

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
June 3, 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: Chair Alex Butwinski (via MS Teams), Board Member Nate Brown (via MS Teams), Secretary John Hanrahan, Board Member Jeremy Rubell, and Board Member Christina Miller

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Captain Steve Jensen, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. District Updates

The open meetings training scheduled for today has been cancelled and will be moved to a future board meeting. Chair Butwinski commented he will be out of town for the August meeting.

Chief Emery introduced Ashley Lewis and Sean Briley as the new Assistant Fire Chiefs for the District. Secretary Hanrahan said the Board is glad we have two assistant chiefs now, and the Board congratulated them on their promotion.

Chiefs Emery and Briley presented the Paul Hewitt Memorial Scholarship to a student at the Park City High School this morning. An on-duty crew was also there to present the Buzz Peterson Scholarship to another student.

II. April Financial Review

CFO Barney said 33% of the year had passed as of the end of April and we were at 26.6% of the budget, which put us at 6.7% under budget at that time. Last year we were 29.5% of the budget at the end of April, so we are doing around 3% better than last year. Interest income was at 40%, and fees and permits were at 60% due to the \$2.2M we receive from the County to support EMS operations.

CFO Barney said as of October next year, the District should be debt free. There was \$29.5M in combined funds at the end of April.

Regarding the May check register, there were checks for \$38K for the purchase of a RAV4 vehicle and \$439K for payment of the chassis on the engine that is coming in August or September. Paying for the chassis first brought the purchase price down by \$18K. Chair Butwinski asked if there will be a balance due on the engine when it arrives, and CFO Barney replied there will be a balance of

around \$330K due. Chief Emery commented we will not get the other \$1M engine we ordered this year until 2026.

III. Badges

Chiefs Lewis and Sharrar have been working on designing new badges based on the design worn by Park City Fire personnel in 1975, when Park City Fire became a protection district. This summer marks the 50th anniversary of the creation of the Park City Fire District. This gives us an opportunity to talk about why Park City Fire is where it is today, and we want to recognize the good things that happened within the District as we move to the future. There are a lot of different people and positions that support the District, and we want to make sure they are recognized.

There are a few ideas for having a 50th anniversary celebration, either singularly or combined with a promotion ceremony. Secretary Hanrahan suggested the anniversary badge be extended to some past employees as well, those who helped shape the District into what it is today. Chair Butwinski said he thinks the badges and celebration are a good idea, and the rest of the Board agreed. Chief Lewis said there will be more to come on the celebration and badges later.

IV. I-80/Mine Road Update

Chief Emery said the wildland fire season is a big topic for everyone, and Chief Briley has been working on an I-80 mitigation project in conjunction with UDOT. The basis for this project goes back to the big Parleys Canyon Fire of 2021, and we want to be more proactive in preventing such fires. Mitigation efforts are also being considered for the mine road.

Chief Briley said the basis of the mitigation project is to address where wildland fires start, which in the case of Parleys Canyon is on the shoulders. UDOT has placed some concrete barriers along the shoulder in some areas which definitely helps, but they will only place those in areas where there is a danger of cars driving off of the road. When overheated or on-fire vehicles pull onto the shoulder, they ignite the fine, dry grasses and fire then rapidly runs up steep cutbanks. Fire is then often fanned by strong canyon winds and crews have a hard time getting ahead of it.

Key points of the ensuing discussion were as follows:

Primary Mitigation Method: Herbicide Spraying

- Will target non-barriered shoulder areas.
- County-supplied big-boom sprayer will be used.
- Plan to spray annually as part of ongoing risk reduction.
- Environmental concerns acknowledged:
 - Herbicide becomes inert when dried or in contact with soil.
 - Affected area is small (single-digit acres).
- PR Strategy: Important to clearly communicate the need and safety of this method due to potential public concern.

Alternative Mitigation Methods Discussed

- Mastication (grinding fuels into a fire-break pattern) – promising but not yet applied.
- Prescribed burning – ruled out due to risk.
- Mowing – may encourage regrowth, not ideal.
- Scraping – could lead to erosion problems.
- Hand-clearing – considered feasible for smaller areas like the mine road.

Mine Road Mitigation

- Chief Emery will present multiple options to the Park City Council before any action is taken.
- Small enough that manual crew work might suffice.
- Funding and resource availability are considerations.

Funding & Support

- Fire District will cover part of the cost.
- Summit County is donating use of the herbicide sprayer.
- Concrete barriers are considered a long-term solution but are expensive and currently only placed where there is risk of vehicle runoff.

