

# **Moab Valley Fire Protection District**

## **Commission Meeting**

**45 South 100 East, Moab Utah 84532**

**Thursday November 20, 2025- 4:00 p.m.**

**A. Call to Order:**

1. The meeting was called to order by Chairman Archie Walker at 4:00 p.m.
2. Commissioners Present: Chairman Archie Walker, Commissioner Jim McGann, Commissioner Charlie Harrison
3. Staff Present: Chief TJ Brewer, Administrator Cathy Bonde, Battalion Chief Brandon McGuffee
4. Others Present: Beth Logan

**B. General Business:**

1. Approval of Minutes – Commissioner Harrison motioned to approve the minutes from the October 21, 2025 meeting. Commissioner McGann seconded, and the motion passed unanimously. Commissioner Harrison motioned to approve the minutes from the November 13, 2025 budget workshop with the date corrected. Commissioner McGann seconded, and the motion passed unanimously.
2. Citizens to Be Heard – Beth Logan voiced appreciation for the work Chief Brewer and Cathy put into the sales tax initiative. She also voiced appreciation for the work volunteers Luke McCandless and Carter Lloyd contributed in relation to social media. Chief Brewer thanked Beth for all the time and energy she put into getting the initiative passed and echoed Jacques Handler's remarks made at the Grand County Commission meeting in relation to how well the entities worked together and respected each other. Beth added that every single precinct in Grand County voted in favor of the initiative. Chairman Archie Walker thanked Beth for her support.
3. Approval of Bills – Commissioner Harrison motioned to approve the bills, Commissioner McGann seconded, and the motion passed unanimously

**C. Chief's Report:**

1. There were 34 calls to service since the commission last met. The department currently has 32 members.
2. One of our employees, Tom Stewart, moved back to Michigan to pursue working for an agency closer to home. He voiced great appreciation for Moab Fire.
3. The mental health grant Logan Brewer wrote that was awarded to GCEMS and Moab Fire has come to an end. Stuart Palmer, the mental health therapist who came down and held individual sessions with our firefighters, was a tremendous asset to the department.

Chief Brewer stated he would like to find a way to continue forward with mental health assistance to our members. We still have access to CORDICO, the mental health app, since we signed a 5-year contract with them. Brandon McGuffee stated he finds the app useful.

4. The administrative team, with others, has been meeting to wrap up the sales tax proposal. The Grand County Commission voted unanimously to accept the first-year division of sales tax revenue as presented by the three entities. The approval was met with applause from the audience. Chief Brewer again recognized Beth Logan for her contribution to the effort.
5. Chief Brewer stated we will be requesting support from Grand County to apply for a Community Development Block Grant (CDBG) to purchase a rescue truck. We will need to complete a salary survey due by January 1<sup>st</sup>. Only \$500,000.00 is available to our association of counties this year. Cathy added this will be the third year we have attempted to get a CDBG grant. The first year we did not qualify due to the low to moderate income (LMI) rating which is believed to have stemmed from not having a salary survey. For the second attempt, information for completing the salary survey did not arrive in time to complete the survey. This year the survey information is delayed due to the government shutdown, but we anticipate receiving it soon.
6. Chief Brewer stated we have had no serious inquires on Engine 2.
7. Wayne County Elite Technical Rescue came down the last two days and provided us with a training. They did it for free, and it is usually \$8,000.00 to \$10,000.00 to put on this training. Nations donated 40 plus vehicles. Chief Brewer said it was one of the best trainings we have had. He added that Elite Technical and Nations were great to work with.
8. Pie Night is tomorrow night. We are preparing for the banquet and need a commissioner to make a speech. Commissioner Walker was chosen.
9. In relation to commission request to provide more operational information, Chief Brewer stated he would like to start by providing information on where members live in relation to stations as well as noting who our primary responders are.

Chief Brewer informed commissioners he went to the officers with a set of questions to spur some ideas in relation to the department, and it was productive. In addition, we have put together a number of working groups including recruitment and retention, rescue truck needs and build, and response protocol.

Chief Brewer presented a working document in relation to strategic planning. Commissioner Walker shared information on a possibility of moving Station 2.

