

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
February 3, 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: 5:31 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller, Treasurer John Hanrahan, Secretary Nate Brown (arrived at 5:35 p.m.), and Board Member Jeremy Rubell

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley (stepped out between 5:50 and 6:20 p.m.), Battalion Chief Joe Sharrar (left at 5:50 p.m.), Battalion Chief McKay Wadley (left at 5:41 p.m.), Fire Marshal Mike Owens (left at 6:04 p.m.), CFO Del Barney, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Emery reported transports in 2025 are down approximately 100 compared to 2024. Additionally, transports in January 2026 are 17% lower than those in January 2025. However, additional revenue is being received in 2026, including proceeds from the sale of an engine. CFO Barney stated that he is not concerned at this time regarding ambulance revenue for 2026.

Chief Emery commended Fire Marshal Owens and his staff for their tactful handling of the temporary shutdown of a structure associated with the Sundance Film Festival due to a permitting requirement violation.

II. 2025 Financial Review

CFO Barney said at the end of 2025, expenditures for the District were at 83.2% and income was at 105% of the budget. Income was boosted by a health insurance credit, and more income in property taxes and ambulance revenue was received in 2025 than in 2024. Permits, plan reviews, and wildland fire deployments also boosted income for the year.

Only approximately half of the anticipated capital outlay budget was spent due to the delay of an expected engine, which will come in 2026. The District will be debt-free in September of this year, and the reserve fund balance will drop once the construction of new Station 35 begins.

III. Legislative Update

FM Owens and CFO Barney highlighted several bills currently under consideration during the legislative session that may impact the District:

- **HB 41 – Construction and Fire Code Amendments:** This proposed substitute bill would adopt the 2024 edition of the International Wildland Urban Interface Code (IWUIC), replacing Utah’s current 2006 edition. The bill incorporates updated IWUIC standards and includes related technical and conforming amendments.
- **HB 45 – Fire Code Amendments:** This proposed substitute bill would adopt the 2024 edition of the International Fire Code (IFC), replacing Utah’s current adoption of the 2021 edition. The update includes revised regulations concerning lithium batteries, the use of tents near fire sources, and other fire and building code provisions.
- **HB 269 – Ambulance Provider Payment Amendments:** This proposed substitute bill amends provisions regarding ambulance provider payments. It would amend provisions related to the base rate; authorize the Bureau of Emergency Medical Services to adjust the base rate each year; amend the base rate to include the cost of medicine; and allow an ambulance provider to collect up to the base and mileage rates.
- **HB 402 – EMS Controlled Substance Licensing Amendments:** This bill establishes a controlled substance license specifically for emergency medical services (EMS) agencies. Under the proposed changes, EMS agencies would be required to register with the U.S. Drug Enforcement Administration (DEA), and Utah regulations would be amended to align with federal DEA requirements. Licensing oversight would transition from the State of Utah to the DEA.
- **HB 415 – Building Code Amendments:** This bill would allow a person to alter, add to, or repair an existing structure without bringing the existing structure up to new construction standards unless the alteration, addition, or repair makes the structure less safe than the structure was before. FM Owens expressed concern that this could create issues for buildings that exceed 10,000 square feet after an addition. Under current code, such structures would be required to install fire sprinklers; however, under this bill, that requirement may not be enforceable.
- **HB 449 – Utah Taxpayer Oversight of Government Spending Amendments:** Among other things, this bill would require voters to approve an increase in state or local government revenue through most taxes or government debt; limit the amount of revenue a government entity may spend in a fiscal year unless voters approve increased spending; require a refund of excess revenue to taxpayers; and exempt business personal property that is not subject to a uniform fee from property tax.

IV. Station 34 Update

Chief Emery stated repairs at Station 34 have been completed. Repairs on the exterior cost approximately \$200K, and interior repairs were about \$70K. We anticipate receiving reimbursement for a substantial portion of these expenses.

V. Attorney's Fees

Chief Emery reported that after one year under the new hourly agreement with the county attorneys, attorney's fees were \$15,000 compared to \$40,000 under the previous flat-fee contract. He also noted that many county entities have transitioned to the hourly model.

VI. Panoramic Camera

Chief Emery said there are two AI-monitored panoramic cameras in the district that we have access to. When there is an indication of smoke and/or fire in the area, they send a notification to FM Owens. We have met with the Sheriff's Office, and we are trying to get the monitoring component into the Dispatch center, where notifications can be received 24 hours a day.

Additionally, the Sheriff's Office is placing a permanently mounted drone with a hood on the roof of Station 33. It will be able to be deployed by PCFD or the Sheriff's Office with the ability to fly for about an hour. The Station 33 drone will be placed within the next month, and we will look at possibly placing another at Station 36.

VII. Tuition Reimbursement Policy

Chief Emery is requesting a revision to the tuition reimbursement policy to allow employees to become eligible after completing their probationary period, rather than after their second year of employment.

Under the current policy, tuition is reimbursed at 100% provided the coursework directly supports the advancement of their firefighting careers. Chief Emery does not anticipate that granting eligibility one year earlier will have a significant financial impact on the District.

The Board will vote on the proposed policy change at this evening's regular meeting.

VIII. Other Divisional Updates

In Summit County, residents who operate nightly rental properties are required to obtain a business license. Properties located within Park City Municipal jurisdiction are managed separately by the city. County officials have identified that more property owners are operating nightly rentals than are currently licensed, with an estimated influx of approximately 500-600 additional rentals this year.

A daily fine will be imposed on property owners who fail to obtain a license by March 15. Chief Emery noted that processing the high volume of applications and required inspections will take time. Hiring full-time staff to address the temporary surge is not considered practical, as application numbers are expected to return to normal levels after the current influx is processed.

To address the backlog, Chief Emery met with Summit County Manager Scott to discuss potential "grandfathering" arrangements that could help reduce the immediate processing burden. He will

provide further updates to the Board as more information becomes available.

Chief Briley, who briefly stepped out of the meeting and later returned, provided an update on an incident that occurred during that time. A construction trailer containing propane tanks caught fire near the high school, resulting in a few explosions. The trailer was located within a fenced construction area. Fire crews responded promptly and quickly extinguished the fire. Due to the trailer's contained location and the rapid response, there was no danger of the fire spreading to nearby structures.

Chief Emery commented the 2025 annual report has been completed and is available for review.

Work Session Completed: 6:32 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
February 3, 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, and via Teams

Administrative Control Board work session called to order: 6:31 p.m.

Board Members Present: Chair Alex Butwinski, Vice Chair Christina Miller, Treasurer John Hanrahan, Secretary Nate Brown, and Board Member Jeremy Rubell

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of January 6, 2026, Meeting Minutes

Vice Chair Miller made a motion to approve the minutes of the January 6, 2026, Administrative Control Board meeting. The motion was seconded by Treasurer Hanrahan. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, and Board Member Rubell. The motion passed unanimously, 4-0. Secretary Brown abstained from voting, as he was not present for the January 6, 2026, meeting.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no questions regarding the 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 PCFD Policy Chapter 9, Section 5.0, Tuition Reimbursement Contract

Secretary Hanrahan made a motion to approve PCFD Policy Chapter 9, Section 5.0, Tuition Reimbursement Contract. Vice Chair Miller seconded the motion. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Rubell. The motion passed unanimously, 5-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

CFO Barney stated the financial auditors will be at the administration building during the second week of March to conduct the 2025 audit..

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Vice Chair Miller made a motion to adjourn the regular meeting, and it was seconded by Board Member Rubell. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, Secretary Brown, and Board Member Rubell. The motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:35 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be March 3, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.