

Canyon Creek Rural Fire District (CCRFD)

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



Board of Trustee's REGULAR Meeting

Monday – August 18, 2025

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: 813 6715 5393

Passcode: 453573

ATTENDEES

Board Members:

Trustee #1 Jim Thomas, Chairman
Trustee #2 Sam Stigman, Vice-Chair
Trustee #3 Wendy Adamson, Secretary/Treasurer
Trustee #4 Peggy Justesen, Trustee
Trustee #5 Kevin Zwicker, Trustee

Fire Company Members:

Chief Cunningham
Asst. Chief John Keller, Firefighter
Captain Kai Bauer, Firefighter
Zak Gray (Probie)

Community Members / Guests:

Kori Dee, Auxiliary Board (in person) John Herrin (in person)
Connie Horder (via Zoom)

AGENDA

Chairman: Calls the meeting to order / Pledge of Allegiance Time: 06:30 PM
Secretary: Roll call of Board Members present

Chairman: Opening Comments & Instructions Time: 06:32 PM
Opens meeting for Public Comment

Chairman: Consent Item(s): Time: 06:40 PM

UNLESS CROSSED OUT REQUIRING INDIVIDUAL DISCUSSION & DECISION - ITEMS LISTED BELOW PASSED WITHOUT OBJECTION

- A. Meeting Minutes for Regular Meeting – Mon. July 21, 2025 (time stamped)
- B. Meeting Minutes for Special Meeting – Thurs. July 24, 2025 (time stamped)
- C. Meeting Minutes for Special Meeting – Mon. Aug. 4, 2025 (time stamped)
- D. JUNE 2025 Financial Reports (presented on 07/21/2025)
- E. \$100.00 – Vicevich Law Offices billing (#17312) approval for insurance claim injunctive payment authorization
- F. Renew the alternate domain: canyoncreekfiredepartment.org (exp. 10/2025)

3441811 B: M64 P: 6647 MIN
09/30/2025 11:23 AM Pages: 1 of 4 Fees: 0.00
Amy Reeves Clerk & Recorder, Lewis & Clark MT



Please visit our website at www.canyoncreekruralfire406.org for Agenda, Agenda Packet and other info.

*- Chairman has chosen to refrain from voting unless needed to break a tie vote of the other Members

AGENDA (cont.)		
Treasurer:	Treasurer's Report(s): <ul style="list-style-type: none"> JULY 2025 Financial Reports presented 	Time: 06:41 PM
Fire Chief:	Fire Chief Report: <ul style="list-style-type: none"> Incidents RFC Report Fire Weather Report Forecast Apparatus Status Membership / Training Additional Notes / Chief's Comments 	Time: 06:50 PM
Chairman:	<u>OLD Business - Action Item #1:</u> <p>Will consider revising the Bylaws [SEC.117] to clarify intent and boundaries for Use of the District Buildings, Equipment and Grounds ADAMSON Motioned to approve revising the Bylaws [SEC.117] to clarify intent and boundaries for Use of the District Buildings, Equipment and Grounds, with amending the language "fire company" to "fire district"; STIGMAN Seconded; Chief Cunningham commented; Public Comments received</p>	Time: 07:05 PM Vote: PASSED 4-0-1*
Chairman:	<u>OLD Business - Action Item #2:</u> <p>Will consider purchasing a new security system for the fire hall building with a maximum budget of \$5,000.00 (<i>amount based on a generous donor's contribution through the Auxiliary for the expressed purpose of a new security system</i>) ADAMSON Motioned to approve the purchase of a new security system for the fire hall building with a maximum budget of \$5,000.00; JUSTESEN Seconded; Chief & Asst. Chief commented; No other Public Comments made</p>	Time: 07:14 PM Vote: PASSED 4-0-1*
Chairman:	<u>NEW Business - Action Item #3:</u> <p>Will consider payment as reimbursement to the volunteer firefighter(s) for EMT school tuition / book / fees with a maximum budget of \$1,500.00 each STIGMAN Motioned to approve payment as reimbursement to the volunteer firefighter(s) for EMT school tuition / book / fees with a maximum budget of \$1,500.00 each; JUSTESEN Seconded; Chief Cunningham commented; No other Public Comments made</p>	Time: 07:25 PM Vote: PASSED 4-0-1*

AGENDA (cont.)

Chairman: NEW Business - Action Item #4:

Time: 07:38 PM

Will consider approving Resolution 2025-002 to clarify the District's name
ADAMSON Motioned to approve Resolution 2025-002 to clarify the
District's name; ZWICKER Seconded; No Public Comments received

**Vote: PASSED
4-0-1***

RESOLUTION NO. 2025-002

CANYON CREEK [RURAL] FIRE DISTRICT

WHEREAS the District was created by the County Commissioners of Lewis and Clark
County under the adoption of the resolution as noted in the Commissioner's Journal No. 30 on
Monday – August 10, 1959.

