

Flaming Gorge Fire & EMS District Board Minutes  
August 14, 2024, 6:00 PM  
Manila Fire Station  
71 West 1st North, Manila, UT 84046

1. Welcome/Introductions
  - a. Stephanie Rose Board Chair, Steve Forbes, Leonard Isaacson, Gale Lamb, Bret Reynolds, Woody Bair, Casey Olsen, Randy Browning
  - b. Jaydee Guymon and Corey Auger on virtual
2. Updates
  - a. Manila Fire Chief - Randy Browning
    - i. 2 call outs in the past week, canceled lightning strike on Phil Pico. 2 acre fire in Captain's Cove.
    - ii. Good training on extrication last night, included training on new tools from the emergency manager.
    - iii. Implemented after action review in last training
    - iv. Getting NFIRS reports in for all call-outs this past year
  - b. Dutch John Fire - JayDee Guymon
    - i. Thanks to Randy for hosting training.
  - c. Fire Warden - Corey Auger
    - i. Wildland fire radio frequency guidelines
      1. Expresses concern regarding radio communications on recent fire incidents. Would like to see increased utilization of radio communications without reliance on phone communications. Would like to ensure correct frequencies are included in our radio programming. Steve received a list from Corey via e-mail.
      2. Need 2 field programmable radios per equipment.
    - ii. Speirs fire at 715 acres, 97% contained. Contingency fuel break over to Davenport is more than halfway complete. Good intervention for now and possibility of future fires. Still type 4 incident, but fire is in monitor status. Recent rains have decreased fire activity.
    - iii. Still in fire restrictions. Corey has received a few requests for burn permits, but no applications have been filed yet. Will report to management if permits are issued.
    - iv. Corey will be here for the emergency preparedness fair.
  - d. Daggett County Emergency Manager - Leonard Isaacson
    - i. Confirmed radio channel assignments with Corey.
  - e. EMS Director - Casey Olsen
    - i. Licensing update
      1. State and CMS
        - a. Bank letter may be required for CMS
      2. In progress, state is waiting on 30 public notice in Vernal newspaper
      3. CMS may require letter from the bank
      4. Gold Cross is in the process of tracking payments so we know which charges need to be transferred from county to district.
    - ii. EMT training options may be available with virtual classes broadcast from Roosevelt. Is board interested in helping to pay for EMT certification. Board has consensus that they are willing to cover \$1,500 cost for completed certification and travel expense for individuals interested in EMT certification. **Bret MOTIONS for district to cover cost for training, certification fee and travel for new EMT trainings contingent upon obtaining licensure, Leonard SECONDS. No objections. Motion PASSES. (To be ratified at next meeting)**
    - iii. Emergency vehicle quote
      1. Steve will work on the CIB application with Bret's assistance.
  - f. District Manager - Steve Forbes
    - i. Speirs Fire Update
      1. CMAT request is on hold. Joseph Flores still has interest in forming a

local workgroup to discuss risks/mitigation opportunities, particularly for the area of the Pines and Flaming Gorge Resort. Possibility meetings can be arranged after the busy fire season. Leonard explains the purpose of the meeting and indicates the local stakeholders are inclined to hold meetings themselves even if it is not coordinated by the CMAT.

