Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: September 23, 2026, 6:02 PM | **Location:** Manila Fire Station

1. Welcome / Introductions

- **Call to Order:** 6:02 PM by Board Chair Stephanie Rose.
- **Board Present:** Stephanie Rose (Board Chair), Leonard Isaacson (Board Member / Emergency Manager), Bret Reynolds (Board Member), Woody Bair (Board Member).
- **Staff/Guests Present:** AJ Olsen (Fire Chief), Steve Forbes (District Manager), Casey Olsen (EMS Director — via phone).
- **Absent / Not Present:** Gale Lamb (Board Member), Dutch John Fire representative, Corey Auger (Fire Warden).

2. Updates

- **Dutch John Fire (JayDee Guymon):** Not present; no updates provided.
- **Fire Warden / State Land & Forestry (Corey Auger):** Not present. Sent weekly wildland fire status update with nothing remarkable noted.
- **Emergency Manager (Leonard Isaacson):** Nothing to report.
- **Fire Chief (AJ Olsen):** No new updates since last meeting. Fire restrictions in unincorporated town and county remain rescinded since Labor Day. Currently completing HazMat training in Naples.
- **EMS Director (Casey Olsen):** RHTP grant was completed and turned in last week; all grants have been submitted online.
- **District Manager (Steve Forbes):**
    - **Insurance Interlocal Agreement:** Legal counsel (Eric Johnson) reviewed the Utah Local Governments Trust interlocal agreement update. He noted it is generic and deals mostly with board structure and joining, with no exceptional concerns or immediate action required. A formal signature/resolution will likely be required in the next 2–3 months.
    - **Dutch John EMS Working Meeting:** Nate Zilles (UBAOG) is coordinating a working meeting on October 6 at 9:30 AM at the Dutch John Town Hall with town leadership, Casey Olsen, Stephanie Rose, and Steve Forbes to address EMS issues. Leonard Isaacson will attend in his capacity as Emergency Manager.
    - **Trust Insurance Audit / Refund:** Received notice from Utah Local Governments Trust regarding a $2,215 refund/credit.
    - **CIB Annual Monitoring:** Waiting to submit project status report; awaiting final vendor invoices for ambulance equipment to submit final billing and close out the project.
- **Board Member Updates:**
    - **Bret Reynolds:** Working on identifying an unassigned credit card in the system.
    - **Woody Bair:** Inquired about the upcoming Dutch John Town Hall meeting and rate

structure status. Discussion clarified that UBAOG requested the meeting, the previous $36,000/year figure is obsolete due to increased operational costs, and the district will respond to an RFP if issued by Dutch John.
    - **Stephanie Rose:** Attended the Travel and Tourism Tax Board (TTAB) meeting. TTAB committed $5,000 for this budget cycle upon invoice submission (invoice sent to Jordan). Requested funding will support personnel and standby coverage at tourism events next year.
    - **Leonard Isaacson:** Reported that Daggett County appointed Grant Charles as attorney pro tem.
    - **Gale Lamb:** Absent; no updates.

3. Discuss and Consider EMS Director Change to Salary Position from Hourly

- Discussion was held regarding transitioning the EMS Director from an hourly rate to an exempt salary schedule effective October 1, 2026, to eliminate overtime and establish a set schedule with on-call duties. Vacation leave will prorate monthly. Revisions to the personnel policy will be prepared for formal adoption.
- **Motion:** Change the EMS Manager/Director position from hourly to salary effective October 1, 2026, and prorate vacation accruals monthly.
- **Mover:** Woody Bair
- **Seconder:** Leonard Isaacson
- **Action:** Motion PASSES unanimously.

4. Correspondence

- Invoiced Daggett County $5,000 for TTAB funds and $50,000 for the Interlocal Agreement (ILA).
- Payment for PILT funds is pending.

5. Review and Approve September 9, 2026 Board Meeting Minutes

- Minutes from the September 9, 2026 board meeting were reviewed with one minor clarifying change made to the draft copy.
- **Motion:** Approve the September 9, 2026 meeting minutes as presented.
- **Mover:** Woody Bair
- **Seconder:** Bret Reynolds
- **Action:** Motion PASSES unanimously.

6. Expenses

- **Accounts Payable / Financial Transactions:**
    - Accounts Payable checks presented: Pye Barker (fire extinguisher/safety inspection), Utah Valley (exam fees), and LN Curtis (PPE payout).

    - Reimbursed AJ Olsen for parade candy expenses.
    - Received $145.24 reimbursement from the school district for vehicle inspections and $500 donation from UBAOG for the PRCA rodeo.
    - Air compressor service completed by LN Curtis; air sample sent for testing.
    - Bret transferred $20,000 to checking on September 11 to maintain an adequate cash buffer prior to payroll.
    - Maintenance approved for District Yukon (ball joints and brakes) at Les Schwab.
- **Motion:** Approve the payables as presented.
- **Mover:** Bret Reynolds
- **Seconder:** Woody Bair
- **Action:** Motion PASSES unanimously.

7. Calendar Review

- **Upcoming Events & Meetings:**
    - October 6, 2026 at 9:30 AM: UBAOG / Dutch John EMS Working Meeting at Dutch John Town Hall.
    - October 14, 2026: Preliminary budget discussion/updates.
    - October 28, 2026: Comprehensive review of 2026 amended budget actuals and 2027 draft budget.
    - November 2026: Approval of draft budget.
    - December 2026: Final budget approval.

8. Closed Session

- No items were presented for closed session.

9. Adjournment

- The meeting was adjourned at 6:35 PM.