

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

**Board Members Present:** Chair Alex Butwinski, Vice Chair Christina Miller (via Teams), Treasurer John Hanrahan (via Teams), and Secretary Nate Brown (via Teams)

**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, HR Officer Devin Hirschi, CFO Del Barney, and Admin. Asst. Debbie Colgan

## **I. District Updates**

Chief Emery reported Battalion Chief Joe Sharrar will soon be moving into the field, while Battalion Chief Max Doshier will move into administration as the Training Battalion Chief. Chief Emery thanked Chief Sharrar for his exceptional service in administration.

## **II. Financial Update**

CFO Barney reported that by the end of January, 8.3% of the fiscal year had elapsed and spending stood at 8.1% of the total budget. This is largely due to the purchase of an ambulance. Aside from that expense, spending remains on track.

CFO Barney stated that the fund balance after January 2026 is higher than it was at the same time last year. Reserves are also higher, which is positive as they will be used for the rebuild of Station 35.

Chief Emery reported that ambulance revenues in December 2025 were lower than usual but have since returned to normal levels as of the end of February. CFO Barney believes ambulance revenues for 2026 are expected to be approximately the same as in 2025.

## **III. Legislative Update**

CFO Barney said none of the property tax bills passed, and the impact fee bill that would have taken away the District's ability to use impact fees for half of the cost of apparatus that cost more than \$500K also did not pass. The ambulance bill that would place medicine back into the base rate will most likely pass.

Chief Owens said the wildland urban interface code bill has made its way through the House and is waiting to go through the Senate. If this bill passes, it may require the District to modify its wildland urban interface boundaries, but overall, it will not have a big impact on the District.

The EMS controlled substance licensing amendments bill has been through the House and is in the Senate. This will allow EMS agencies to order medications directly instead of ordering them through a doctor. This bill will bring Utah more in line with DEA laws, rather than just Utah laws.

#### **IV. Administrative Fees**

FM Owens reported that a data entry error occurred in 2022 within the online payment system, which caused incorrect charges for inspections and plan reviews. As a result, customers have overpaid PCFD for these services over the past three years. The error has now been corrected, and efforts are underway to determine the best way to refund the overpayments to eligible affected customers.

#### **V. Colony Contract Discussion**

Chief Emery said the short-term contract created with the Colony last year for stationing apparatus in their area has expired. The Colony is building a new structure to house another of our apparatus, which should be finished in April, and they would like to create a new contract for 14 months. The first 2 months will be for one apparatus in their area, and the remaining 12 months will be for two. PCFD mechanics check on the apparatus in this area weekly, and the placement of these surplus apparatus at the Colony has not had an operational impact on the District.

#### **VI. Update on Stations 32 and 35**

Chief Lewis reported renovations to Station 32 are nearly complete in preparation for the facility to accommodate 12-hour crews starting in April for the wildland fire season.

Chief Briley explained that Station 32 will temporarily house wildland crews for the next few seasons. The long-term plan, however, is to base the wildland division at a new Station 35 on the Cline Dahle parcel in Jeremy Ranch. He noted that the station's design and size will be planned with this future role in mind. Relocating Station 35 to that site offers several benefits, including improved access to the freeway in both directions.

Chief Briley explained that no action is required from the Board regarding the Station 35 project at this time. He noted that several details need to be resolved with the County regarding the use of the Cline Dahle parcel. These discussions may also include a potential transfer of the existing Station 35 building and property to the County.

## **VII. Wildland Program Update**

Chief Emery said he is more concerned than usual about the upcoming wildland fire season, citing earlier-than-normal vegetation growth as a key factor. However, with seven regularly staffed stations, he remains confident in the District's ability to respond effectively to wildfires.

Beginning around April 1 through September 1, Station 32 in Summit Park will also be staffed to support wildland fire response efforts. During this period, Engine 32 will respond to any wildland fires within both the District and Summit County.

Station 32 crews will be on duty during daylight hours, operating 10 hours per day, seven days a week. Two crews will rotate through the station, and wildland deployments during this timeframe will be staffed by Station 32 personnel using Station 32 apparatus. On red flag days where Station 32 crews are already deployed elsewhere, we will upstaff the station using overtime to make sure coverage is ensured.

The District will be requesting approval from the County Council for fireworks and open burn restrictions from May 1<sup>st</sup> through October 31<sup>st</sup> of this year. Park City Municipal will likely push for restrictions in their jurisdiction in this same timeframe. The Summit County Sheriff's Office, Park City Police Department, and local fire warden are responsible for enforcing the restrictions.

**Work Session Completed:** 6:29 p.m.

**Park City Fire Service District  
Administrative Control Board – Regular Meeting Minutes  
Park City Fire District Administrative Office Building  
March 3, 2026**

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**Administrative Control Board work session called to order:** 6:29 p.m.

**Board Members Present:** Chair Alex Butwinski, Vice Chair Christina Miller (via Teams), Treasurer John Hanrahan (via Teams), and Secretary Nate Brown (via Teams)

**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, HR Officer Devin Hirschi, CFO Del Barney, and Admin. Asst. Debbie Colgan

**I. Roll Call**

Chair Butwinski began the meeting by conducting a roll call.

**II. Approval of February 3, 2026, Meeting Minutes**

Secretary Brown made a motion to approve the minutes of the February 3, 2026, Administrative Control Board meeting. The motion was seconded by Vice Chair Miller. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, and Secretary Brown. The motion passed unanimously, 4-0.

**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**

There was not any new business.

## **VII. Staff Reports and Input**

Treasurer Hanrahan commented the staff report on the task force training in Texas was very good.

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

CFO Barney said Larson & Company will be presenting the 2025 audit review during the April meeting,

## **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 Secretary Brown. Those in favor were Chair Butwinski, Vice Chair Miller, Treasurer Hanrahan, and Secretary Brown. The motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:32 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 5, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.