

SPECIAL MEETING AGENDA
Canyon Creek Rural Fire District (CCRFD)
Thursday – February 12, 2026 at 6:30PM



The meeting will be hybrid: via Zoom and
in person at the fire hall: 7560 Duffy Lane

Chairman: Calls the meeting to order / Pledge of Allegiance

Secretary: Roll call of Board Members present

Chairman: Opening Comments & Instructions
Opens meeting for Public Comment

Chairman: Consent Item(s):

- Meeting minutes for Regular Meeting – Mon. Jan. 19, 2026 (time stamped)

Chairman: NEW Business Action Item(s) to Adopt / Amend / Table / Reject:

- Will consider approving a clutch repair for Brush Truck 8131 with a maximum budget of \$_____ (to be determined by board)

Chairman: For the “Good of the Order” – Trustee’s comments section

Chairman: Next meeting date confirmation

Chairman: Adjournment

ZOOM MEETING INVITE INFORMATION

Topic: CCRFD Special Meeting

Time: Feb 12, 2026 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87509215274?pwd=NQOlekMhbW0ntUk3pDyJlszAinvrQ0.1>

Meeting ID: 875 0921 5274

Passcode: 415600

One tap mobile

+17193594580,,87509215274#,,,,*415600# US

+17207072699,,87509215274#,,,,*415600# US (Denver)

Join instructions

<https://us06web.zoom.us/meetings/87509215274/invitations?signature=DBtGAz4wmmH8ravqO3Sij40stDPJLa1hIOq7ZIBsvMs>

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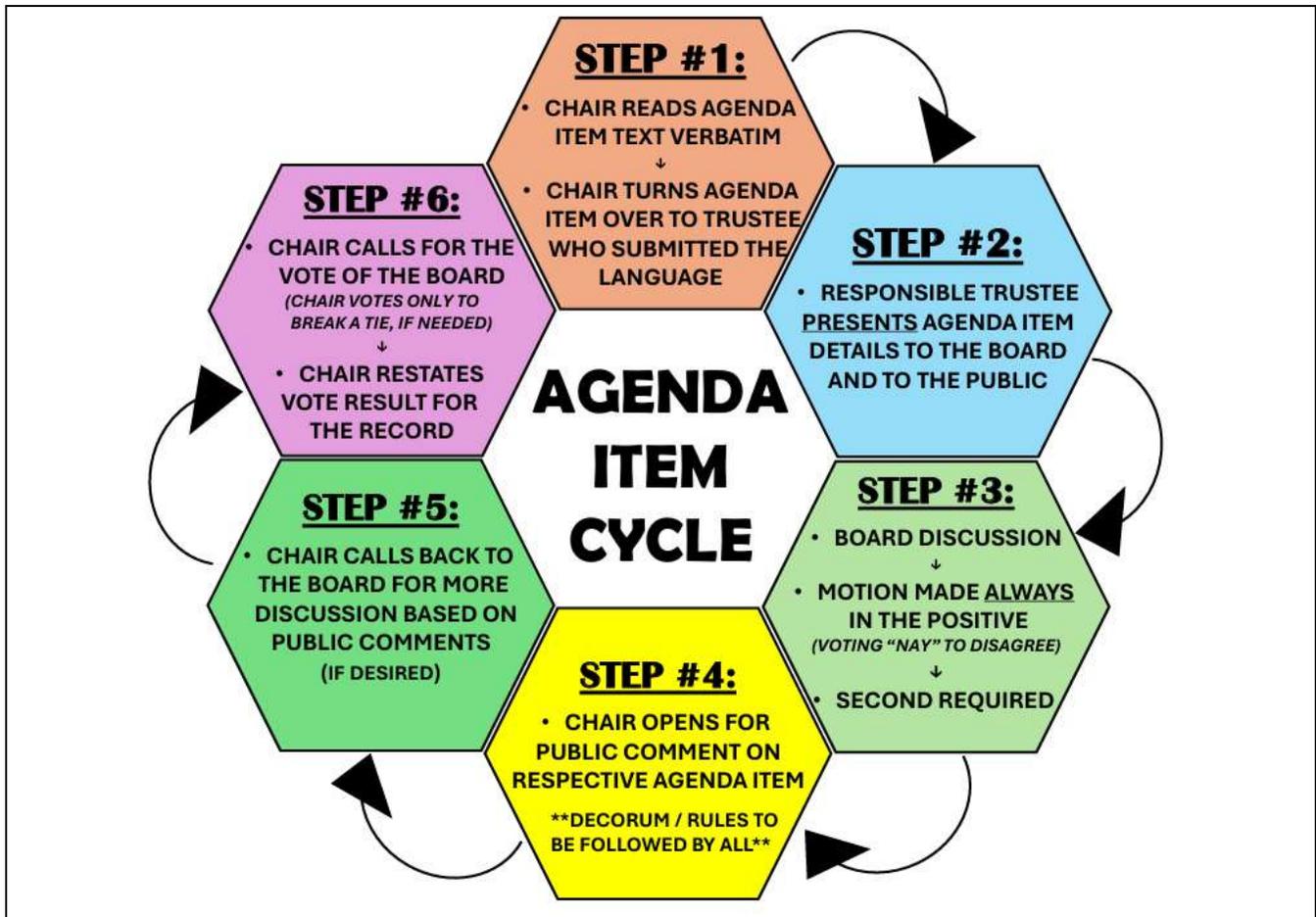
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INSTRUCTION PAGE

