

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
March 25, 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 regular meeting called to order:** 5:15 p.m.

**Board Members Present:** Chair Alex Butwinski (via Teams), Secretary John Hanrahan (via Teams), and Board Member Nate Brown (via telephone)

**Board Members Absent:** Board Members Steve Briley and Jeremy Rubell (excused)

**District Personnel Present:** Chief Bob Zanetti, Chief Pete Emery, and HR Patti Berry

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. Public Input**

There was no public input.

**III. Closed Meeting**

Secretary Hanrahan made a motion to close the regular meeting of the Administrative Control Board and convene a closed meeting to discuss the character, professional competence, or physical or mental health of one or more individuals; the motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, and Board Member Brown; the motion passed unanimously, 3-0.

The Administrative Control Board met in closed session to discuss the character, professional competence, or physical or mental health of one or more individuals from 5:16 p.m. to 5:30 p.m. Those in attendance were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Chief Zanetti, Chief Emery, and HR Berry.

Secretary Hanrahan made a motion to dismiss from closed session and reconvene the regular meeting; the motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, and Board Member Brown; the motion passed unanimously, 3-0.

Those attending the remainder of the regular meeting were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Chief Zanetti, Chief Emery, and HR Berry.

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

Chair Butwinski said the Board is in agreement with Chief Emery's contract as written and will forward it to the Summit County Council. Secretary Hanrahan clarified the contract is for appointing Chief Pete Emery as Fire Chief to replace Chief Bob Zanetti.

A recommendation was made to have a Teams Meeting tutorial at the April meeting, and Board members should bring their computers to the meeting.

Chief Zanetti reminded everyone that the open house for his retirement will be on April 17, 2025, at Station 33.

#### **V. Adjournment**

Secretary Hanrahan made a motion to adjourn the regular meeting and it was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, and Board Member Brown; the motion passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 5:31 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be April 1, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.