subsection allowing an employee the opportunity to withdraw their resignation, while affirming the District's right to accept or deny such a request.

In Section 12, Productive Work Environment, updates were made to the outside employment and conflict of interest subsections. The definition of outside employment was expanded to include not-for-profit work, fundraising activities, and other LLC-related efforts that may not constitute traditional employment but could still present potential conflicts with an employee's responsibilities to the District.

VIII. I-80 Fuels Project

Chief Briley stated a priority for the District is wildland urban interface protection. PCFD's wildland division will be formalized this month with two engines staffed with three personnel at Station 32. Fuels work is another piece to this, and Station 32 crews will be performing project work using thinning and other fuels management techniques to reduce fuels in our area. Our chipping program also helps to reduce fuels and will be starting up again soon and running through the summer.

Chief Briley noted the I-80 corridor between Parley's Summit and Lamb's Canyon is a high-risk wildland fire area due to roadside vegetation and wind-driven uphill fire spread, which could impact Summit Park and Pinebrook. Last summer, PCFD completed UDOT-permitted fuels reduction by applying herbicide along shoulder vegetation where no concrete barriers exist. UDOT is partnering again this year to continue mitigation, with earlier herbicide application and spring grading to remove vegetation down to soil. The goal is to repeat this annual spring maintenance cycle.

IX. Other Divisional Updates

FM Owens reported that, unlike typical years, January and February were busy for Fire Prevention due to warm weather and increased construction activity. Coordination with the County on nightly rentals is progressing. The chipping program will accept registrations starting April 15, with fieldwork beginning May 4. Applications for the wildfire home assessment program will open April 13.

BC Doshier reported the critical care program will expand to Station 35 this year, with potential expansion to Station 38 in 2028. Several personnel are currently in the critical care paramedic class, which requires approximately a two-year pipeline from course completion to full certification.

Chief Lewis stated a promotional ceremony will be held at Station 33 on April 30 between 5:00 and 6:00 p.m. He welcomed board members to attend if they are able.

Work Session Completed: 6:25 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
April 7, 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: 6:30 p.m.

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

District Personnel Present: Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Fire Marshal Mike Owens, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of March 3, 2026, Meeting Minutes

Secretary Brown made a motion to approve the minutes of the March 3, 2026, Administrative Control Board meeting. The motion was seconded by Treasurer Hanrahan. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, and Secretary Brown. The motion passed unanimously, 4-0. Board member Toly abstained from voting as she was not present for the March 3, 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 Acceptance of 2025 Audited Statements

Vice Chair Miller made a motion to accept the 2025 audited financial statements as discussed in the work session. Treasurer Hanrahan seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Tana Toly; the motion passed unanimously, 5-0.

B. Possible Approval of Memorandum of Agreement between Park City Fire Service District and The Colony HOA

Secretary Brown made a motion to approve the Memorandum of Agreement between Park City Fire Service District and The Colony HOA for Stationing District Apparatus at Designated Structures within The Colony. Vice Chair Miller seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Tana Toly; the motion passed unanimously, 5-0.

C. Possible Approval of the following PCFD Policies:

- Section 7, Personnel Actions; and
- Section 12, Productive Work Environment

Vice Chair Miller made a motion to approve PCFD Policies Sections 7 and 12 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 Tana Toly; the motion passed unanimously, 5-0.

VII. Staff Reports and Input

Treasurer Hanrahan commended A Shift personnel involved in the Deer Valley pond incident and congratulated the stairclimbing team for their strong performance at the annual Seattle Stairclimb fundraiser supporting blood cancer research.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

There were no future agenda items identified.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Vice Chair Miller 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 Tana 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 May 5, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.