

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
November 4, 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: 5:33 p.m.**

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

**Board Members Absent:** Chair Alex Butwinski (excused)

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, FM Mike Owens, CFO Del Barney, and HR Devin Hirschi

## **I. District Updates**

Pete Emery said the PCFD holiday party will be on December 13, and he thanked the Board members who were able to attend the 50<sup>th</sup> Anniversary Open House and the new engine push-in.

## **II. Third Quarter Financials Review**

CFO Barney said at the end of September, 75% of the year had passed and we had spent 60.4% of the budget. There was a debt payment made in October that will show up next month, and there are Station 34 repair costs to be paid that will even things out. We received funds back for health insurance premiums and that is why benefits are at 35%. CFO Barney said he does not see the District going over budget this year.

Board Member Brown asked if there are Station 34 costs that will ultimately fall on PCFD. Chief Emery replied PCFD will initially pay for the repairs out of pocket, but we should get most of it back in 2026.

## **III. Discussion of 2026 Tentative Budget**

Chief Emery said the PCFD 2026 tentative budget will be presented to the Summit County Council on November 12. The last mill levy increase was in 2012 and we do not anticipate an increase in the near future. We are looking at an approximately 4% wage increase across the board. We are adding a full-time training captain to our staff, and our health insurance premiums had a 1.5% decrease. Secretary Hanrahan asked what the County's increase for 2026 will be, and Chief Emery said they will be providing a 2.6% COLA.

Chief Emery said the projected cost for building Station 35 on the Cline Dahle parcel is \$8M. Crews will not move out of the current Station 35 location until the new building is completed.

In capital outlay for 2026, we have new Engine 37 coming at around \$1.2M and a wildland engine at about \$600K. The County will purchase a new ambulance for PCFD, it has been ordered and should be arriving in February 2026. We are also purchasing a staff vehicle and a turnout washer.

Chief Emery outlined key takeaways:

- Notable increases in service delivery
- Historically stable administrative costs
  - 2025 \$18.8M Reserve
  - 2026 \$19.8M Reserve (anticipated)
- Staffed wildland engine (summer months)
- Expansion of Critical Care Program to three stations
- Debt free in 2026

Secretary Hanrahan asked about the emergency sales tax increase, and Chief Emery said the District has not been approached regarding this.

Chief Emery said we are projecting approximately \$24.1M in revenues at the end of 2025, and our projected revenues for 2026 are \$25M. Expenditures in 2025 are expected to finish around \$24.2M, and in 2026 we are projecting 25.5M in expenditures.

Chief Emery briefly went over the summary of revenues, expenditures, and transfers. The true cost of the wage increase in 2026 is around \$600K. The rest of the amount in wages and fringe benefits is the budgeting for total leave liability, as well as the salary and benefits for longer tenure personnel who may be retiring early in the year.

Board Member Rubell asked CFO Barney to explain changes in station and apparatus expenditures. CFO Barney said there is a \$400K increase in station expenditures because repairs are needed at many stations. Chief Emery said the apparatus and vehicle line item has a decrease of about \$400K because last year we ended up paying for costs on two apparatus due to the timing of their completion, and in 2026 we will only be paying for one.

#### **IV. Engine Boss and Wildland Firefighter Positions**

Chief Briley and HR Officer Hirschi conducted interviews today with two individuals who are highly qualified for the open engine boss positions. This position is a leadership role, and they will be overseeing a crew at our Summit Park station. The personnel hired in these positions will initially begin as EMTs, and we hope to bring them on in the next few weeks.

A job description has been created for the wildland firefighter position, and we will be filling these positions internally through a bidding process.

Secretary Hanrahan asked if the wildland crews will work through the wildland season and then transition back to the EMS system, and Chief Briley said that is correct. Chief Emery commented that two additional ambulances are staffed for the ski season, and moving the wildland crews to EMS during this time helps staff those ambulances.

## **V. Probationary Employee Policy Review**

HR Officer Hirschi reviewed a change made to PCFD Policy Section 5, Hiring for New and Vacant Positions. Under Item M (Orientation Period), a new paragraph was added stating current non-suppression employees of PCFD who move into a suppression role will forgo any merit status and be considered conditional with a new 1-year probationary period.