Public Comment Guidelines:

- Come to the designated lectern / stand for meeting recording requirements
- Please state your name and address in an audible tone of voice for the record.
- The board welcomes public comment on any matter within the jurisdiction of the fire district, but the board cannot take action on any item that is not already on the agenda.
- There will also be an opportunity in conjunction with each action item for public comment pertaining to that item before the board votes on the matter.
- The Canyon Creek Rural Fire District board meeting attendees are expected to adhere to the Principles of Civil Dialogue as defined in our bylaws (available on CCRFD website)
- Please limit comments to three (3) minutes.

Flowchart tool for clarity of ACTION ITEM process resulting in a vote from the Board of Trustees:



PLEASE NOTE: Tampering with or interfering with this Agenda without consent is a violation of MCA 45-6-101(1b).

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Consent Item(s):

- Meeting Minutes for Regular Meeting – Mon. Jan. 19, 2025 (time stamped)

Canyon Creek Rural Fire District (CCRFD)

P.O. Box 464, Canyon Creek, MT 59633



Board of Trustee's REGULAR Meeting

Monday – January 19, 2026

This meeting was conducted in person at the fire hall and via Zoom.	
The official meeting minutes are the Zoom recording which is available upon request.	Meeting ID: 826 2851 7144
	Passcode: 590651

ATTENDEES	
Board Members:	Fire Company Members:
Trustee #1 Jim Thomas, Chairman	Asst. Chief John Keller (in person)
Trustee #2 Sam Stigman, Vice-Chair	Captain Kai Bauer (in person)
Trustee #3 Wendy Adamson, Secretary/Treasurer	Bob Justesen, Mechanic (in person)
Trustee #4 Peggy Justesen, Trustee	Gregg Weed, Mechanic (in person)
Trustee #5 (seat absent)	
Community Members / Guests:	
Kori Dee, Auxiliary Board (in person)	Joane Bayer (via Zoom)
Connie Horder (in person)	Connor Davidson (via Zoom)
Ray Miller (in person)	Max Eskildsen (via Zoom)
Randy & Deb Williams (in person)	Judith Ann Vincent (via Zoom)
	"iPhone (9)" (via Zoom – dropped off early)

AGENDA		
Chairman:	Calls the meeting to order / Pledge of Allegiance	Time: 06:30 PM
	Held a moment of silence for Kevin Zwicker's passing	
Secretary:	Roll call of Board Members present	
Chairman:	Opening Comments & Instructions	Time: 06:34 PM
	Opens meeting for Public Comment	
Chairman:	Consent Item(s):	Time: 06:37 PM
UNLESS CROSSED OUT REQUIRING INDIVIDUAL DISCUSSION & DECISION - ITEMS LISTED BELOW PASSED WITHOUT OBJECTION		
A. Meeting Minutes for Regular Meeting – Tues. Dec. 16, 2025 (time stamped)		
B. Meeting Minutes for Special Meeting – Mon. Dec. 29, 2025 (time stamped)		
C. OCTOBER 2025 Financial Reports (presented on 12/16/2025)		
D. \$300.00 – 2026 Dues for Rural Fire Council (RFC)		
E. Vicevich Law Offices approval for insurance claim injunctive payment authorization:		
a. \$100.00 – Vicevich Law Offices billing (#17769)		
b. \$300.00 – Vicevich Law Offices billing (#17827)		

AGENDA (cont.)

