Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: June 10, 2026, 6:00 PM
Location: Manila Fire Station

1. Welcome / Introductions

Meeting called to order by Stephanie Rose (Board Chair).

- **In attendance:** Stephanie Rose (Board Chair), Casey Olsen (EMS Director), Steve Forbes (District Manager), Leonard Isaacson (Board Member / Daggett County Emergency Manager), Gale Lamb (Board Member), Patrick Miller (Interim Fire Chief), Eric Bailey, Greg Scott, Jayden Guymon, JR Brown, Andrew Hytrek, Lisa Miller, AJ Olsen, Corey Auger, Chad Huffaker
- **Virtual attendance:** Bret Reynolds (Board Member) and Woody Bair (Board Member).
- **Excused:** None.

2. Updates

- **a. Dutch John Fire (JayDee Guymon):** Not present
- **b. Fire Warden (Corey Auger):**
  - Reported that the State of Utah office issued an unexpected policy change regarding cooperative agreements while he was away on vacation. They ruled that fire districts operating as taxing entities cannot sign the agreement directly.
  - To resolve this, the agreement was presented to the Daggett County Commission on Tuesday morning and was officially approved and signed by the county.
  - Warden Auger will distribute the finalized copies as soon as they are received.
- **c. Daggett County Emergency Manager (Leonard Isaacson):** No separate emergency management updates provided.
- **d. General Manager (Steve Forbes):**
  - **Operations/EMS:** Reported on ongoing EMS vehicle inspections and licensing coordination.
  - **Administrative:** Confirmed the complete URS Audit submission was compiled and successfully finalized prior to the deadline. Still awaiting response from URS.
- **e. Board Member Updates:**
  - **Bret Reynolds:** Inquired whether Leonard Isaacson and Gale Lamb had completed their transition and signature updates down at the bank.
  - **Leonard Isaacson:** Confirmed that he successfully visited the bank and finalized all necessary account signature updates
  - **Gale Lamb:** Reports he will visit the bank and complete signature form this ASAP.

3. Discussion and Consideration of Fire Operations Leadership and Management Plan

The Board engaged in an extensive discussion regarding a proposed restructuring of the District's long-term management and leadership framework presented by Steve Forbes. The plan details moving away from a General Manager model in favor of establishing standalone

Fire Chief and EMS Director leadership positions reporting directly to the Board, alongside clarifying an internal HR representative structure.
Following comments from board members, visiting officials, and staff, a vote was called to adopt the recommendations.

- **Motion:** Accept the recommendations and adopt the revised operations leadership and management plan as presented by Steve Forbes (terminating the general manager framework to separate leadership into an independent Fire Chief and EMS Director).
- *Bret MOTIONS; Gale SECONDS.*
- **Action:** Motion **PASSES** unanimously (*Roll Call / Voice Vote: Stephanie Rose—Aye, Leonard Isaacson—Aye, Gale Lamb—Aye, Woody Bair—Aye, Bret Reynolds—Aye*).

4. Discussion and Consideration of SCBA Equipment/Supplies Status and Needs

The Board noted that this specific item would be deferred or removed from immediate review.

- **Motion:** Table the discussion regarding SCBA equipment status and needs to allow it to fall off the current active business items.
- *Bret MOTIONS; Gale SECONDS.*
- **Action:** Motion **PASSES** unanimously.

5. Correspondence

Steve Forbes checked current correspondences and reported that there were no major active items or explicit updates outside of regular digital notifications.

6. Review and Approve May 27, 2026 Board Meeting Minutes

The Board reviewed the minutes from the previous meeting. A minor textual adjustment previously flagged was confirmed.

- **Motion:** Approve the board meeting minutes from May 27, 2026.
- *Gale MOTIONS; Bret SECONDS.*
- **Action:** Motion **PASSES** (*Woody Bair abstained*).

7. Financial Report

The Board reviewed the comprehensive full-year budget reconciliation, current account balances, and actual year-to-date expenditures.

- **Motion:** Accept and approve the financial report as presented.
- *Stephanie MOTIONS; Leonard SECONDS.*
- **Action:** Motion **PASSES** unanimously.

8. Payroll

The Board evaluated the processing requirements for the current period, noting a total net adjusted payroll figure of $21,107 (reflecting slightly higher seasonal operations).

- **Motion:** Approve the processing of payroll as presented.
- *Bret MOTIONS; Woody SECONDS.*
- **Action:** Motion **PASSES** unanimously.

9. Expenses

The transaction register and expenditures report were evaluated, featuring four prominent checks at the top of the ledger, including a final equipment payment. The general checking account stands at approximately $38,000 against roughly $24,000 in payroll obligations and $7,000 in operational expenses, balanced by $5,000 in incoming revenue.

- **Motion:** Approve the expenditure report and authorize a post-meeting transfer of $20,000 from the PTIF account to checking to float ongoing operations.
- *Woody MOTIONS; Stephanie SECONDS.*
- **Action:** Motion **PASSES** unanimously.

10. Calendar Review

The Board cross-examined upcoming events.

11. Closed Session

- **Motion:** Enter closed executive session pursuant to § 52-4-205 of the Utah State Code for the explicit purpose of discussing personnel issues regarding the Interim Fire Chief position at 7:45 PM.
- *Bret MOTIONS; Gale SECONDS.*
- **Roll Call Vote:** Stephanie Rose (Aye), Leonard Isaacson (Aye), Gale Lamb (Aye), Woody Bair (Aye), Bret Reynolds (Aye).
- **Action:** Motion **PASSES** unanimously.

The Board recessed general session to clear the room for executive session.

- **Closed session ends at 8:53 PM.**

12. Fire Leadership Interim Plan

- **Motion:** Assign AJ Olsen as Interim Fire Chief who will serve with the direct support of Board Member Leonard Isaacson as a representative of the board. And, employee concerns requiring an HR representative will first be addressed to the direct supervisor, but employees can contact any board member with HR concerns until a long-term HR representative is established. This action will be ratified by the board at the next regular board meeting. Members of the fire department will be included in the selection process for a new fire chief.
- Bret MOTIONS; Leonard SECONDS
- **Action:** Motion PASSES unanimously with Woody excused because he had to leave the meeting prior to action.

13. Adjourn

- **Motion:** Adjourn the meeting.
- *Bret MOTIONS; Gale SECONDS.*
- **Action:** Motion **PASSES** unanimously. Meeting adjourned following the conclusion of executive matters.