

**Park City Fire Service District  
Administrative Control Board – Work Session Meeting Minutes  
Park City Fire District Administrative Office Building  
October 7, 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:** 5:32 p.m.

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

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

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Darren Nelson, FM Mike Owens, CFO Del Barney, HR Devin Hirschi, and Admin. Asst. Debbie Colgan

**I. Chief's Update**

Chief Emery said a significant incident occurred on October 3 where a car with two occupants lost control in the lower Deer Valley parking lot and started to head toward a pond. The driver jumped out of the driver's seat before the car entered the water, but the passenger remained in the car. The car then went into the pond and eventually fully submerged with the passenger still inside the vehicle. A witness immediately entered the water, swam out to where the vehicle sank, and then stood on top of the car so the vehicle's location could be identified for first responders. Park City law enforcement arrived shortly thereafter.

Upon PCFD arrival, Station 38 firefighters entered the water, dove down and broke out two windows in the vehicle with an axe, and then pulled the passenger out of the vehicle and onto land. CPR was initiated and the patient began breathing on their own. A hotload with AirMed was performed and they transported the patient to the University of Utah Hospital. The last patient update we received was that she is now home. Chief Briley estimates the patient was fully submerged between 4 to 5 minutes. Chief Emery said the total time from the call being dispatched to the patient being out of the water was less than 8 minutes. This incident was an excellent example of fire, law enforcement, dispatch, and bystanders working together to achieve the best possible outcome.

Chief Emery commented the final touches are being completed on new Engine 31 and there will be a push-in ceremony on Tuesday, October 21 at 4:00 p.m. for anyone who is able to attend.

Chief Emery reminded everyone of the 50<sup>th</sup> Anniversary celebration that will be held at the Administration Building and Station 31 between 4:00 and 7:00 p.m. on Tuesday, October 14.

## **II. August Financial Review**

CFO Barney said at the end of August, 67% of the year had passed and we were 8.47% under budget. Interest income is still gaining well, and ambulance revenues and fees and permits are also doing well. Impact fees are down a bit, and the budget will tighten up after apparatus and bond payments are made next month.

Chair Butwinski asked what the sale of fixed assets was for in the financial statements, and CFO Barney replied it was for the sale of light fleet administrative vehicles.

With the new insurance program we are in, Chief Emery said the change to our insurance premium for 2026 came out to -1.5%. HR Hirschi said the recommendation on premium increases for PCFD based on the allocations of individuals in this conglomerate came out to -1.5%, so this means we will hold our current rate, we will not be dropping them.

## **III. Employee Assistance Program (EAP)**

HR Hirschi said the more resources we have for personnel to manage stress, whether it be personally or professionally, the better. The critical incident debriefing that happens after traumatic incidents is a great resource, and we also have Blonquist Hales (BH) available to all PCFD employees and their dependents. BH provides a wide variety of resources including a first responder program. HR Hirschi requested a utilization summary from BH, and we are trending at 10% for the year, whereas the national average is at 2%. This means our employees are aware of the resource and using it, which is good.

HR Hirschi said feedback on BH indicates they are not really specific to first responders, but they do have a first responder program, and he will be meeting with BH next week to get more information on it and see what they can do further to help our employees. Outside of BH, we have First Responders First, which is a program very specific to first responders. Their CEO was a prior CEO at BH, so he is familiar with how employee assistance programs work. First Responders First provides the training for our critical care team.

## **IV. Wildland Program**

Chief Briley said this past summer, we had four wildland deployments and upstaffed our Type 3 engine with current personnel on every red flag day. Wildland protection is something our community needs, and we are constantly evaluating our program to see what we can do better.

Today we posted positions for two engine bosses that run Type 3 apparatus, and the goal is to staff a Type 3 engine during the daytime every day during the wildland season next year. Existing infrastructure at Station 32 will be utilized for this purpose. Once we hire externally, we will open the opportunity up internally for four other members to have this new career path in wildland firefighting while maintaining the current pay structure. Chief Briley said he believes the revenue we typically generate from wildland deployments every year should offset any additional costs.

## **V. HB48 Review**

Chief Emery said HB48, which is regarding wildland urban interface (WUI) modifications, will go into effect state-wide in January 2026. There is already a WUI in place for Summit County, PCFD, and Park City Municipal. We have maps to identify high-risk areas, and there are currently no negative effects on homeowners with the current WUI maps we have.

