

Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: September 9, 2026, 6:00 PM | **Location:** Manila Fire Station (71 West 1st North, Manila, UT 84046)

1. Welcome / Introductions

- **Call to Order:** Meeting called to order at 6:00 PM by Board Chair Stephanie Rose [cite: 1, 3].
- **Board Present:** Stephanie Rose (Board Chair), Bret Reynolds (Board Member), Woody Bair (Board Member), Gale Lamb (Board Member), Leonard Isaacson (Board Member / Emergency Manager) [cite: 1, 3].
- **Staff/Guests Present:** Casey Olsen (EMS Director), AJ Olsen (Fire Chief), Steve Forbes (District Manager), Corey Auger (Fire Warden / FFSL) [cite: 1, 3].
- **Absent / Not Present:** JayDee Guymon (Dutch John Fire) [cite: 1, 3].

2. Updates

a. Dutch John Fire - JayDee Guymon

- Not present; no report provided [cite: 1, 3].

b. Fire Warden - Corey Auger

- All fire restrictions on state, unincorporated, and BLM-administered lands have been rescinded [cite: 1, 3].
- Red cards were signed for district personnel, with plans to certify more individuals in future rounds [cite: 1, 3].
- Reported one natural-start fire last week near Antelope Flats (0.1 acre, Forest Service jurisdiction) with no further issues [cite: 1, 3].
- Followed up with county commissioners regarding the WUI map high-risk buoy/area appeals process (appeals closed Monday, Sept 7) [cite: 1, 3].

c. Daggett County Emergency Manager - Leonard Isaacson

- Nothing to report [cite: 1, 3].

d. Fire Chief - AJ Olsen

- Live fire training went well at the end of last month, with personnel utilizing the new turnout gear [cite: 1, 3].
- Participated in the Labor Day parade and festivities (ran the 5-ton truck to bleed the system and distributed candy) [cite: 1, 3]. Covered Lucerne fireworks with no incidents [cite: 1, 3].
- Hosted a successful community barbecue [cite: 1, 3].

e. EMS Director - Casey Olsen

- Busy Labor Day weekend [cite: 1, 3].
- Dutch John EMS status: Meeting scheduled with the state for 8:00 AM tomorrow to review a compliance checklist for state licensing, followed by a 45-day deadline [cite: 1, 3]. State officials will perform a station visit at 10:00 AM [cite: 1, 3].
- Dispatch protocols: Emergent (10-39) calls will automatically launch a helicopter to Dutch John and dispatch an available crew [cite: 1, 3]. Non-emergent (10-40) calls will dispatch based on available units [cite: 1, 3]. Confirmed the district is in compliance with the state to respond out of jurisdiction [cite: 1, 3].

f. Manager - Steve Forbes

- Transparent Utah reporting is fully up to date, allowing county tax transfers to proceed [cite: 1, 3].
- Contacted the Utah Association of Special Districts (UASD) regarding sales tax exemption requirements [cite: 1, 3].
- Met digitally with Total Uptime regarding .gov DNS and website integration [cite: 1, 3].
- Recommended purchasing an inexpensive tabletop microphone/speaker to improve meeting audio quality [cite: 1, 3].

g. Board Member Updates

- **1. Bret:** No updates provided [cite: 1, 3].
- **2. Woody:** No updates provided [cite: 1, 3].
- **3. Stephanie:** No updates provided [cite: 1, 3].
- **4. Leonard:** No updates provided [cite: 1, 3].
- **5. Gale:** No updates provided [cite: 1, 3].

3. Discussion and Consideration of Daggett County TTAB Funding Meeting Attendance on 9/17

- The Board reviewed plans for the upcoming presentation at the county courthouse on September 17 at 11:00 AM [cite: 1, 3].
- The District donated approximately \$18,100 in standby coverage for community/tourism events this year (\$16,600 EMS, \$1,500 Fire) [cite: 1, 3].
- The Board agreed to frame the request around specific capital or operational needs (such as ambulance repairs, medical consumable supplies, turnout gear/PPE, or a 5-ton pump) while presenting the total value of in-kind event donations as an offset [cite: 1, 3].

4. Discussion and Consideration of Credit Card for Fire Chief Olsen

- The Board reviewed issuing a district credit card to Fire Chief AJ Olsen with a \$2,500 spending limit, matching cards issued to other chiefs [cite: 1, 3].
- **Motion:** Approve issuing a district credit card with a \$2,500 limit for Fire Chief AJ Olsen [cite: 1, 3].
 - **Mover:** Woody Bair [cite: 1, 3]

- **Seconded:** Bret Reynolds [cite: 1, 3]
- **Action:** Motion PASSES unanimously [cite: 1, 3].

