

# Meeting Minutes: Flaming Gorge Fire and EMS District Board

**Date:** June 24, 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), Steve Forbes (District Manager), Casey Olsen (EMS Director), Leonard Isaacson (Board Member / Daggett County Emergency Manager), Gale Lamb (Board Member), Bret Reynolds (Board Member) and AJ Olsen (Interim Fire Chief)
- **Virtual Attendance:** Woody Bair (Board Member), and Corey Auger (Fire Warden).

## 2. Updates

- **a. Dutch John Fire (JayDee Guymon):** Not present.
- **b. Fire Warden (Corey Auger):**
  - Reported that Stage 1 fire restrictions are now active statewide across every county, following the addition of Juab, Uintah, and Daggett counties.
  - Announced that Stage 2 restrictions may be handed down from the Governor's Office by the end of the weekend.
  - Currently wrapping up operations on the Bonneville fire on the eastern bench of North Salt Lake.
  - Invited to an HLA meeting at the Acres on Saturday the 27th at 9:30 AM to give a presentation on defensible spaces and home hardening.
  - Board Member Bret Reynolds requested that Corey ask attendees to report their fuel clearance work to the District; Corey agreed to mention it.
- **c. Daggett County Emergency Manager (Leonard Isaacson):** No updates provided.
- **d. Fire Chief (AJ Olsen):** Reported that most personnel attended yesterday's meeting. A few deputies were out on a search and rescue call, but remaining staff inspected the trucks and planned upcoming training schedules.
- **e. EMS Director (Casey Olsen):** Reported that the bay door has been fixed. A new water heater has been installed and is fully operational.
- **f. Manager (Steve Forbes):**
  - **State Audit & Documentation:** Received an expense survey packet late yesterday from Mike Miles requesting documentation for roughly 30 separate expenses. Casey Olsen has already compiled the backup documentation. Steve plans to match the format of last year's responses, scan the board members' training certifications, and submit the entire file by the end of the week.
  - **Financial Statements:** Awaiting the formal financial statement package from Mike Miles, which will require certified sign-offs from Bret Reynolds and Stephanie Rose by the end of the month.
  - **Administrative Assistant Position:** Received a resume and cover letter from local applicant Mattee Forbes expressing interest in the previously posted administrative assistant opening.
- **g. Board Member Updates:**
  - **Bret Reynolds:** Confirmed that AJ Olsen's alternative email routing has been successfully set up to forward messages previously sent to Jeff Gosar and Patrick Miller. Also noted an issue with the

public notice website's search criteria regarding the District's annual calendar layout.

- **Woody Bair / Stephanie Rose / Gale Lamb / Leonard Isaacson:** No separate updates provided.

### 3. Ratification of Fire Department Interim Leadership Plan approved on 6/10/26.

The board reviewed the interim leadership framework established at the previous meeting, which appoints AJ Olsen as Interim Fire Chief under the direct support of Board Member Leonard Isaacson, and establishes interim internal employee grievance channels.

- **Motion:** Ratify the Fire Department Interim Leadership Plan as approved on June 10, 2026.
- Bret MOTIONS; Gale SECONDS.
- **Action:** Motion PASSES unanimously.

### 4. Discussion and Consideration of Open Fire Chief Position

The District has received one formal application for the permanent Fire Chief position so far. The board discussed the structure and legality of conducting applicant interviews. Following a review of local county personnel standards, the board agreed to utilize a closed five-member hiring committee consisting of three board members and two firefighters. The committee will ask standard professional questions and submit final scoring recommendations to the full board. The board will ask department members if anyone is interested in filling the two firefighter slots.

- **Motion:** Move to set applicant interviews for July 8, 2026, starting at 5:30 PM, and continue accepting applications up until that date.
- Stephanie MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES unanimously.

