

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
June 2, 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: 5:33 p.m.

Board Members Present: Vice Chair Christina Miller, Secretary Nate Brown (via Teams), and Board Member Tana Toly

Board Members Absent: Chair Alex Butwinski and Treasurer John Hanrahan (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, and Admin. Asst. Debbie Colgan

I. District Updates

Chief Emery reported that Fire Marshal Owens is working to annex several properties in the Red Hawk area into PCFD boundaries. The properties are currently located within the North Summit Fire District and the Summit County Wildland Fire Service Area. Fire Marshal Owens stated that the annexation area includes approximately 20 parcels, with 15 homes already constructed. He noted that PCFD would be the primary first-response agency for emergencies in the area.

Chief Emery reported PCFD crews rescued a tranquilized bear from a tree last month. Crews secured the bear to a backboard and safely lowered it to the ground using a ladder.

Additionally, PCFD crews participated in the annual high school docudrama last month, which went very well.

Chiefs Emery, Briley, and Lewis visited the high school today to present the Paul Hewitt Memorial Scholarship.

II. Proposed Changes to PCFD Fee Schedule

FM Owens reported that the District is proposing an increase in permit fees to offset the cost of a new software program that will improve the efficiency of plan reviews and inspections for the Fire Prevention Division. He noted that permit fees have not been increased in two years and that several programs were evaluated before selecting one that best meets the District's needs at a lower cost than many comparable options.

Chief Emery added that the Fire Prevention Division's workload could increase if annual inspections of nightly rental properties become a requirement, and the County is looking at banning Airbnb rentals in certain areas of the District.

III. Wildland Division Update

Chief Briley reported that the Wildland Division is now fully operational and completed its first full month of operation in May. He stated that the District is doing more than ever before to prevent and prepare for wildland fires. New resources, including a panoramic camera integrated with dispatch, are now available to enhance situational awareness. Chief Briley noted that PCFD crews will soon begin wildfire mitigation work on the 910 Cattle Ranch property.

Chief Briley reported that additional personnel will be brought in on Red Flag Warning days if the Station 32 crew is deployed elsewhere. Chief Emery noted that our district is currently the only one in the county with fire restrictions in effect, and citations can be issued for violations.

IV. Training Division and Hiring Process for Recruit Class 19

Chief Doshier said that training over the past several weeks has included tower crane rescue exercises, an obstacle course, and certification in Pediatric Advanced Life Support (PALS), which all employees successfully completed. He also said the high school docudrama served as a valuable training opportunity and was carried out successfully.

Chief Emery said the District is in the middle of the new hire testing process. There are 42 applicants advancing to the task performance test and interview stages. The department is looking to hire approximately 10 to 12 people, and Chief Emery noted that 8 of the applicants are internal candidates.

V. Pano Cameras and Drone

Chief Lewis reported that a drone from the Summit County Sheriff's Office has been installed in a rooftop hard case at Station 33. The case is designed to automatically open when the drone is activated. Although the system is not yet operational, Dispatch will eventually be able to deploy the drone to general coordinates, where it will fly autonomously until an operator assumes manual control.

A Pano AI camera was installed on Lewis Peak by Rocky Mountain Power. The camera uses artificial intelligence to detect smoke. FM Owens has the ability to view the camera's live feed, and Dispatch monitors the camera on a dedicated display. Within the last month, there have been two incidents in which the camera detected smoke and notified Dispatch. In both cases, Dispatch had no record of any controlled burns in the area, so emergency units were dispatched to investigate.

Work Session Concluded: 6:09 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
June 2, 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 regular meeting called to order: 6:30 p.m.

Board Members Present: Vice Chair Christina Miller, Secretary Nate Brown (via Teams), and Board Member Tana Toly

Board Members Absent: Chair Alex Butwinski and Treasurer John Hanrahan (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, and Admin. Asst. Debbie Colgan

I. Roll Call

Vice Chair Miller conducted a roll call.

II. Approval of May 5, 2026, Meeting Minutes

Board Member Toly made a motion to approve the minutes of the May 5, 2026, Administrative Control Board meeting. The motion was seconded by Secretary Brown. Those in favor were Vice Chair Miller, Secretary Brown, and Board Member Toly. The motion passed unanimously, 3-0.

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

A. Public Hearing to Discuss and Possibly Approve Changes in the Park City Fire District Fee Schedule

There were no further questions regarding the changes to the Park City Fire District Fee Schedule as discussed in the work session, and no members of the public were present.

Board Member Toly made a motion to Approve Changes in the Park City Fire District Fee Schedule. Secretary Brown seconded the motion. Those in favor were Vice Chair Miller, Secretary Brown, and Board Member Toly. The motion passed unanimously, 3-0.

VII. Staff Reports and Input

Secretary Brown commented the monthly report was very good.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Emery stated there will be further discussion regarding the drone at an upcoming meeting.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Board Member Toly made a motion to adjourn the regular meeting and it was seconded by Secretary Brown. Those in favor were Vice Chair Miller, Secretary Brown, and Board Member Toly. The motion passed unanimously, 3-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:33 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 4, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.