Commissioner McGann asked about the make-up of the working groups, and Chief Brewer said whoever wants to be involved can be involved, including commissioners.

**D. Ongoing Business:**

1. Grand County Annexation - Cathy stated there was nothing new to report. We did get the funds from Grand County, but we are still waiting on deeds and titles.

**E. Action Items:**

1. Fraud Risk Assessment – Cathy presented the 2025 Fraud Risk Assessment which is the same as last year. Commissioner McGann's certificate for taking the Open Meetings training is needed before the document is approved. Commissioner McGann stated he would provide the certificate, and Cathy said we can approve the Fraud Risk Assessment at the next meeting.

Commissioner McGann asked about the requirement to promote a fraud hotline, and Cathy stated it is on our website with a link to the state auditor's fraud hotline. Commissioner McGann then asked about a formal audit committee, and Cathy stated that as a small organization, our commissioners serve as the audit committee.

2. Draft 2026 General Budget – Commissioner McGann asked about the possibility of moving someone internally to the Operations Chief position instead of hiring a new employee. His other concern was in relation to compensation. Cathy stated that if we are going to discuss competence and performance it should be done in closed session. Cathy said she did make changes in compensation based on the discussion at the last budget workshop.

Cathy presented changes made to the draft 2026 budget. The uniform budget was increased in order to provide blue shirts to the members. Fire prevention was increased closer to our actual spending. This line item is for fire prevention in the schools and at all events we participate in as well as the summer camp. Specialty Rescue has increased based on the need to replenish our outdated hazmat items. Specialty Rescue also includes ropes, extrication, and dive team. Commissioner Walker stated the funds in this line item do not even come close to meeting our needs. Cathy stated there is a small increase to Auto Repairs & Maintenance which balances the budget.

Commissioner McGann asked what the difference was between the two fuels mitigation expense line items. Cathy stated one is for smaller ongoing purchases, and the one under capital equipment is for larger purchases such as the fuels truck.

3. Draft 2025 Amended Budget – Cathy stated that line item 414.5 increased slightly in order to purchase more patches. Specialty Rescue increased. Office Expense increased as we need to get a couple of copy machines. Staff in the bays currently have to come all the way to the front of the station to make copies or print items. Employee Benefits decreased. As agreed to at the last meeting, \$200,000.00 was moved from the general budget to the capital projects budget. With a net income of \$98,000.00, Chief Brewer and Cathy recommended moving an additional \$70,000.00 to capital projects with the remainder going to our fund balance. Cathy stated the funds moved to capital projects can be used as our contribution toward the rescue truck in conjunction with funds from CDBG.

4. Capital Project Budgets – these budgets now reflect the move of \$200,000.00 in funds agreed to previously, and if Commissioners agree to the additional \$70,000.00, that change will be made.

**F. Closed Session:**

1. Commissioner Harrison motioned to enter closed session to discuss professional competence of employees at 4:47 p.m. Commissioner McGann seconded, and the motion passed unanimously.
2. Commissioner Harrison motioned to leave closed session at 4:58 p.m. Commissioner McGann seconded, and the motion passed unanimously.

**G. Sending Budgets to Public Hearing:**

1. Commissioner McGann made a motioned to send the tentative 2025 amended and 2026 budgets to public hearing on December 8, 2025 at 6:00 p.m. Commissioner Harrison seconded the motion, and it passed unanimously.

**H. Set Meeting Schedule for 2026:**

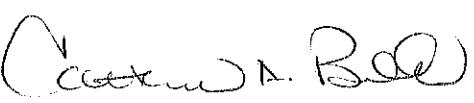
1. Commissioners agreed to keep the same meeting schedule. Beth Logan asked about conflict with the Grand County Commission meetings. It was stated it has not been an issue in the past, but Moab Fire is willing to adjust meeting dates and times when necessary.

**I. Adjourn:**

1. Chair Walker adjourned the meeting at 5:03 p.m.

 \_\_\_\_\_ Date 12/8/2025

Archie Walker, Chair

Attest: 

Catherine Bonde, Clerk