

Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: July 8, 2026, 6:00 PM

Location: Manila Fire Station

1. Welcome / Introductions

Meeting called to order.

- **In Attendance:** Stephanie Rose (Board Chair), Steve Forbes (District Manager), Casey Olsen (EMS Director), AJ Olsen (Interim Fire Chief), Bret Reynolds (Board Member), Woody Bair (Board Member), Gale Lamb (Board Member), and Leonard Isaacson (Board Member / Daggett County Emergency Manager), JR Brown
- **Virtual Attendance / Guest:** None online.

2. Updates

- **a. Dutch John Fire (JayDee Guymon):** Not present.
- **b. Fire Warden (Corey Auger):** Not present; currently deployed on the Wild Goose Fire. AJ Olsen reported that the red truck out back has been sold; buyers have a deadline of July 21st to pick it up.
- **c. Daggett County Emergency Manager (Leonard Isaacson):** No separate updates provided.
 - Awarded a hazmat trailer grant; spent \$32,000 so far with over \$31,000 remaining to spend over three years. Purchased two new SCBA bottles using trailer grant funds, and two out of the SCBA account to help restock needed inventory.
- **d. Fire Chief (AJ Olsen):**
 - Working on DOT inspections for fire trucks with Chad, awaiting stickers.
 - Dispatch call-out numbers have been updated: Ambulances changed to 300 and 301, Fire trucks changed to 310–319, and Dutch John changed to 330s (331, 332).
 - Upcoming training lined up for the next couple months, including live fire training in August.
- **e. EMS Director (Casey Olsen):**
 - Reported ongoing issues regarding EMS dispatch calls in Dutch John. Gold Cross did not re-up their contract, but dispatch continues to page them/District crews. District crews are responding ethically, though it is technically outside their jurisdiction and impacts local availability. The board and staff will coordinate contacting the state regarding Dutch John's responsibility for EMS coverage.
 - Located the original surveyor's plat from the district formation/annexation showing official district boundaries.
 - Call volume update: 58 runs year-to-date compared to 86 total runs last year.
- **f. Manager (Steve Forbes):**
 - Provided documentation to LeGrand Bitter (Executive Director of UASD) regarding the 2020 resolution establishing the district.
 - Resolved recent system access issues with Utah Retirement Systems (URS).
 - **Transparent Utah:** Fully up to date on revenues and expenditures through the end of June 2020–2026, thanks to assistance from Kramer at the auditor's office. Steve will finalize bringing historical payroll data up to date.

- **g. Board Member Updates:**
 - **Bret Reynolds / Stephanie Rose:** Received notification from Zions Bank confirming that Leonard Isaacson has been officially added as an authorized user.
 - **Woody Bair / Gale Lamb / Leonard Isaacson:** No separate updates provided.

3. Discussion and Consideration of Open Fire Chief Position

The board reviewed the recommendations from the selection panel (consisting of Bret Reynolds, , Woody Bair, Gale Lamb and two department members, Jeremy and Jeff) after interviewing applicants. The panel recommended appointing AJ Olsen as official Fire Chief. The board discussed the need to establish clear board-level oversight and accountability between the Fire and EMS departments in light of Steve Forbes's role.

- **Motion:** Accept the selection panel's recommendation to hire AJ Olsen as official Fire Chief.
- Woody MOTIONS; Leonard SECONDS.
- **Action:** Motion PASSES.

4. Discussion and Consideration of AUP, Self Evaluation, and Financial Certification

The board reviewed the state reporting dashboard documents prepared by Mike Miles and accounting, including the 2026 approved budget, 2025 agreed-upon procedures (AUP) report, 2025 financial report, and fraud risk assessment. The self-evaluation step is not required due to completing the AUP. The AUP noted one minor administrative exception regarding late posting of meeting minutes (9 days instead of 3 days for the Nov 12 meeting).

- **Motion:** Approve the financial report and authorize Bret Reynolds and Stephanie Rose to sign the financial certification.
- Stephanie MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES.

5. Discussion and Consideration of SCBA Testing and Air Fill Station Service

The board discussed quotes from Ellen Curtis for required maintenance and servicing. Servicing includes the air fill station/compressor, SCBA harness repair/regulator hose assembly, hydrostatic testing on eight cylinders (past the 5-year requirement), and purchasing two new SCBA bottles. The board agreed to forgo extra flow testing on masks/bottles and consolidate travel fees. Total expenditure comes to approximately \$4,200.

