Meeting Minutes: Flaming Gorge Fire and EMS District Board

Date: October 14, 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.
- **Board Present:** Stephanie Rose (Board Chair), Bret Reynolds (Board Member, via Google Meet virtual link), Woody Bair (Board Member), Gale Lamb (Board Member), Leonard Isaacson (Board Member / Emergency Manager).
- **Staff Present:** AJ Olsen (Fire Chief), Casey Olsen (EMS Board Member), Steve Forbes (District Manager).
- **Absent / Not Present:** JayDee Guymon (Dutch John Fire), Corey Auger (Fire Warden).

2. Updates

a. Dutch John Fire - JayDee Guymon

- Not present; no report provided.

b. Fire Warden - Corey Auger

- Not present; updates provided via Fire Chief AJ Olsen.
- Corey has been coordinating with Daggett County (Carrie at the courthouse) regarding the WUI (Wildland Urban Interface) code map that was originally supposed to be completed back in 2008.
- Carrie invited Corey Auger and Chief AJ Olsen to attend the Planning & Zoning meeting on Tuesday at 6:00 PM to hash out WUI requirements in response to a subdivision renovation/expansion project.

c. Daggett County Emergency Manager - Leonard Isaacson

- Stickers are applied to the trailer; final tool moves are wrapping up.
- Plan to bring the trailer down to the next meeting for a board tour and official drop-off.

d. Fire Chief - AJ Olsen

- The defaulted fire apparatus was resold to a buyer in Rock Springs who came out to retrieve it.
- Confirmed attendance at the upcoming Tuesday 6:00 PM Planning & Zoning meeting regarding WUI codes.
- Discussed coordination and advance signage regarding U.S. Forest Service prescribed burns in the area (e.g., Deer Lodge).

e. EMS Director - Casey Olsen

- Multi-discipline full-scale exercise scheduled for November 7, 2026, at 10:00 AM at Casey Olsen's shop.

- Participating entities include EMS, Fire, Search & Rescue, Law Enforcement, and Dispatch. Board members were invited to observe and evaluate.

f. Manager - Steve Forbes

- Announced employment transition to AirMed starting October 26, requiring onboarding/training in Salt Lake City during the first month and passing off day-to-day administrative duties.
- Populated the 2026 budget template with YTD numbers and granted editor access to Casey Olsen and AJ Olsen to begin drafting the upcoming budget.

g. Board Member Updates

- **1. Bret:** Received Chief AJ Olsen's credit card; located and processed cancellation for Joseph's open card (to be destroyed if found in the filing cabinet).
- **2. Woody:** No updates provided.
- **3. Stephanie:** No updates provided.
- **4. Leonard:** No updates provided.
- **5. Gale:** No updates provided.

3. Discussion and Consideration of EMS Services RFP from Town of Dutch John

- Reviewed contract negotiations regarding the RFP issued by the Town of Dutch John.
- The Board moved into closed session to discuss specific contract pricing terms.

4. Discussion and Consideration of Williams Natural Gas Partnership for Fire Equipment

- Discussed establishing a working agreement with Williams Natural Gas to stage a district response apparatus (such as a Wasatch brush truck) at their facility to service the east side of the county.
- **Motion:** Move forward with establishing a partnership with Williams Natural Gas to secure the location and stage a district apparatus, approving minor incidental operational costs (e.g., small heaters, battery tenders, keypads) as needed.
- **Mover:** Woody Bair
- **Seconder:** Stephanie Rose
- **Action:** Motion PASSES unanimously.

5. Discussion and Consideration of Management / Administrative Task Assignments

- Reviewed redistribution of administrative and management responsibilities during Steve Forbes' transition.
- Reassigned payroll time entry to AJ Olsen and Casey Olsen with processing handled by Bret Reynolds; assigned QuickBooks accounting/reporting tasks to Casey Olsen and AJ Olsen.

- Reviewed ongoing administrative tasks including URS audit followup, CIB project invoicing, Transparent Utah Q3 reporting, CWS portal access, and the $50,000 ILA invoice to Daggett County.
- Discussed posting a job opening for an administrative assistant to handle clerical tasks, meeting notices, and minutes.
- **Motion:** Post the job opening for an Administrative Assistant position.
- **Mover:** Bret Reynolds
- **Seconder:** Woody Bair
- **Action:** Motion PASSES unanimously.

6. Correspondence

- Received notice from the State Loan Office requiring an official email address affiliated with district loans; provided the admin@ district email address.

7. Review and Approve September 23, 2026 Board Meeting Minutes

- Reviewed the September 23 board meeting minutes with minor corrections.
- **Motion:** Approve the September 23, 2026 board meeting minutes as corrected.
- **Mover:** Bret Reynolds
- **Seconder:** Gale Lamb
- **Action:** Motion PASSES unanimously.

8. Financial Report

- Steve Forbes and Bret Reynolds presented budget actuals as of October 13, 2026: PTIF balance sits at $610,000 + (19,000+ YTD interest earned), checking balance is ~$32,000 with a $6,800 Visa balance pending. Expenditures are at ~89% of budget, leaving $51,000 in allowable budget authority prior to a formal budget revision.
- Scheduled an unscheduled board meeting for **Tuesday, October 20, 2026, at 6:00 PM** to review and approve 2026 budget revisions for public hearing notice publication prior to the next regular meeting.
- **Motion:** Accept the financial report as presented.
- **Mover:** Woody Bair
- **Seconder:** Leonard Isaacson
- **Action:** Motion PASSES unanimously.

9. Payroll

- Total payroll presented: $23,003.73.
- **Motion:** Approve payroll in the amount of $23,003.73.
- **Mover:** Leonard Isaacson
- **Seconder:** Gale Lamb
- **Action:** Motion PASSES unanimously.

10. Expenses

- Reviewed transaction lists and operational expenses, including an authorized $20,000 transfer from PTIF to checking to cover upcoming payroll and expenses.
- **Motion:** Approve the expenses report as presented.
- **Mover:** Leonard Isaacson
- **Seconder:** Woody Bair
- **Action:** Motion PASSES unanimously.

11. Calendar Review

- **Unscheduled Board Meeting:** Tuesday, October 20, 2026, at 6:00 PM (virtual / Manila Fire Station) to approve 2026 budget revisions for public hearing notice.
- **Regular Board Meeting & Public Hearing:** Wednesday, October 28, 2026, at 6:00 PM.
- **Multi-Discipline Full-Scale Exercise:** Saturday, November 7, 2026, at 10:00 AM.

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 6:22 PM.
- **Mover:** Woody Bair
- **Seconder:** Stephanie Rose
- **Roll Call Vote:** Stephanie Rose—Aye, Woody Bair—Aye, Leonard Isaacson—Aye, Gale Lamb—Aye, Bret Reynolds—Aye. Motion PASSES unanimously.
- General session recessed into closed session at 6:22 PM; reconvened in open session at 7:24 PM.
- **Post-Closed Session Action (Item 3 — EMS Services RFP from Town of Dutch John):**
    - **Motion:** Authorize engaging and creating an RFP response with the contract prices discussed in closed session.
    - **Mover:** Woody Bair
    - **Seconder:** Leonard Isaacson
    - **Roll Call Vote / Voice Vote:** Stephanie Rose—Aye, Woody Bair—Aye, Leonard Isaacson—Aye, Gale Lamb—Aye, Bret Reynolds—Aye. Motion PASSES unanimously.

13. Adjourn

- The general session adjourned at 8:31 PM.