

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
May 6, 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 work session called to order:** 5:35 p.m.

**Board Members Present:** Chair Alex Butwinski, Secretary John Hanrahan (via MS Teams beginning at 6:10 p.m. then in person beginning at 6:21 p.m.), Board Member Nate Brown, Board Member Jeremy Rubell, and Board Member Christina Miller

**District Personnel Present:** Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Sean Briley, Fire Marshal Mike Owens, CFO Del Barney, and HR Patti Berry

**Additional Attendees:** Summit County Attorneys Margaret Olson and Ryan Stack

## **I. District Updates**

Chief Emery said Park City Municipal has established an outline regarding fireworks regulations similar to what is suggested for the basin area in the letter distributed to the Board prior to this meeting. If approved, the letter will ban fireworks and open burning during our peak season and will be signed by our ACB Chair and then by the Summit County Council.

Board Member Miller asked if it would be beneficial to add a fifth critical factor on the first page with a “Financial” caption, stating banning fireworks early would allow organizations who want to put on a holiday demonstration to budget for drone shows or something similar. FM Owens said the intention of this letter is to ban consumer fireworks but not professional fireworks shows, because the professional organizations already have strict requirements they must meet.

Board Member Miller then asked if there should be something in the letter formally stating the ACB approved this letter and supports the restrictions, and Chief Emery agreed. It was decided an amendment would be made to the letter with “Approved by the PCFD ACB” written under the ACB Chair’s signature.

Chief Emery said PCFD is working with Deer Valley, Park City Mountain Resort, and The Colonies to offer them free wildland firefighting training so their existing trail crews can respond to lightning strikes and contain them while PCFD is in route. We will not certify their personnel, but we will provide them with the training. Insurance and staffing will be the responsibility of the resorts.

Chief Emery said typically throughout the summer we initiate around 10 to 15 red flag days, and we will be up-staffing Station 32 at Summit Park during daylight hours. Additionally, federal air resources will be limited this year, so we will be up-staffing Station 31 with two personnel on a brush truck that will be able to access Deer Valley and Park City roads.

Chief Emery said he has been working with the County to possibly get 3-5 feet of vegetation cleared from the shoulder area of I-80 eastbound from Lamb's Canyon to the top of Parleys. This is the area where the 2022 Parleys Fire occurred. We are waiting for final approval from UDOT before proceeding.

We are still working through the water damage evaluation at Station 34 with the attorney and insurance company. We are hoping to be able to start making repairs in June or July, and litigation will most likely begin after repairs have begun. Chief Lewis said mold has started to grow inside the station and needs to be mitigated, and we have begun pulling drywall out so things can start drying.

Full crews of five are still living in the station. The mold level in the station is not high enough to the point where we would need to move people. The gym at the station is the focus of construction right now, so arrangements have been made with one of the nearby hotels for crews to work out in their gym area until the cleanup is complete.

Chief Lewis said insurance is not going to make any moves until we determine what is happening in the roof, and we are waiting on an expert to evaluate the situation and compile a report for us. Once we have the report, we can formulate a plan on how to proceed. Chief Emery said we may need to pull the entire roof off for the full repair. Chair Butwinski suggested looking for a contractor as soon as possible because they will be getting busy with summer coming. Board Member Miller suggested creating a log and updating it every time any action is taken regarding this project so a complete history is available when it comes time for litigation.

Chief Emery said he received a phone call from Rosenbauer regarding the engine that is expected to be delivered in July or August. The original contracted price on that engine will remain the same, but there will be a 10% increase due to tariffs on the cost of Engine 37 that is expected to be delivered in the first part of next year. If nothing changes, this would be about an additional \$80K. There may also be cost adjustments on two ambulances we are expecting at the end of the year.

Chief Emery said SB 215, which is regarding mandatory emergency medical services among other things, was written in a way where it only discussed 911 services. The 2025 modifications to this bill now include transports, which means a county or municipality moving forward can choose the agency that will be responsible for transporting patients for them. This means, for example, Park City could contract with Gold Cross for transports instead of PCFD. The bill also states if an agency cannot take a transport, they need to have another agency that can. Chief Emery said he does not see this being an issue for PCFD with the interlocal agreements (ILAs) we have in place with North Summit, South Summit, and Wasatch County.

## **II. Summit County Attorney Interlocal Agreement**

The ILA for county services currently in place between PCFD and Summit County expires at the end of 2025. A new ILA draft was presented by Summit County Attorneys Margaret Olson and Ryan Stack that would be in effect from January 1, 2025, through December 31, 3034. The proposed ILA is very similar to the existing one, and the largest material change is the reduction from the yearly flat rate for Summit County Attorney's Office (SCAO) services to an hourly rate of \$350 per hour that will be uniform across the districts.

Board Member Rubell commented historically PCFD has received free open meetings training from the Utah Association of Special Districts without the involvement of county attorneys. Since the SCAO now wants to provide the training, he asked if PCFD will have to pay for it. County Attorney Olson replied county entities will not be billed for basic services such as this that the county attorney is statutorily obligated to perform.