Treasurer:	Treasurer's Report(s): a) NOVEMBER 2025 Financial Reports (presented) b) DECEMBER 2025 Financial Reports (presented) c) Receipt of Auxiliary Donations from anonymous donor(s) d) MT Secretary of State Registration = canceled as of 12/21/2025 **Frequently stopped for questions from the public for clarifying more financial report and information than normal Treasurer's Report(s)	Time: 06:38 PM
Auxiliary: <i>(optional)</i>	Canyon Creek Fire District Auxiliary Announcement(s): • More information to provide in February meeting and Auxiliary board meeting to be held next week (Pancake breakfast, etc.)	Time: 07:03 PM
Fire Chief:	Fire Chief Report: 1. Incidents 2. RFC Report 3. Apparatus Status 4. Membership / Training 5. Weather Considerations for Fire Danger 6. Additional Notes / Chief's Comments	Time: 07:04 PM
Chairman:	<u>NEW Business - Action Item #1:</u> [WSA] Will consider a transfer of funds from the "Operating Cash" (GL Acct.101) to the CIF or "Restricted Cash" (GL Acct. 102) in the amount of \$50,000 ADAMSON Motioned to APPROVE a transfer of funds from the "Operating Cash" (GL Acct.101) to the CIF or "Restricted Cash" (GL Acct. 102) in the amount of \$50,000; STIGMAN Seconded; Public Comments received	Time: 07:21 PM Vote: PASSED 3-0-1*
Chairman:	<u>NEW Business - Action Item #2:</u> Will consider approving Resolution 2026-001 calling for the MAY 2026 Special Election be completed by mail-in ballots JUSTESEN Motioned to APPROVE Resolution 2026-001 calling for the MAY 2026 Special Election be completed by mail-in ballots; STIGMAN Seconded; No Public Comments made	Time: 07:31 PM Vote: PASSED 3-0-1*
Chairman:	5 MINUTE MID-MEETING BREAK	Time: 07:34 PM

AGENDA (cont.)

Chairman: NEW Business - Action Item #3:

Time: 07:40 PM

Will consider releasing probationary criteria for a newly appointed Fire Chief for a defined period of time (*see details in the Agenda Packet*)
ADAMSON Motioned to APPROVE the probationary criteria for a newly appointed Fire Chief for a defined period of time [as presented in the Agenda Packet] with an amendment to language "...at or about 3 months...";

JUSTESEN Seconded; Asst. Chief Keller commented;
No Public comment made

Vote: PASSED
3-0-1*

Probationary period criteria for new CCRFD Fire Chief for a period at or about 6 months / 180 days:

- The Board will monitor completion of the expectations throughout the term and will have a review and status report at or about 3 months / 90 days during a public meeting
- The Board is expected to address the end of probationary status at the Regular monthly board meeting at or about 6 months / 180 days after probationary term begins

Expectations:

1. Prepare a Fire Chief's report for the Regular monthly board meetings and submit to the Chair in a timely manner for the Agenda Packet preparation
2. Be physically present at board meetings, at minimum the Regular monthly meetings, unless there are employment related conflicts and/or exigent circumstances arise. Communication with the Chair is expected when absence (and/or tardiness) may occur
3. Create and maintain an improved documentation system for required external filings, and other internal recordkeeping (ie. inventory, trainings, vehicle maintenance & inspections, etc.)
4. Create and present a Capital Improvement Plan to the Board within 6 months for discussion and approval
5. Lead membership drive efforts with district volunteers – keeping internal documentation to include initial interaction, contact information, and follow-up efforts.
(Please note: There is no expectation to release any individual's private information.)
6. Establish 1-2 mentor relationships (ie. within Lewis & Clark County RFC) and utilize the opportunity to bring forth any relevant feedback for current Agenda Items and/or planning
7. Attend a Fire Chief Leadership conference / training within 6 months (in person or online)
8. Demonstrate fiscal responsibility within discretionary decisions, in addition to financial requests for Board consideration
9. Be ~~politically~~ neutral with all Board Members (ie. professional & diplomatic in all interactions)

Negative behavior to avoid:

10. Speeding complaints (unless responding to an incident per SOG's & within the limits of the law)
11. Gossip
12. Outbursts
13. Malfeasance

This is intended to solidify TRUST between the Fire Chief and the public they serve, as well as improving the expectations of management by the CCRFD Board.

