

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
August 5, 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: 5:36 p.m.

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

Board Members Absent: Chair Alex Butwinski and Board Member Nate Brown, both excused

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief Joe Sharrar, Fire Marshal Mike Owens, Logistics Officer Brett Colgan, CFO Del Barney, and Admin. Asst. Debbie Colgan

Additional Attendees: Patti Berry

I. June 2025 Financial Review

CFO Barney said at the end of June, the District was at 41.6% of the budget and 50% of the year had passed. Last June we were at 44.6% of the budget; we had about \$800K less in expenses this year. There was a \$27M combined fund balance at the end of June. A new engine will be arriving next month and that will take the balance down a bit.

II. Tax Rates and Budgets Resolutions

Resolutions adopting 2025 final certified tax rates and budgets for Wasatch and Summit counties will be up for approval in the regular meeting this evening. The rates went down from 0.000350 to 0.000335 because property values are going up. CFO Barney said a small part of Wasatch County is in our district boundaries and that is why PCFD receives property taxes from Wasatch.

III. SWAT Memorandum of Agreement

There is a Memorandum of Agreement for approval this evening between PCFD and the Summit County Sheriff's Office regarding PCFD paramedics working with the Sheriff's Office SWAT team to enhance medical response capability during SWAT operations. Chief Emery said select PCFD personnel will go through the Special Function Officer (SFO) module of Police Officer's Standards and Training (POST) at the expense of the Sheriff's Office, and then they will go through SWAT training with the Sheriff's Office. Once they are working under that function with the SWAT team, they are 100% an employee of the Sheriff's Office. This will be a part-time job opportunity for some of our paramedics to work with the Sheriff's Office.

There are two PCFD critical care paramedics who are going through the training initially, and they will be going in with the SWAT teams on certain operations on an on-call basis. The goal is to eventually have 6 PCFD paramedics in this program, and perhaps as many as 12 by the time the Olympics arrive.

Secretary Hanrahan asked if they could be called out for SWAT operations if they are currently on duty. Chief Emery replied during the first phase of this program, that situation could happen and we would send out a call-back to fill their position, but eventually we will have more personnel in the program and off-duty personnel would respond.

IV. Interlocal Agreement for Insurance

There is an Interlocal Agreement regarding health insurance between PCFD and Summit County for approval this evening. In 2012, an agreement was made between PCFD and Summit County for PCFD to roll into the County's insurance plan. Since then, the insurance fund has built up a significant reserve for the entire county.

HR Berry said initially there were no official documents, agreements, or plans on how to look at organizations with different utilizations of the plan. Over the years, PCFD accounted for about 18% of the population, but we were responsible for about 40-50% of the excess reserves. Over the past nine months, representatives of the organizations in the County's plan have been looking at an agreement that is fair for the participants, and the proposed ILA is fairer moving forward.

There is a large amount of money in the insurance fund reserves that is not necessary because best practices say to have about six months' worth of claims in your reserves, and we have close to a year. The reserves need to be brought down to a more reasonable level. We looked at who was responsible for the excess, and PCFD was responsible for about 46% of that excess. When the ILA is signed, they are going to look at the claims through August and see how much excess funds there actually are and divide the excess amount between the organizations based on a tiered system.

Chief Emery said the reserve fund will keep six months' worth of claims. Once the fund hits that amount, at the end of the year Morton & Company will look at the fund and organizations will receive a payout from the excess based on what they put into the system. One of the effects of this is we will not see insurance premium holidays any longer. Chief Emery said he believes staying with the County's insurance is better than PCFD being self-insured on its own, which is what we were doing in 2012 before we moved to the County's insurance plan.

V. Memorandum of Agreement with The Colony

Chief Emery said beginning a few months ago, there were discussions with The Colony HOA on how PCFD could possibly help them by developing a plan to place a fire apparatus in the area. The Memorandum of Agreement up for approval during the regular meeting this evening is a short-term agreement for approximately four months to see if the proposed plan will work well for both parties. At the conclusion of that timeframe, we could move to more of a long-term agreement.

Chief Emery said we would take the cost of a front-line apparatus for PCFD and capitalize that out over seven years. The depreciation value per engine would be charged to The Colony as part of a service PCFD will perform for them. The PCFD mechanic and Chief Lewis evaluated repair and maintenance costs for our engines, and those costs are also built into the agreement as the responsibility of The Colony. The Colony will also be responsible for housing the apparatus, heating the building the apparatus is in, and snow removal. PCFD crews will have access to the apparatus if we ever need to respond to a fire.

