

Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: August 12, 2026, 6:00 PM

Location: Manila Fire Station

1. Welcome / Introductions

Meeting called to order at 6:00 PM.

- **In Attendance:** Stephanie Rose (Board Chair), Steve Forbes (District Manager), Casey Olsen (EMS Director), AJ Olsen (Fire Chief), Gale Lamb (Board Member), and Leonard Isaacson (Board Member / Daggett County Emergency Manager), Jessica Williams (Lucerne Marina)
- **Virtual Attendance / Guest:** Bret Reynolds (Board Member) and Woody Bair (Board Member).

2. Updates

- **a. Dutch John Fire (JayDee Guymon):** Discussion noted ongoing mutual aid calls; Dutch John has responded to fire call-outs in the district, including one two days prior.
- **b. Fire Warden (Corey Auger):** No specific updates provided.
- **c. Daggett County Emergency Manager (Leonard Isaacson):** No specific updates provided.
- **d. Fire Chief (AJ Olsen):** Call volume for July noted.
- **e. EMS Director (Casey Olsen):** Call volume for July noted and update that Casey is continuing to work on the upcoming community paramedic/equipment grant, and Steve submitted a reimbursement request to CIB today.
- **f. Manager (Steve Forbes):** Presented updated status on transparent Utah and confirmed compliance with URS reporting requirements (specifically that we do not need to submit a self-evaluation)
- **g. Board Member Updates:**
 - **Bret Reynolds / Woody Bair / Stephanie Rose / Leonard Isaacson / Gale Lamb:** No updates

3. Discussion and Consideration of Standby Requests

The board reviewed and discussed standby coverage requests for the upcoming Labor Day fireworks show at Lucerne Marina and the local PRCA rodeo.

- **Motion:** Waive fees for fire standby coverage for the Lucerne Marina Fireworks show.
- Stephanie MOTIONS; Leonard SECONDS.
- **Action:** Motion PASSES unanimously.
- **Motion:** Waive fees for fire EMS coverage for the PRCA Rodeo events.
- Gale MOTIONS; Bret SECONDS.
- **Action:** Motion PASSES unanimously.

In follow up discussion, the board requests that management provide a cost summary of all fees waived for standby services year to date.

4. Discussion and Consideration of URS Audit Summary and Recommendations

The board discussed transitioning a firefighter/employee to a salaried role and the complexities surrounding call-out time and hours worked. The Utah Retirement Systems (URS) Firefighters' program maintains strict compliance rules compared to standard public employee plans (e.g., generous retirement windows, 10-year age differential).

- **Action:** The board agreed to gather multi-year historical hour data before making formal classification decisions for eligible employees.

5. Discussion and Consideration of Revisions to FY 2026 Budget

The board evaluated current fiscal performance:

- **Expenditure Caps:** Expenditures remain on track within the budgeted cap of \$475,180.
- **Public Hearing Requirements:** A public hearing is only required if total spending increases; internal line-item reallocations do not require a hearing.
- **Motion:** Table formal budget adjustments until October to better evaluate mid-year actual expenses (including PPE purchases and CIB grant roll-overs).
- Stephanie MOTIONS; Bret SECONDS.
- **Action:** Motion PASSES unanimously.

6. Discussion and Consideration of Emergency Repair to Ambulance (Echo 300)

The board reviewed emergency repair requirements for ambulance Echo 300 (a 2010 Ford with a 6.4L engine) following severe power loss, oil leaks, and exhaust issues. The dealership recommended replacing twin turbos, front/rear brakes, and rotors.

- **Motion:** Approve emergency repairs totaling approximately \$7,870 (\$5,922 for turbos/exhaust repairs and \$1,948 for front/rear brakes and rotors).
- Bret MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES unanimously.

7. Correspondence

- **EMS Grant Check Received:** Steve Forbes presented a check for \$57,716.00 from the State Competitive EMS Grant to be deposited, eliminating the immediate need to transfer funds from PTIF for upcoming obligations.

8. Review and Approve July 8, 2026 Board Meeting Minutes

The board reviewed the meeting minutes from July 8, 2026.

- **Motion:** Approve the July 8, 2026 board meeting minutes with minor corrections (adding a missing roll-call vote note).
- Leonard MOTIONS; Gale SECONDS.
- **Action:** Motion PASSES.

9. Financials

Steve Forbes presented financial statements and balances through the end of July 2026:

- **Account Balances:** PTIF ending balance at \$599,657.98; Zions checking account at \$31,611.93; Credit card balance at \$3,795.95 (*pending investigation of a \$56.24 unposted item from 6/22/26*).
- **Motion:** Approve the financial report as presented.
- Bret MOTIONS; Stephanie SECONDS.
- **Action:** Motion PASSES.

10. Payroll

The board reviewed total payroll for the period amounting to \$20,574.48. Additionally, a payroll audit revealed that a 5% COLA approved in July 2025 was omitted for 12 firefighters due to a system setup issue with Halos, totaling an underpayment of \$1,178.07 (ranging from \$34.50 to \$246.00 per person).

- **COLA Adjustment Resolution:** To avoid adjusting 2025 tax forms, the board agreed to disburse the back-pay as a one-time bonus/incentive in the next pay cycle via Halos, coded to budget Line Item 215 (*Employee Incentives and Recognition*).
- **Motion:** Approve regular payroll in the amount of \$20,574.48.
- Stephanie MOTIONS; Glenford (Gale) SECONDS.
- **Action:** Motion PASSES unanimously.

11. Expenses

The board reviewed financial activity covering July and early August:

- **Expense Totals:** Total expenditures of \$60,966.06 (including checks of \$12,978.36, credit card charges of \$3,334.86, and direct checking withdrawals of \$44,652.84 covering payroll and >\$14,000 in insurance).
- **Revenues:** Total incoming revenues of \$29,179.40 (primarily EMS payments).
- **Inter-local Agreement Billing:** Discussed Dutch John's 10% agreement; Dutch John may bill for calls at \$25/hr for certified firefighters, \$20/hr for non-certified, and consumables if an itemized report/invoice is provided.
- **Motion:** Approve the expenses report as presented.
- Bret MOTIONS; Woody SECONDS.
- **Action:** Motion PASSES unanimously.

12. Calendar Review

- **Board Election Deadlines:** Non-partisan candidate filing took place in March (Woody Bair, Stephanie Rose, and Gil/Gale Lamb are running for office). The declaration deadline for write-in candidates is August 28, 2026.

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

The board determined there was no need for a closed session.

14. Adjourn

Meeting adjourned at 7:58 PM.