5. Discussion and Consideration of Amended and Revised Interlocal Agreement from States Trust Insurance

- Board discussed the update from Utah Local Governments Trust based on recent legislative changes [cite: 1, 3]. Tabled for review by legal counsel Eric Johnson prior to the October 15 comment deadline and November 13 board adoption [cite: 1, 3].
- **Motion:** Table Item 5 [cite: 1, 3].
 - **Mover:** Stephanie Rose [cite: 1, 3]
 - **Seconded:** Bret Reynolds [cite: 1, 3]
 - **Action:** Motion PASSES unanimously [cite: 1, 3].

6. Correspondence

- Received notice and paperwork for the UASD Annual Convention (November 4–6, 2026); annual membership dues invoice was processed [cite: 1, 3].
- Communicated with UASD regarding tax exemption status [cite: 1, 3].
- Ongoing correspondence regarding county checks from Williams [cite: 1, 3].

7. Review and Approve August 26, 2026 Board Meeting Minutes

- Board reviewed the August 26 minutes with minor time corrections to reflect returning from closed session at 8:17 PM and adjourning at 8:18 PM [cite: 1, 3].
- **Motion:** Approve the August 26, 2026 board meeting minutes as corrected [cite: 1, 3].
 - **Mover:** Bret Reynolds [cite: 1, 3]
 - **Seconded:** Leonard Isaacson [cite: 1, 3]
 - **Action:** Motion PASSES unanimously [cite: 1, 3].

8. Financials

- Steve Forbes presented budget actuals: Revenues sit at 40.63% of budget, with expenses at 73% (\$128,000 budget remaining) [cite: 1, 3].
- CIB reimbursement of \$25,956.25 has been logged as revenue [cite: 1, 3]. Current checking account balance is \$74,000 prior to pending disbursements (including \$31,623.30 for turnout gear and upcoming payroll) [cite: 1, 3].
- Board discussed combining FY 2026 budget amendments with the FY 2027 budget hearing process in late October/November [cite: 1, 3].
- **Motion:** Accept the financial report as presented [cite: 1, 3].
 - **Mover:** Stephanie Rose [cite: 1, 3]
 - **Seconded:** Gale Lamb [cite: 1, 3]
 - **Action:** Motion PASSES unanimously [cite: 1, 3].

9. Payroll

- Total payroll presented: \$21,898.89 [cite: 1, 3]. This includes \$1,181.82 in back-pay adjustments (coded to Employee Incentives) correcting the 2025 COLA system omission

[cite: 1, 3].

- District Manager is coordinating with Utah Retirement Systems (URS) to finalize audit adjustments [cite: 1, 3].
- Payroll roster cleanup is underway to remove approximately 5–10 long-term inactive personnel [cite: 1, 3].
- **Motion:** Approve payroll in the amount of \$21,898.89 [cite: 1, 3].
 - **Mover:** Bret Reynolds [cite: 1, 3]
 - **Second:** Stephanie Rose [cite: 1, 3]
 - **Action:** Motion PASSES unanimously [cite: 1, 3].

10. Expenses

- Board reviewed transaction lists showing total expenditures of \$44,545.27 and revenues of \$33,997.39 [cite: 1, 3]. Key expenses include Ellen Curtis PPE invoices (\$31,623.30 total), Rock Springs IB Center (narcotics), Gold Cross fees, UASD dues, and Visa credit card charges (\$3,840.40) [cite: 1, 3].
- **Motion:** Approve the expenses report as presented [cite: 1, 3].
 - **Mover:** Leonard Isaacson [cite: 1, 3]
 - **Second:** Bret Reynolds [cite: 1, 3]
 - **Action:** Motion PASSES unanimously [cite: 1, 3].

11. Calendar Review

- Key upcoming dates: TTAB Presentation on Sept 17 (11:00 AM at Courthouse), Next Board Meeting on Sept 23, 2026, and UASD Annual Convention Nov 4–6 [cite: 1, 3].

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

- **Motion:** Enter into closed session per Utah Code § 52-4-205 at 6:52 PM [cite: 1, 3].
 - **Mover:** Woody Bair [cite: 1, 3]
 - **Second:** Bret Reynolds [cite: 1, 3]
 - **Roll Call Vote:** Stephanie Rose—Aye, Leonard Isaacson—Aye, Gale Lamb—Aye, Bret Reynolds—Aye, Woody Bair—Aye [cite: 1, 3]. Motion PASSES unanimously [cite: 1, 3].
- General session recessed into closed session at 6:52 PM [cite: 1, 3].
- Returned to general session at 7:40 PM

13. Adjourn

- The general session adjourned at 7:40 PM.