Board Member Rubell then asked if the proposed ILA could include language stating PCFD will not be charged for statutorily obligated services. Summit County Attorney Stack said he understands the open meetings training is required every year and it is not fair to ask districts to pay for it. Consequently, he suggested an amendment under paragraph 3, "Consideration," at the bottom of page 2 in the agreement by adding a sentence as follows (indicated in italics):

*"..... The invoice amount is based on an hourly rate of three hundred fifty dollars (\$350.00). However, the Summit County Attorney's Office will provide annual Open Meetings Act and Special District training at no charge to the District. ...."*

Chair Butwinski asked if there were any other comments, and the Board agreed with the suggested amendment. Board Member Rubell said he will recommend this amendment during the vote to approve the ILA later this evening.

## **III. Wildland Red Card Certified Chipping Program**

Chief Emery said there has been some slight changes to the chipping program. FM Owens said this year all three of our chippers will be red-carded, full-fledged wildland firefighters. The intent of this is so that during some of the upcoming red flag days during the summer where crews are not able to staff those engines, we can send the chippers to staff the wildland position. Chief Emery commented the chippers will not be on our front-line structure engines, they will be there to help augment the brush truck on red flag days.

Board Member Brown asked what the chipping program entails. FM Owens said it is a fuel-reduction program geared toward single-family residences. Residents who have organic debris from trimming trees and bushes can make piles in front of their residences according to our specifications and then register on our website to have our chippers come and chip the material and then dispose of it.

FM Owens said a law was passed this year regarding fuel reduction in wildland urban interface (WUI) areas. The free PCFD chipping program helps homeowners get rid of fuels on a scale that works for them. Homeowners who do not perform fuel mitigation in WUI areas will be fined, but the enforcement rules have yet to be determined.

FM Owens said the Utah Cooperative Wildfire Program (UCWP) requires Summit County and Park City Municipal to pay a certain amount of money in in-kind work, and the PCFD chipping program contributes a large amount to those requirements. The chipping program covers the entire Park City contribution, and it almost covers the entire Summit County contribution, even the requirement for what is outside of our district. As an example of a benefit from participating in the UCWP, Chief Emery said when the Parleys Fire occurred and there were several aircraft dropping multiple fire retardant loads worth hundreds of thousands of dollars, we were covered and did not have to pay for those drops.

#### **IV. Other Divisional Updates**

CFO Barney said as of the end of March, 25% of the year had passed and we were at 21% of the budget. Last year at the end of March we were about the same.

**Work Session Concluded:** 6:40 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
May 6, 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 regular meeting called to order:** 6:40 p.m.

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

**District Personnel Present:** Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Joe Sharrar, Battalion Chief Sean Briley, Fire Marshal Mike Owens, CFO Del Barney, and HR Patti Berry

**Additional Attendees:** Summit County Attorney Ryan Stack

**I. Oath of Office to be taken by Board Member Christina Miller**

CFO Barney administered the Oath of Office to Board Member Christina Miller as follows:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."

**II. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**III. Approval of April 1, 2025, Meeting Minutes**

Secretary Hanrahan made a motion to approve the minutes of the April 1, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Rubell. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, and Board Member Brown. The motion passed unanimously, 4-0. Board Member Miller abstained from voting, as she was not present for the April 1, 2025, meeting.

**IV. Public Input**

There was no public input.

## **V. Board Member Reports and Business**

### **A. Correspondence**

There were no comments regarding correspondence.

### **B. Financial**

There were no questions regarding the financials.

## **VI. Old Business**

There was not any old business.

## **VII. New Business**

### **A. Possible Approval of Summit County Attorney Interlocal Agreement for County Services**

Board Member Rubell suggested an amendment to the agreement stating the Summit County Attorney's Office will not charge fees for services delivered in relation to statutory requirements.

Summit County Attorney Stack suggested an amendment under paragraph 3, "Consideration," at the bottom of page 2 in the agreement by adding a sentence as follows (indicated in italics):

*"..... The invoice amount is based on an hourly rate of three hundred fifty dollars (\$350.00). However, the Summit County Attorney's Office will provide annual Open Meetings Act and Special District training at no charge to the District. ...."*

Board Member Miller said she is fine with the amendment Summit County Attorney Stack suggested, and Board Member Rubell said as things come up we can have discussions and make specific amendments to the contract if needed.

Board Member Rubell made a motion to approve the Summit County Attorney Interlocal Agreement for County Services as presented subject to the amendment Summit County Attorney Stack suggested above. Secretary Hanrahan seconded the motion. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, Board Member Miller, and Board Member Brown; the motion passed unanimously, 5-0.

## **B. Possible Approval of Letter to the Summit County Council Regarding Restrictions on Fireworks and Open Burning**

Board Member Miller made a motion to approve the Letter to the Summit County Council Regarding Restrictions on Fireworks and Open Burning with an amendment of adding “Approved by the Administrative Control Board” under Chair Butwinski’s signature. Board Member Rubell seconded the motion. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Rubell, Board Member Miller, and Board Member Brown; the motion passed unanimously, 5-0.

## **VIII. Staff Reports and Input**

There were no comments on the staff reports.

## **IX. Discussion of Possible Future Agenda Items/Additional Comments**

There were no future agenda items to discuss.

## **X. Closed Meeting**

There was no need for a closed meeting.

## **XI. Adjournment**

Board Member Miller made a motion to adjourn the regular meeting, and it was seconded by Board Member Brown. 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 6:51 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on June 3, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.