- **Motion:** Approve routine annual servicing of the air compressor (\$2,580.40), hydrostatic testing for eight cylinders (\$664.00), purchase of two new SCBA cylinders, and harness hose assembly repair (\$89.00 plus tax), with consolidated travel hours.
- Bret MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES.

6. Discussion and Consideration of Cost of Living Wage Adjustments (COLA) and District Pay Scale

The board evaluated a 5% Cost of Living Adjustment (COLA) across the board, matching last year's adjustment (structured as a 3% base COLA and 2% performance/evaluation adjustment). EMS cost impact for the remainder of the year is approximately \$2,500. The adjustment applies to all fire, EMS, and district personnel effective retroactively to July 1, 2026.

- **Motion:** Approve a 5% Cost of Living Wage Adjustment for all district personnel, effective retroactive to the July payroll.
- Woody MOTIONS; Gale SECONDS.
- **Action:** Motion PASSES.

7. Correspondence

- **State Grant Reimbursement:** Received a check from the State of Utah for \$7,302.35 for the Fire Department Assistance Grant reimbursement.
- **CIB Reimbursement:** Web grant system logged into for CIB reimbursement; approximately \$17,000+ remains available for high-angle equipment and graphics. Steve Forbes and Casey Olsen will finalize documentation and photos to submit for direct deposit into PTIF.

8. Review and Approve June 24, 2026 Board Meeting Minutes

The board reviewed the meeting minutes from June 24, 2026.

- **Motion:** Approve the board meeting minutes from June 24, 2026, as presented.
- Leonard MOTIONS; Gale SECONDS.
- **Action:** Motion PASSES.

9. Financials

Steve Forbes presented the budget vs. actuals ledger and account balances. State investment numbers have been submitted.

- **Account Balances:** Checking account balance at \$48,353.81; PTIF ending balance at \$617,647.78; Credit card outstanding balance at \$5,106.28.
- **Interlocal / Tax Revenues:** Steve will invoice Daggett County for the \$50,000 interlocal agreement and request PILT funding.
- **Budget Revisions:** The board scheduled formal budget revision discussions for upcoming meetings in August to account for unbudgeted grant revenues/expenses and CIB loan entries.
- **EMS Accounts Receivable:** The board discussed tracking outstanding EMS billing balances (\$58,000–\$59,000 open balance) as accounts receivable assets for future budget planning.
- **Motion:** Approve the financial report as presented.
- Leonard MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES.

10. Payroll

The board reviewed total payroll for the period, which came to \$21,223.04 (including a catch-up of 4 missed firefighter training hours from June).

- **Motion:** Approve payroll in the amount of \$21,223.04.

- Leonard MOTIONS; Stephanie SECONDS.
- **Action:** Motion PASSES.

11. Expenses

The board reviewed operational expenditures totaling \$18,440.71 and total incoming revenue of \$2,297.96. Major items included attorney fees (\$ETJ), AUP auditing fees (\$3,500 to ACOC Miles), plumbing/electrical work, and routine operational costs. To cover upcoming expenses and payroll, a transfer from PTIF was requested.

- **Motion:** Approve the expenses report as presented and authorize a transfer of \$20,000 from the PTIF account into the checking account.
- Woody MOTIONS; Leonard SECONDS.
- **Action:** Motion PASSES.

12. Calendar Review

- Confirmed no second meeting in July.
- The next regular board meeting in August will include budget revision discussions and schedule the subsequent public hearing.

13. Closed Session for Discussion of Items Permitted by § 52-4-205 of State Code

The board requested a closed executive session to discuss personnel matters.

- **Motion:** Move into closed executive session pursuant to Utah Code § 52-4-205 to discuss personnel issues.
- Woody MOTIONS; Leonard SECONDS.
- **Action:** Roll Call Vote: Rose (Aye), Reynolds (Aye), Bair (Aye), Isaacson (Aye), Lamb (Aye). Motion PASSES.
- Recording stopped and regular open session recessed at 7:50 PM.

14. Return from Closed Session/Adjourn

The meeting reopened following the closed session at 8:10 PM. No further action required and the meeting adjourned.