AGENDA (cont.)

Chairman: NEW Business - Action Item #4: **Time:** 08:02 PM

Will consider appointing KAI BAUER as the probationary Fire Chief on the recommendation of the existing Fire Company membership; STIGMAN Motioned to APPROVE appointing KAI BAUER as the probationary Fire Chief on the recommendation of the existing Fire Company membership; JUSTESEN Seconded; Command Staff commented; Public Comments made

Vote: PASSED
3-0-1*

Chairman: NEW Business - Action Item #4: **Time:** 08:07 PM

Will consider an extension of time for the Command Staff to present the annual inventory report for a period of ____ days; ADAMSON Motioned to APPROVE an extension of time for the Command Staff to present the annual inventory report for a period of 60 days; STIGMAN Seconded; Command Staff commented; No Public Comment STIGMAN's POINT OF ORDER to amend the motion to APPROVE an extension of time for the Command Staff to present the annual inventory report for a period of 90 days; ADAMSON Seconded

Vote: PASSED
3-0-1*

Chairman: **For the "Good of the Order" – Trustee's comments** **Time:** 08:16 PM

CHAIR JIM THOMAS = (1) See Agenda Packet Addendum for correspondence regarding Cunningham resignation; and (2) The "probationary" status of the Fire Chief covers the SOG's criteria discrepancy discussed and allows time to address
VICE-CHAIR SAM STIGMAN = Kudos to Command Staff
SECRETARY / TREASURER WENDY ADAMSON = Information about Kevin's services will be announced (planned for some time in the summer) and there are discussions underway about some sort of memorial being discussed
TRUSTEE PEGGY JUSTESEN = Thank you to Trustee Wendy, Captain Kai and Asst. Chief Keller for the countless hours of work & dedication to the district; Thanks to the public as well for participating

Chairman: **Next meeting date confirmation:** **Time:** 08:21 PM

REGULAR MEETING = MONDAY 02/16/2026 at 6:30PM

Chairman: **Adjournment** **Time:** 08:22 PM

APPROVAL

Meeting Minutes approved by the Trustees on (date approved):

Signed by the acting Chairperson:

SPECIAL MEETING AGENDA
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Thursday - February 12, 2026 at 6:30PM

NEW Business Action Item(s):

- Will consider approving a clutch repair for Brush Truck 8131 with a maximum budget of \$_____ (*to be determined by board*)



Wendy SMITH-ADAMSON <wadamson.ccrfd@gmail.com>

Request for Special Meeting to Address 8131 Repairs

4 messages

CCRFD CPT <ccrfd2266@gmail.com>

Sun, Feb 8, 2026 at 9:36 AM

To: Jim Thomas CCRFD <jthomasccvfd@gmail.com>

Cc: John Keller <jkeller.ccrfd@gmail.com>, William Adamason <ironcastle1976@gmail.com>

“All Board Trustees have been blind BCC’d”

Chairman Jim Thomas,

The Fire Co. hereby requests a “Special Meeting” IAW MCA and CCRFD By-Laws, to be held prior to the next regularly scheduled board meeting of Feb 23, 2026. To address the necessary and timely repairs of Brush Truck 8131 as high priority for operational readiness and response.

Attached are 3 quotes from local sources that range from ~ \$2,100 to \$3,100. Special arrangements will need to be made to transport the apparatus.

If you have any additional questions please reach out to either myself or AC Keller after 2/9.

Thank you for ensuring this issue is addressed in an expeditious manner to ensure CCRFD remains on the ready.

Respectfully,
Kai

Kajetan (Kai) Bauer
CCRFD, Fire Chief

Sent from my iPhone

 **GRIZL.pdf**
17025K

John Keller <jkeller.ccrfd@gmail.com>

Sun, Feb 8, 2026 at 12:07 PM

To: CCRFD CPT <ccrfd2266@gmail.com>

Cc: Jim Thomas CCRFD <jthomasccvfd@gmail.com>, William Adamason <ironcastle1976@gmail.com>

Bcc: wadamson.ccrfd@gmail.com

Trustees,

I am BCC'ing to all trustees.

Sorry for the Sunday email, but I feel like we may have a time crunch ...

Please allow me to further emphasize the need for expedient approval of the repair of 8131:

1) Weather conditions have increased the wildland fire danger. Looks like we might get some moisture over the next couple days which will help.