Chief Emery said the most important aspect of this agreement is that the services to be performed will not affect our day-to-day operations, and the apparatus building will not be staffed. Standard operating guidelines have been written for incorporating Station 32 and The Colony into callback situations, such as a fire in Parleys Canyon. If this arrangement does not work, we will retrieve our apparatus and The Colony will take back possession of their buildings.

Board Member Rubell asked where the apparatus would be otherwise, and Chief Emery replied they would most likely be at Fleet Services as reserve units, they would not be front-line apparatus. Board Member Rubell said from this discussion it sounds like this arrangement would be cost-neutral and would not negatively affect day-to-day operations, just something we need to be aware of, and Chief Emery said that is correct.

VI. Burn Camp

Chief Lewis said PCFD has been involved with the University of Utah burn camp for many years, and it has resulted in a good collaboration with them regarding education and training. Chief Doshier said the University of Utah Hospital has one of the best burn centers in the country, and they hold an annual burn camp for children who have been burned as part of their rehabilitation. They have been tied into fire organizations for around 40 years. We have a PCFD firefighter who recently took a special class to be a tour guide to take children participating in the camp out for activities. It has been a very positive experience for everyone.

Board Member Rubell asked which event is held where people can donate money to the burn camp, and Chief Emery replied it is the annual chili cook-off held in the fall. It raises money for the annual burn camp the following summer.

VII. Wildland Update

Chief Emery said we have had a busy wildland fire season so far with several deployments and no interruption in our daily operations. We have had at least one red flag day where we staffed Station 32. Our personnel have gained incredible experience this summer, with one firefighter receiving their engine boss certification and several firefighters being able to complete task book assignments and get their first wildland experience.

Chief Briley said as we entered this wildland season, there was a good deal of uncertainty regarding federal aid with the cuts the government made, and agencies including PCFD began reaching out to other local agencies to form cooperatives.

The first deployment PCFD went on was the Mad River preposition deployment in June in the northern California redwoods. PCFD crews were positioned for any potential fire starts in the area, and they would have provided the initial attack. They also cleared downed trees, widened road corridors to improve fire access and public safety, and went through training evolutions including pump-and-roll operations.

The next deployment was the Deer Creek fire that happened in early July in San Juan County, southeastern Utah, near the Utah-Colorado border. Crews there were assigned initial attack and structure protection, and they witnessed a rare fire tornado that had flames reaching several hundred feet high and tore off roofs and damaged structures. Crews were forced to move into a safety zone during this deployment, where the “firenado” skirted around them.

This morning PCFD received a resource order for our new Rapid Extrication Module (REM) team for a fire in Colorado. It is a team of four red-carded firefighters with wildland experience who are also tech-rescue certified, meaning they have training in ropes and extrication. These teams will straddle a divisional line between deployment divisions and provide rescue and medical services as needed for the crews. Secretary Hanrahan asked if the team would provide services to the public as well, and Chief Emery replied they are primarily there for the firefighters but will respond, if needed, to other situations.

VIII. USAR Update

Chief Briley said PCFD sent personnel with Utah Task Force 1 (UT-TF1) to New Mexico between July 9 and 19 to assist in the search and rescue efforts of catastrophic flash flooding in Rio Ruidoso. Initially we sent three personnel and then sent four additional crew members when they were requested. Secretary Hanrahan asked if this was part of a national organization, and Chief Emery replied Utah has one FEMA team (UT-TF1) that operates under the Department of Homeland Security. The government will reimburse us for the cost of sending personnel as well as the cost for backfilling positions during deployments. Chiefs Briley and Emery said the training PCFD personnel receives as part of our involvement with UT-TF1 is invaluable.

IX. North Summit Fire District Engine

Chief Emery said North Summit Fire ran into a situation where they no longer had access to a front-line engine. They contacted Chief Emery and he agreed to lend them a PCFD reserve engine for their use until they can get another engine secured. An interlocal agreement has been signed between North Summit Fire and PCFD for the use of the engine at no cost, but North Summit Fire will be responsible for any mechanical or accident-related repair costs. Chief Emery said he believes this will be a short-term arrangement. Chief Lewis said at the conclusion of three months after the contract was signed, North Summit will have the opportunity to purchase the engine at

market value or return it. There is also a clause in the contract stating the engine will be returned to PCFD if we need it.

X. Station 34 Update

Chief Lewis said PCFD completed the RFP process for finding a contractor to complete the repairs at Station 34. North Face Roofing is located in Park City and has submitted a repair proposal from the most basic repair to possibly replacing the roof. We will be meeting with North Face Roofing and Stantec tomorrow and will move forward from there. Chief Emery said North Face is confident they can get the repairs done before snowfall. Once the roof is repaired, we will shift our focus back to the inside of the building and working with insurance to get everything wrapped up.