### 5. Discussion and Consideration of District's HR Representative

The board reviewed its personnel policy guidelines regarding the formal designation of an HR representative. It was determined that hiring an outside independent HR representative is unnecessary at this time. Under the finalized structure, employees will bring initial concerns to their direct supervisors (the Fire Chief or EMS Director); if a conflict involves leadership, employees may contact any board member to request a closed executive session. Outside legal counsel will be sought only if a matter becomes excessively cumbersome.

- **Motion:** Formally designate the Board collectively to serve as the District's HR representative framework.
- Woody MOTIONS; Leonard SECONDS.
- **Action:** Motion PASSES unanimously.

### 6. Correspondence

- **Town Website Updates:** Steve Forbes coordinated with Jennifer from the town to update the municipal website. It now lists active contact details for Interim Chief AJ Olsen, EMS Director Casey Olsen, Manager Steve Forbes, and direct emails for all board members.
- **Dutch John Freedom Festival Fireworks Support:** Received a request from the Town of Dutch John asking for dedicated Fire and EMS standby support for their 2026 Freedom Festival fireworks event. Casey Olsen noted that while fire standby falls under existing regional service guidelines, providing legal EMS event coverage requires a formal standby agreement waiver since their previous primary care

contract expired in March. The board agreed that participating is an important community outreach opportunity for one of the county's largest public events.

- **Motion:** Approve providing EMS and Fire standby services for the Dutch John Freedom Festival, waiving all standard service fees as a community outreach initiative, subject to the town completing and returning the required standby agreement documentation prior to the event.
- Woody MOTIONS; Bret SECONDS.
- **Action:** Motion PASSES unanimously.
- **Administrative Assistant Position Response:** Steve Forbes read a draft response to applicant Mattee Forbes explaining that the position is temporarily on hold while management positions solidify, but offering to keep her resume on file and inviting her to attend upcoming public board meetings. The board voiced approval of the draft response.

## 7. Review and Approve June 10, 2026 Board Meeting Minutes

The Board reviewed the minutes from the June 10, 2026 meeting.

- **Motion:** Approve the board meeting minutes from June 10, 2026, as presented.
- Bret MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES unanimously.

## 8. Expenses

The Board reviewed the current transaction ledger. Total expenditures for the period came to \$30,311.12, driven primarily by standard payroll obligations. Total revenue came to \$3,906.92, consisting entirely of incoming EMS payments. These figures exclude a \$20,000 PTIF fund transfer and a \$6,780.58 internal credit card payment balance.

- Clarification was provided regarding a \$2,000 expense for a residential 50-gallon electric water heater replacement; the cost reflected intensive plumbing, structural line reductions, and electrical conversion work required to shift away from an obsolete commercial three-phase system, which ultimately proved far more cost-effective than a \$10,000 commercial unit.
- Noted a line item for a Lieutenant Governor entity registration fee required to keep the District's active registration verified.
- **Motion:** Approve the expenditures report as presented 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.

## 9. Certified Tax Review

Bret Reynolds presented the updated certified tax rate metrics calculated for the District. The official certified tax rate is set at 0.000592, which falls safely below the statutory maximum rate of 0.0008. The rate is based on a regional property valuation base of approximately \$474 million, yielding an estimated budgeted operational tax revenue of \$288,000. The board accepted the figures without further adjustments.

## 10. Calendar Review

The Board confirmed that due to the summer schedule, there will be no meeting on the fourth Wednesday of

July. The District will host only one regular board meeting during the month of July, which will take place on July 8, 2026.

## 11. Additional Discussion & Business

- **Incident Notification:** Chief AJ Olsen provided a brief notification regarding a recent lightning strike fire in the Cedar Springs area. Rainfall mitigated the bulk of the fire, and Dutch John personnel responded to the scene to assist Forest Service access crews. A local hot wash team successfully contained and controlled the hot spots to ensure zero spread.
- **Closed Session:** The board determined there was no active requirement or personnel matter necessitating a closed executive session.

## 12. Adjourn

- **Motion:** Adjourn the meeting.
- Meeting adjourned at 6:48 PM.