

WEST ROUTT FIRE PROTECTION DISTRICT

REGULAR MEETING

January 13, 2026

CALL TO ORDER

President Sherry Dunckley called the meeting to order at 7:00 p.m. Directors VeDepo, and Miller (by phone) were in attendance. Also in attendance were Chief Guire, Assistant Chief Brad Parrott, Administrative Assistant/Bookkeeper Barbara Manzanares, and department member Justin Bawden

MINUTES

On motion by VeDepo and second by Miller, it was resolved to approve the minutes for the December 9, 2025 regular board meeting. Motion passed 3 – 0.

BILLS

Bills were reviewed. On motion by VeDepo and second by Dunckley, it was resolved to approve the January bills as presented. Motion passed 3 – 0.

CORRESPONDENCE

Barbara presented the 2025 Audit Engagement Letter from Chris Catterson at Catterson & Company, P.C. President Dunckley signed the Engagement Letter.

PUBLIC COMMENTS

There were no comments in person, by email or sent to the website.

FIRE CHIEF'S REPORT

Chief Guire let the board know that our PTO payout policy is being questioned with the staff that have recently resigned. We will research about compliance with DOL Law and determine if the policy needs revised.

Chief Guire let the board know that department was given a lightly used generator and he has asked his brother, a licensed electrician, to come and give a bid to install it for backup to the station. He also let the board know that they will be having SCBA testing with MES, the Peterbilt engine has had new packing done, and they are looking at remodeling the shower in the locker room.

Assistant Chief Parrott shared with the board that for December they had four fire calls, 28 EMS, three MVA for a total of 35 calls. There was only one 2nd call out. They ran a couple of Hazmat calls, one at Amerigas propane and at the Maverick for fuel. Parrott shared the call data totals he has been keeping for 2025 and prior years. Parrott let the board know that they posted two positions. They instituted a ride along in the application process, and have good response. So far four people have applied.

Director Miller had concerns with our insurance coverage in the event and accident were to happen during the ride alongs. Brad said he would check on this.

UNFINISHED BUSINESS

Director Miller shared that he had done some research on the Communications Center request to the PUC in regards to the instituting of the fees to the entities that receive calls from the 911 Com Center. Discussion was held.

NEW BUSINESS

Chief Guire reported back on his conversation with Gabe at RPI Consulting in reference to Impact Fee Exemptions. Accessory dwellings (i.e.: separate garage), Ag farm stands, Pole barn vs a permanent structure were reported.

OTHER

ADJOURNMENT

On motion by VeDepo and second by Miller it was resolved to adjourn the meeting. The meeting was adjourned at 7:40 p.m. Motion passed 3-0.

Ken Miller
Secretary/Treasurer