2) I made a mistake in assessing the urgency for the 8131 repair, stating that we are OK with one operational brush truck. Chief Sturgill-Simon offered me some wise advice: if you have 1 brush truck, you have no brush trucks! His point is that in spite of our best efforts to ensure that our vehicles are ready to go, something could unexpectedly break which will take the sole, available truck out of service ... leaving no brush trucks. As Kyle suggests, having 2 trucks means you have 1 truck.

I am VERY sorry for not properly assessing the criticality of getting 8131 repaired as quickly as possible. I am still learning in my fifth year of service to our community.

I would suggest holding a special meeting on Tuesday, February 10, 2026. You have the quotes for the repair which could be posted on the website before 6:30 PM tonight, granting 48 hour access prior to a 6:30 PM meeting on Tuesday. You could also add an agenda item for approving the settlement, assuming the commissioners make the vacant trustee appointment Tuesday morning and the new trustee is available. But I wouldn't hold up the Tuesday meeting if it is not possible to approve the settlement.

If you have any questions/concerns/suggestions, please contact me.

As always, thank you for all you do for our community!

Be safe!

John Keller
Assistant Chief CCRFD, EMT

[Quoted text hidden]

[Quoted text hidden]

Sent from my iPhone

Peggy Justesen <pjustesencrfd@gmail.com>

Sun, Feb 8, 2026 at 2:26 PM

To: John Keller <jkeller.ccrfd@gmail.com>

Cc: CCRFD CPT <ccrfd2266@gmail.com>, Jim Thomas CCRFD <jthomascvfd@gmail.com>, William Adamason <ironcastle1976@gmail.com>

Bcc: wadamson.ccrfd@gmail.com

As I understand it we have been advised that we need to repair 8131 quickly so that we have two trucks available if one goes down, correct? Questions: do we have enough TRAINED volunteers to operate two brush trucks for a wildland fire? And how many of those who are trained actually respond?

Peggy

[Quoted text hidden]

CCRFD CPT <ccrfd2266@gmail.com>

Sun, Feb 8, 2026 at 3:12 PM

To: Peggy Justesen <pjustesencrfd@gmail.com>

Cc: John Keller <jkeller.ccrfd@gmail.com>, Jim Thomas CCRFD <jthomascvfd@gmail.com>, William Adamason <ironcastle1976@gmail.com>

All trustees have been blind CC'd

Hi Peggy,

Yes, currently we have 3 fully qualified Wildland firefighters.

We are presently working on a more comprehensive training program to include more R130 Wildland Training in the near future.

Thank you for supporting this item.

V/R

Chief Bauer

On Feb 8, 2026, at 14:26, Peggy Justesen <pjustesencrfd@gmail.com> wrote:

[Quoted text hidden]



Grizzly Diesel Service
 P.O. BOX 6385
 680 ELAINE STREET
 HELENA, MT. 59604
 406-449-1269

Estimate E 1757
 Date / /
 Date Open 01/20/2026

Sold To : 368-2374 406	Ship To :
CANYON CREEK FD 7560 DUFFY LANE	
CANYON CREEKI MT 59633 USA	

Written By SERVICE	Terms ESTFLT	Time 16:15:22	Customer Po #	Promised	Phone	Ship Via
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Unit # NEW	Plate #	Year	Make	Model	Mileage/Hrs 0/0.0	VIN	Engine
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Qty	Description	Price	Amount
1.000	CARKIT CLUTCH	524.29	524.29
1.000	CARFLYWHEEL V10 FLYWHEEL	185.70	185.70
1.000	CARKIT HYDRAULIC ASS	342.86	342.86
1.000	FRTFREIGHT INCOMING	150.00	150.00
11.80	Work Requested : REPLACE CLUTCH AND FLYWHEEL Work Completed :	150.00	1770.00

All return item must be accompanied by the original Invoice
 NO RETURN ON ELECTRICAL ITEMS

I hereby authorize the repair work to be done along with the necessary parts and materials and hereby grant you and/or your employee's permission to operate the vehicle herein described on streets, highways or elsewhere, at your discretion, for the purpose of testing and/or inspection. An express mechanics lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto. I understand that dealer/owner is not responsible for delay or other consequences due to the unavailability of parts shipments beyond their control.
 NOT RESPONSIBLE FOR DAMAGE OR ARTICLES LEFT IN TRUCK IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE BEYOND OUR CONTROL.