XI. Other Divisional Updates

Chief Emery said there were two incidents involving fatalities on Friday night. One was a motorcycle accident on I-80 eastbound in the Jeremy Ranch area, and the other was an auto-pedestrian accident that also occurred on I-80 eastbound near Station 33. Occupants of the vehicle involved in the auto-pedestrian incident, including several children, were taken to Station 33 to await transportation back home, and our crews did their best to try to calm them while they were there.

Secretary Hanrahan asked if there was a policy to have counseling available for personnel after such incidents. Chief Emery said several years ago when PCFD began developing a critical stress debriefing program, we found some of our personnel would not ask for help. Now when there is a critical incident, whether it involves a fatality or the battalion chief feels it was just a shaky situation, we have an automatic mental health debriefing. There are personnel on each platoon who are trained to do this. Additionally, outside resources are offered to those who want it.

Chief Emery mentioned Firefighter Cody Hughes and Paramedic Joshua Humphrey will be honored as PCFD's Firefighter of the Year and Paramedic of the Year, respectively, at the Park City Elks Lodge annual barbecue on August 11. Chief Emery encouraged anyone who can attend to do so.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
August 5, 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: 6:30 p.m.

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

Board Members Absent: Chair Alex Butwinski and Board Member Nate Brown, both excused

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Max Doshier, Battalion Chief Joe Sharrar, Fire Marshal Mike Owens, Logistics Officer Brett Colgan, CFO Del Barney, and Admin. Asst. Debbie Colgan

Additional Attendees: Patti Berry

I. Roll Call

Secretary Hanrahan began the meeting by conducting a roll call.

II. Approval of June 3, 2025, Meeting Minutes

Board Member Rubell made a motion to approve the minutes of the June 3, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Miller. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 3-0.

III. Public Input

Secretary Hanrahan opened the meeting for public comment.

Tim Lewis, General Manager of The Colony HOA, said over the last four years The Colony has spent \$3-4M a year on fire mitigation efforts. The fire committee at The Colony is constantly working on how they can do a better job in the mitigation of future fires. They discussed setting up a couple of fire back stations to get homes outside of the 5-mile rate into it to help their ISO rating, insurance costs, and to have two fire trucks in The Colony for use by PCFD personnel to help fight a fire. Mr. Lewis said he appreciates there was no controversy or problems regarding what The Colony wants to do with the back stations. He said The Colony is pleased with the way discussions have gone between The Colony and PCFD, and they look forward to continuing their relationship with PCFD in the future.

Mr. Lewis asked if there were any questions the Board had regarding the agreement between The Colony and PCFD that will be approved later during this meeting. Secretary Hanrahan replied Chief Emery has been updating the Board over the past few months on discussions leading up to this agreement, and the Board is comfortable with it.

Rick Smaligo, the co-chair of The Colony fire committee, said there is an overwhelming majority of owners in The Colony who are in favor of rolling out this first phase. Hopefully the ISO rating will go down and they can work to have something more permanent in place.

Secretary Hanrahan thanked both gentlemen for their comments and closed the public comment session.

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 of Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2025

Board Member Rubell commended the District for running a very fiscally responsible organization, because property values going up is not the only reason we are able to keep that effective rate low. This is very appreciated by the community and something the Park City Council hears often.

Board Member Miller made a motion to approve the Resolution Adopting Final Tax Rates and Budgets for Summit County in Tax Year 2025. Board Member Rubell seconded the motion. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0.

B. Possible Approval of Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2025

Board Member Miller made a motion to approve the Resolution Adopting Final Tax Rates and Budgets for Wasatch County in Tax Year 2025. Board Member Rubell seconded the motion. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0.

C. Possible Approval of Memorandum of Agreement between the Park City Fire Service District and The Colony HOA

Board Member Miller made a motion to approve the Memorandum of Agreement between the Park City Fire Service District and The Colony HOA. Board Member Rubell seconded the motion. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0.

D. Possible Approval of Memorandum of Agreement between the Park City Fire Service District and Summit County Sheriff's Office for Enhancing EMS Capability During SWAT Operations

Board Member Miller made a motion to approve the Memorandum of Agreement between the Park City Fire Service District and Summit County Sheriff's Office for Enhancing EMS Capability During SWAT Operations. Board Member Rubell seconded the motion. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0.

E. Possible Approval of Interlocal Agreement between the Park City Fire Service District and Summit County for Health Insurance

Board Member Rubell made a motion to approve the Interlocal Agreement between the Park City Fire Service District and Summit County for Health Insurance. Board Member Miller seconded the motion. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

There were no additional comments or future agenda items identified.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Miller made a motion to adjourn the regular meeting, and it was seconded by Board Member Rubell. Those in favor were Secretary Hanrahan, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:40 p.m.

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