HB48 allows the State of Utah to create its own map, which will overlay onto the current map we have. Chief Emery said on a scale from roughly 0 to 10, anything over a 5 based on the State's map will be assessed a yearly fee per household and per square foot. The goal of this was to help keep insurance companies in Utah, so starting in January, insurance providers in Utah cannot simply drop a household from coverage, but they can raise your rate. Insurance companies will need to utilize the State map showing the high-risk areas, and the goal is to then have the homeowner decrease their risk to get a lower score on the map.

Chief Emery said homeowners who have a high score and are paying the new fee will want to lower their score, and that will require a yearly inspection. Inspectors will determine what efforts the homeowner has made to lower their risk, which in turn will lower the fee. Currently the plan is for collections to be taken at the county level as a separate line item on property tax notices, and those funds will be utilized to pay for the inspection process; however, the State is supposedly responsible for the inspections.

Chief Emery said the bill is a bit confusing and details for its implantation still need to be determined. As of now he doesn't believe this will affect the District, as it appears it will fall on the State, counties, and municipalities. He will provide more information as it becomes available.

## **VI. Station 34 Update**

Chief Lewis said we are still in the repair process at Station 34. Paneling has been removed from the western and northern sides of the building, and weather stripping has been reapplied from the top near the roof down to the cinderblock. We are going to reinsulate everything because issues were found with exposed wood that weather flashing had not covered.

The next step will be replacing the northwestern corner of the roof, and insulation underneath the roof will need to be evaluated to determine what we can do to stop condensation. The last rainstorm we had showed there are still some repairs needed around pipes on the roof, but the repairs that have been made so far appear to be weatherproof. We do not need to tear off large sections of the roof, which would really slow us down, and we are hopeful we are still on track to have repairs complete before winter.

## **VII. Impact Fees**

Chief Emery said impact fee revenue is down this year, and this is mainly due to the lower impact fees that are in place compared to the past. Additionally, commercial construction projects are

slowing down. Impact fees are based on a projection of what we will spend, and when we went through the process of adjusting impact fees in 2023, we undervalued some things, such as the costs of moving Station 35 and the purchase of apparatus.

Consequently, Chief Emery said he would like to perform another assessment to get impact fees to a level consistent with the needs of the District. The estimated cost of the impact fee study is approximately \$15K, and we will need County approval. Chief Emery said we would like to begin the process this month with the hopes of having it completed by spring 2026, and the Board concurred with this plan.

### **VIII. Donation Program**

Chief Lewis said the community regularly approaches the District about providing donations, and there is not an official mechanism in place to receive them. Consequently, we would like to establish some line items for donations. Donors who approach us would be asked to fill out a short form listing the areas (line items) where the donations could be placed, and they can select which one they would like their donation applied to. Examples of line items could be the memorial scholarship fund and the health and wellness of District firefighters. Chief Lewis said specific line items can be identified if we move forward with this plan, and the Board agreed it is a good idea.

Board Member Miller suggested reaching out to the Park City Community Foundation. This is an organization for non-profits that would take donations and assign funds to specific accounts. She said she is not sure if the foundation is still doing this, but it is a way for people to donate to a community foundation and get a tax-write off. Chief Lewis said he will look into this. Chair Butwinski asked if PCFD is 501(c)(3) organization, and Chief Emery said the Park City Firefighters Association is, and that is where the money would go through.

### **IX. 2026 COLA**

Chief Emery said the Compensation Committee along with Chiefs Lewis and Briley evaluated our current pay scale, and the District is looking at a 3% COLA across the organization in 2026, which is comparable to Summit County. Our Rescue Technician Firefighters were moved up a little in the pay scale, and the total increase to wages about \$500K. We will discuss this further next month during the 2026 budget discussion.

### **X. Other Divisional Updates**

Chief Emery said the annual task performance test (TPT) was conducted in September and we had a 100% passing rate again with no issues. The average completion time has dropped from 3:15 to 3:05.

**Work Session Concluded:** 6:34 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
October 7, 2025**

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**Administrative Control Board work session called to order:** 6:34 p.m.

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

**District Personnel Present:** Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Darren Nelson, FM Mike Owens, CFO Del Barney, HR Devin Hirschi, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. Approval of September 2, 2025, Meeting Minutes**

Board Member Miller made a motion to approve the minutes of the September 2, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Rubell. Those in favor were Chair Butwinski, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 3-0. Board Member Brown abstained from voting, as he was not present for the September 2, 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**

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**

The 2026 tentative budget will be discussed during the November meeting.

**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, Board Member Miller, Board Member Brown, and Board Member Rubell; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:37 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be on November 4, 2025, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.