Parts..... 1052.85
 Labor..... 1770.00
 Enviro. Fees 123.90
 Frt 150.00

THANK YOU FOR YOUR BUSINESS !

Authorized By

TOTAL 3096.75

Ford of Helena
 3365 Us Highway 12 East
 Helena Montana 59601
 (406-442-6310)

(BOB) CANYON CREEK VOLUNTEER FIRE DEPARTMENT
 PO BOX 464 1FDAF57Y16EB35510 VIN NUMBER
 CANYON CREEK MT 59633-0464
 Home:
 Mobile: 406-439-2435
 Work: 406-442-8481
 Email:

Jan 21, 2026 10:44 AM
 YMMS: 2006 Ford F550 Super Duty
 Engine: 6.8L
 License:
 VIN:
 Odometer:

TYPE	DESCRIPTION	PART #	QTY	PRICE	RATE	HOURS	LINE TOTAL	
Labor	CLUTCH PRESSURE PLATE - Remove & Replace - [DOES NOT include resurface Flywheel.] Gas,4WD	-	-	-	\$200.00	8.4	\$1,680.00	
Labor	CLUTCH PRESSURE PLATE - Remove & Replace - [DOES NOT include resurface Flywheel.] (Additional) CLUTCH PRESSURE PLATE - Remove & Replace w/Multi-Piece Driveline add	-	-	-	\$200.00	0.2	\$40.00	
Labor	CLUTCH PRESSURE PLATE - Remove & Replace - [DOES NOT include resurface Flywheel.] (Additional) CLUTCH PRESSURE PLATE - Remove & Replace w/Skid Plate add	-	-	-	\$200.00	0.2	\$40.00	
Labor	CLUTCH PRESSURE PLATE - Remove & Replace - [DOES NOT include resurface Flywheel.] (Combination) CLUTCH PILOT BEARING - Remove & Replace	-	-	-	\$200.00	0.2	\$40.00	
Labor	CLUTCH PRESSURE PLATE - Remove & Replace - [DOES NOT include resurface Flywheel.] (Combination) FLYWHEEL - Remove & Replace	-	-	-	\$200.00	0.3	\$60.00	
Parts	CLUTCH KIT/ PLATE/DISC/THROW OUT BEARING/PILOT BEARING	8C3Z*7L596*DA	1.0	\$602.73	-	-	\$602.73	
Parts	POWER TORQUE FLYWHELL	PTQ NFW2761	1.0	\$364.59	-	-	\$364.59	
Labor Discount							111.60	\$111.60

Labor:	\$1,860.00
Parts:	\$967.32
Shop Supplies:	\$69.00
Labor Discount:	\$111.60
Labor Taxes:	\$0.00
Parts Taxes:	\$0.00
TOTAL:	\$2,784.72

Customer Signature: _____

SERVICE ESTIMATE #3627

R & R Diesel Repair Inc

Po Box 5778
1060 Blaine St
Helena, MT, 59604

BILL TO
Canyon Creek Fire Dept
Jonathan

yvonnehufford@rrdieselrepair.com
+1 (406) 442 2662

PO BOX 464
Canyon Creek, MT, 59633

samstigman@hotmail.com
406-916-8546

VEHICLE
2006 FORD F-550
Unit: Brush Truck VIN: 1FDAF57Y16EB35510

Item	Quantity	Price	Total
1. Complaint			
Labor Complaint: Clutch, Throw Out Bearing, and Flywheel	8 Hours	\$120.00	\$960.00
Part Clutch Kit with Throwout Bearing K7043101	1 Each	\$639.36	\$639.36
Part Flywheel 88163	1 Each	\$318.41	\$318.41
		Subtotal	\$1,917.77
Fees			
Fee Shop Supplies	1	\$96.00	\$96.00
Fee Environmental Fee	1	\$5.00	\$5.00
Fee Merchant Fee (ONLY APPLIES IF PAYING ONLINE). If paying with cash or check deduct this fee from total.	1	\$84.79	\$84.79

Please note that the merchant fee will only be applied if using the online payment option.
Credit cards run in the office or over the phone are subject to a 3% processing fee.
Cash or checks will have no additional payment fees.

Labor	\$960.00
Parts	\$957.77
Fees	\$185.79
Subtotal	\$2,103.56
%0 Tax	\$0.00
Total	\$2,103.56

01/19/2028 04:15 pm

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