

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
May 5, 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

**Administrative Control Board work session called to order:** 5:32 p.m.

**Board Members Present:** Chair Alex Butwinski, Vice Chair Christina Miller (arrived at 5:55 p.m.), Secretary Nate Brown, and Board Member Tana Toly

**Board Members Absent:** Treasurer John Hanrahan (excused)

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief McKay Wadley, Fire Marshal Mike Owens, Captain Mike Dean, HR Officer Devin Hirschi, CFO Del Barney, and Admin. Asst. Debbie Colgan

## **I. Rescue Task Force and Stryker Monitor Purchase**

Training Captain Mike Dean reported that, in April, Park City Fire District hosted the largest Rescue Task Force (RTF) drill the department has ever conducted, in conjunction with the Utah Highway Patrol, Park City Police Department, and the Summit County Sheriff's Office.

The drill was executed successfully and focused on the medical response component of an active shooter incident and involved approximately 100 personnel. Captain Dean said all PCFD engines are equipped with RTF gear. He then demonstrated some of the equipment and played a video recording of the drill.

Training Captain Mike Dean provided an overview of the new Stryker monitors that have been in service for the past two weeks. A total of 15 monitors were purchased, including 4 advanced units designated for use in the Critical Care Paramedic Program.

## **II. Wildland Engine Crew and Wildland Fire Mitigation Efforts**

Chief Briley reported that the Wildland Division was activated in April with four firefighters and an engine boss assigned specifically to the program. He stated that two wildland firefighters and an engine boss will staff Station 32 on 12-hour shifts when they are not deployed elsewhere. On red flag days when the crew is deployed, their positions at Station 32 will be backfilled.

Chief Briley also explained that engine bosses throughout the District will rotate through time blocks with the wildland crew. Two Type 3 engines assigned to the wildland program will be deployable through Station 32, with an additional Type 3 engine to be housed at Station 36.

Chief Briley reported mitigation work for the I-80 fuels project was completed in April in partnership with the Utah Department of Transportation. He also stated that the chipping program was activated in May.

Additionally, Chief Emery and a crew attended the wildland fire fair at Ecker Hill, which was organized by local homeowner's associations (HOAs).

The Board members were invited to step outside to view one of the Type 3 engines that will be utilized by the wildland crew.

### **III. March 2026 Financial Update**

Barney said that a quarter of the year has passed, and the financials are consistent with where they have been at this point in previous years. As of the end of March, expenditures are at 21.8% of the budget, and the general fund and reserves remain in good shape. Chief Emery stated that some reserves will be used for the relocation and construction of Station 35 once the Cline Dahle parcel is parceled out.

### **IV. Update on The Colony**

Chief Emery said two apparatus are now stationed in The Colony per the agreement approved last month.

### **V. Increase in Employer Pick Up for Tier II Firefighters**

HR Officer Hirschi reported that the upcoming year's URS contribution rates have been finalized and will take effect in July. For Tier 2 firefighters, employees are required to make a contribution that the District has historically elected to cover on their behalf. The contribution rate will increase by 1.25%, resulting in an estimated additional annual cost to the District of approximately \$79,000. Because URS requires approval from the agency's governing body for the increased pickup rate, the item will be presented for a vote during this evening's regular meeting.

### **VI. Interlocal Agreements between Mountain Regional Water and Basin Recreation Districts**

Chief Emery said interlocal agreements (ILAs) have been drafted between PCFD and the Mountain Regional Water and Basin Recreation districts for fleet services. Under the agreement, PCFD mechanics will service these districts' light fleet according to a fee schedule outlined in the agreements. The ILAs will be presented for a vote during this evening's regular meeting.

**Work Session Completed: 6:30 p.m.**