There was also a change made to PCFD Policy Section 6, Employment Status. Under Item E (Conditional Employees), a new paragraph was added stating in instances where a merit employee voluntarily promotes or transfers to the role of a suppression employee, they will be reclassified as such, forgo their merit status, and re-enter conditional employment status for 1 year, beginning with the date the suppression role takes effect.

Chief Emery said in situations where an employee decides to go into suppression and then drops out of the camp for any reason, they will be rotated into their original position if they are in good standing and the position is available. The policy changes will be sent to the Summit County Attorney's Office for review.

## **VI. Emergency Management Review**

Chief Emery said Summit County has had a full-time emergency manager employed for about 5 years, and it was a part-time position prior to that. PCFD was approached about a month ago about taking over the management of this role. He said it would benefit PCFD and the County to do this, and it would be under a contract similar to how we contracted with the County to run the EMS system. It would not be a financial cost to the District, and we could be contracted with the County by January 2026. This would mean the emergency manager would be under PCFD's banner but running a county-wide system.

Secretary Hanrahan asked if the manager will be employed by the District. Chief Emery said they will be employed by PCFD, and the County will reimburse the District for expenses related to the position, including salary and benefits.

Board Member Rubell asked if moving the manager under PCFD would mean the District will end up providing service to the greater county without recapturing costs. Chief Emery said we are already providing service to other parts of the county, such as assisting in fires, and we utilize other

agencies' ambulances as needed. He said once the position is under PCFD, we can look at securing money for county-wide services we are already running, such as heavy rescue and hazmat.

## **VII. Station 34 Update**

Chief Lewis said the external repairs to Station 34 are nearing completion. Once all the external repairs are completed, we will work with insurance to get the internal repairs made. Chief Emery said Ambulance 34 will remain in service through the repair process but will rotate locations so repairs can be made.

## **VIII. PCFD Donation Program**

Chief Lewis said a standard operating guideline (SOG) is being developed to provide direction on how to handle donations made to the District. Areas where donations would be useful have been identified, and donors will have an opportunity to express how they want their donation to be used. A donation link has been created on our website, and any donations received will go through our non-profit Firefighters Association. Chief Lewis said the SOG will be clear that PCFD personnel are not to solicit donations; the donation program is solely for creating guidelines on how to properly handle donations we receive from patrons wishing to do so.

**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  
November 4, 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:** 6:40 p.m.

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

**Board Members Absent:** Chair Alex Butwinski (excused)

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, FM Mike Owens, CFO Del Barney, and HR Devin Hirschi

**I. Roll Call**

Secretary Hanrahan began the meeting by conducting a roll call.

**II. Approval of October 7, 2025, Meeting Minutes**

Board Member Brown made a motion to approve the minutes of the October 7, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Rubell. Those in favor were Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 3-0. Secretary Hanrahan abstained from voting, as he was not present for the October 7, 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 to Recommend the 2026 Tentative Budget to the Governing Board for Approval**

Board Member Rubell made a motion to recommend the 2026 tentative budget to the governing board for approval. The motion was seconded by Board Member Nate Brown. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0.

## **VII. Dismiss as PCFSD Administrative Control Board and Convene as the Local Building Authority Board of the Park City Fire Service District, Utah**

Board Member Rubell made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Board Member Brown. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0.

### **A. Administrative Control Board Approval of the 2026 Tentative Budget of the Local Building Authority**

CFO Barney commented the Local Building Authority budget needs to be maintained in case the District ever needs to take a loan out through the building authority. There were no questions regarding the budget. Board Member Miller made a motion to approve the 2026 tentative budget of the Local Building Authority. The motion was seconded by Board Member Rubell. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0.

## **VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board**

Board Member Miller made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Brown. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0.

## **IX. Staff Reports and Input**

There were no comments on the staff reports.

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

CFO Barney said the 2026 ACB meeting schedule will be approved during the December meeting and asked if the Board will want to skip the July meeting as we have done in the past. The Board was in agreement to leave July off the 2026 meeting schedule, and they will approve the schedule accordingly during the December meeting.

The 2026 final budget will be discussed during the December meeting.

## **XI. Closed Meeting**

There was no need for a closed meeting.

## **XII. Adjournment**

Board Member Rubell made a motion to adjourn the regular meeting, and it was seconded by Board Member Miller. Those in favor were Secretary Hanrahan, Board Member Brown, 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 6:48 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on December 2, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.