Board Conclusions

- Support moving forward with the I-80 mitigation pilot project due to urgent fire risk and limited federal resources.
- Open to less invasive or alternative methods if viable and cost-effective.
- Emphasized need for a public relations plan to communicate the reasons for action.
- Permit application will be amended to include multiple mitigation techniques.

Chief Emery said he will send more information regarding options and potential impacts before moving forward. He said he also wants to work with HOAs and the power company on creating fire cuts in high-risk areas to create a defensive space for fighting wildland fires.

V. Human Resources and Wildland Specialist Position

Chief Emery said in the past, we had a blue ribbon committee led by a full-time firefighter that would meet with HOAs regarding wildland fire mitigation. That firefighter has since left PCFD, and that position has not been filled. It would be helpful to have someone on staff who can coordinate working with the different HOAs, resorts, and communities to come up with an action plan to help prevent wildland fires and identify threats. Chief Emery said over the next two months, he will gather more information and ideas for this position and come back to the Board with a possible proposal in August. Chair Butwinski said it would be good to have a budget for this position and related costs in mind when this is next discussed.

Chair Butwinski asked if there is a final agreement with The Colony yet, and Chief Emery replied the contract will be coming out of their attorney's office possibly this week. He believes a contract will be ready to sign at the August ACB meeting and details can be discussed then. Chair Butwinski

asked Chief Emery to send him a copy of the contract when it is available since he will be out of the country for the August meeting.

HR Patti Berry will be retiring at the end of July and her position has been posted. We have begun reviewing applications and will begin interviewing in July to try to get a week or two overlap with Patti before she leaves. She will be missed and a celebration for her will be held sometime in July.

VI. Other Divisional Updates

The RFPs for the Cline Dahle property were presented last week and a contractor will be chosen within the next couple of weeks. Chief Emery said there is every indication there will be a fire station on the far western end of the parcel close to the elementary school. We are looking into architects for the new station so we are ready to move when everything is finalized and approved. Moving forward, Chief Emery believes we should hire our own outside general contractor for the project. We will talk more about this project as the finalization of the parcel's use grows nearer.

Chief Lewis said regarding Station 34, there is a short window to repair the roof, and we have been working with Stantec through the attorney. Stantec thoroughly looked at the station two weeks ago, and we have submitted all the paperwork and correspondence we have on what has transpired since the problems began. Stantec is evaluating everything and will be submitting a report to us by hopefully the end of next week. Once we get the report, we will get together with the attorney and decide the next course of action. Chief Emery said the goal is to have a contractor on site in July to begin repairs, which will be out of pocket, and we will consult with the attorney on a final decision for the contractor. We should recoup repair expenses at the conclusion of the lawsuit, but the lawsuit is probably going to take another year.

Chair Butwinski asked if the inside water damage has been mitigated. Chief Lewis replied mitigation in the training room was started, but until we know what is going to need to be done with the roof, there is no reason to displace our firefighters out of the bedrooms. Chief Emery said we want to fix whatever is wrong with the roof and then repair the inside damage. We want to keep the station staffed as long as possible, and we are monitoring mold levels on a monthly basis.

Chief Emery said PCFD is working with the Sheriff's Office on a SWAT Paramedic Program. To begin with we would have roughly two personnel that would complete the SFO (Special Function Officer) training through POST, which is about a 5-week course, and they would be training under the Sheriff's Office banner. They would then go through SWAT training. This will allow trained paramedics to work with the Summit County Sheriff's Office in hot zones. This is another career opportunity for our personnel, and we have received a good amount of interest in it.

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
June 3, 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: 6:41 p.m.

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

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Joe Sharrar, Captain Steve Jensen, CFO Del Barney, HR Patti Berry, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of May 6, 2025, Meeting Minutes

Board Member Miller made a motion to approve the minutes of the May 6, 2025, Administrative Control Board meeting. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Miller, Board Member Rubell, and Board Member Brown. The motion passed unanimously, 5-0.

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

There was not any new business.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Emery will provide more information regarding options and potential impacts of the I-80 mitigation project before any work on the project begins.

Board Member Rubell said he received information about a FEMA DHS fire service grant, and Chief Lewis asked if Board Member Rubell would please forward that information to him.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Brown made a motion to adjourn the regular meeting, and it was seconded by Board Member Miller. 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 6:44p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on August 5, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.