- ii. URS employer training on 8/28 in SLC
- iii. Subdivision approval request
  - 1. Discussed process for fire department inspections on new developments.
    - a. Expansive discussion regarding planning and zoning required fire clearances for new subdivision developments.
    - b. Bret requests 2 tiers with flat rate for each category, minor subdivision 2-10 lots, major subdivision 10+ lots. General discussion on cost setting.
    - c. Randy offers to call colleague who is a developer and get his input on common practices
    - d. Gale suggested it might be worthwhile to have this fee included in the planning and zoning fee which is then paid to the district by planning and zoning.
    - e. Steve will contact town manager to get information on planning and zoning fee and whether it includes fire review
- g. Board Members
  - i. Bret
    - 1. Compliance reporting
      - a. Received delinquency notice from state auditor for 2023 reports. Went through it with Steve and Stephanie, who should be able to complete audits for 2023. Steve will add reminder for compliance reports to calendar and Steve will contact auditor to get a quote.
      - b. Conversation about Captain's Cove fire came up at commission meeting.
  - ii. Woody
    - 1. Wants to ensure we have budget plan with schedule
    - 2. Patty McCort would like to do a "meet the fire fighters" event at the Flaming Gorge Resort. JayDee is planning to bring a truck.
  - iii. Stephanie
  - iv. Leonard
  - v. Gale
- 3. Discussion and consideration of fire restriction status for state and unincorporated private lands
  - a. Leonard MOTIONS to sustain restriction until next meeting, Woody SECONDS. No objections. Motion PASSES.
- 4. Discussion and consideration of Interlocal Agreement with Daggett County and associated Resolution 2024.03
  - a. Woody MOTIONS to approve resolution. Bret SECONDS. Roll Call Vote: Rose (aye), Bair (aye), Reynolds (aye), Lamb (aye), Isaacson (aye). Motion PASSES.
  - b. Bret MOTIONS to approve Interlocal Agreement as presented, Leonard SECONDS. No objections. Motion PASSES.
- 5. Discussion and consideration of ballot proposition application regarding annexation of Town of Dutch John
  - a. Steve will submit the ballot proposition application. No motion required.
- 6. Discussion and consideration of restructuring plan and associated Resolution 2024.04
  - a. Steve presents the management plan.
  - b. General discussion on authority structure, reporting structure, and command staff.
  - c. Gale emphasizes the importance of maintaining compliance controls, especially as it pertains to finances and budgeting.
  - d. Leonard MOTIONS to approve resolution, Gale SECONDS. Roll Call Vote: Rose (aye), Bair (aye), Lamb (aye), Isaacson (aye), Reynolds (aye). Motion PASSES.
- 7. Discussion and consideration of plans for emergency preparedness fair.
  - a. Casey has promotional supplies for EMS.

- b. Leonard recommends Fire booth and EMS booth and explains donations from events will be used to support EMS/Firefighter training through a new non-profit board designed to support emergency preparedness.
  - c. Discussed fire protection for Lucerne Marina Fireworks and requirements of staff on stand-by for the event.
  - d. Bret suggested ordering shirts, which Steve will coordinate in the coming weeks.
- 8. Discussion and consideration of plans for the Labor day parade.
  - a. Stephanie will pick up candy for distribution during the parade
- 9. Discussion and consideration of lunch for the LEPC meeting.
  - a. Woody MOTIONS the board buy lunch for LEPC on 9/12. Bret SECONDS. No objections. Motion PASSES.
- 10. Closed session for review of HR topics
- 11. Payroll report
  - a. New categories present in payroll summary. Casey answered clarifying questions regarding EMT timecards.
  - b. Woody MOTIONS to approve payroll as presented, Stephanie SECONDS. No objections. Motion PASSES.
- 12. Policy Review: Personnel Policy Section 2: Employment Selection Policies
- 13. Correspondence
  - a. UASD Convention in November
  - b. Award Letter for fire assistance grant
- 14. Review and approve July 10, 2024 meeting minutes.
  - a. Stephanie MOTIONS to approve as presented, Gale SECONDS. No objections. Motion PASSES.
- 15. Financials
  - a. Received \$25 service charge because expenses are outpacing our standard bank account balances.
  - b. Woody suggests keeping a standard balance of \$50,000 in the operating account and when the account is over \$60,000 we should transfer excess to PTIF savings.
- 16. Payables
  - a. Bret MOTIONS to approve payables as presented. Woody SECONDS. No objections. Motion PASSES.
- 17. Closed session for Discussion of Items permitted by § 52-4-205 of State Code\*.
  - a. Stephanie MOTIONS to enter closed session at 8:41pm, Bret SECONDS. Roll Call Vote: Rose (aye), Bair (aye), Reynolds (aye), Lamb (aye), Isaacson (aye)
  - b. Closed session ends at 9:20pm
- 18. Adjourn - 9:21pm

If you would like to attend virtually: [meet.google.com/uio-vxyv-btg](https://meet.google.com/uio-vxyv-btg)  
 Open Google Meet and enter: uio-vxyv-btg  
 Join by Phone by dialing 406-948-2965 PIN: 186 541 174#

\*pursuant to § 52-4-205 of Utah State Code: Closed Session is for the purpose of discussing the character, professional competence, or physical or mental health of an individual; collective bargaining; litigation, purchase, exchange, or lease of real property