WHEREAS the District was established under the name "Canyon Creek Fire District"
and is currently recognized by the county as the same.

WHEREAS the District unofficially changed its name to "Canyon Creek Rural Fire
District" in February 2010.

NOW THEREFORE, BE IT RESOLVED:

1. The current Board of Trustees have reviewed the circumstances of the unofficial name
change.
2. The current Board of Trustees have determined that the unofficial name of "Canyon
Creek Rural Fire District" is the acceptable name to adopt moving forward.
3. The current Board of Trustees resolve to make the official name of the District as
"Canyon Creek Rural Fire District" effective immediately.

Dated this 17 day of August, 2025.

By: [Signature]
Chairperson, Canyon Creek Rural Fire District

Chairman: NEW Business - Action Item #5:

Time: 07:43 PM

Will consider revising the Bylaws [SEC.112-Committees] to provide
clarity and definition to Committees

ADAMSON Motioned to approve the Bylaws [SEC.112-Committees] to
provide clarity and definition to Committees;

STIGMAN Seconded; Chief Cunningham commented;
No other Public Comments made

**Vote: PASSED
3-1-1***

Chairman: NEW Business - Action Item #6:

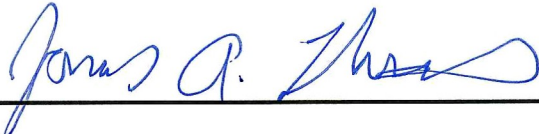
Time: 08:02 PM

Will consider ratifying the "Community Awareness" Special Committee
previously approved on June 3rd, 2025 and appointing the Committee
Chairperson [Wendy A. presented]

JUSTESEN Motioned to ratify the "Community Awareness" Special
Committee previously approved on June 3rd, 2025 and appointing the
Committee Chairperson - Wendy Adamson;

ZWICKER Seconded; Chief Cunningham commented;
Public Comments received

**Vote: PASSED
3-1-1***

AGENDA (cont.)	
Chairman: <u>NEW Business - Action Item #7:</u> Will consider approving the purchase of wildland gear from North Ridge Fire Equipment for \$2,670.50 STIGMAN Motioned to approve the purchase of wildland gear from North Ridge Fire Equipment for \$2,670.50; Not Seconded and Motion died; No Public Comments	Time: 08:13 PM Vote: NO VOTE
Chairman: <u>NEW Business - Action Item #8:</u> Will discuss whether "Single source vendor" language should be added to the Bylaws "SECTION 113 – Purchases for the Fire District"	Time: 08:28 PM Vote: NO VOTE
Chairman: For the "Good of the Order" – Trustee's comments CHAIR JIM THOMAS = Thanked the public for patience VICE-CHAIR SAM STIGMAN= (no comments) SECRETARY / TREASURER WENDY ADAMSON = (no comments) TRUSTEE PEGGY JUSTESEN = (no comments) TRUSTEE KEVIN ZWICKER = (no comments)	Time: 08:53 PM
Chairman: Next meeting date confirmation: <u>SPECIAL MEETINGS</u> ➤ Friday 8/22/2025 at 6:30PM = Wildland Gear	Time: 08:54 PM
Chairman: Adjournment	Time: 08:55 PM
APPROVAL	
Meeting Minutes approved by the Trustees on (date approved):	<u>9/29/2025</u>
Signed by the acting Chairperson:	

REGULAR MEETING AGENDA
Canyon Creek Rural Fire District (CCRFD)
Monday – August 18, 2025 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
Open meeting for Public Comment

Chairman: Consent Item(s):

- A. Meeting Minutes for Regular Meeting – Mon. July 21, 2025 (time stamped)
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- E. \$100.00 – Vicevich Law Offices billing (#17312) approval for insurance claim injunctive payment authorization
- F. Renew the alternate domain: canyoncreekfiredepartment.org (exp.10/2025)

Treasurer: Treasurer's Report:

- JULY 2025 Financial Reports presentation

Fire Chief: Fire Chief Report:

- Incidents
- RFC Report
- Fire Weather Forecast
- Apparatus Status
- Membership / Training
- Additional Notes / Chief's Comments

Chairman: OLD Business Action Item(s) [adopt / amend / table / reject]:

- 1) Will consider revising the Bylaws [SEC.117] to clarify intent and boundaries for
Use of the District Buildings, Equipment and Grounds

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- 2) Will consider purchasing a new security system for the fire hall building with a maximum budget of \$5,000.00 (*amount based on a generous donor's contribution through the Auxiliary for the expressed purpose of a new security system*)

Chairman: NEW Business Action Item(s) [adopt / amend / table / reject]:

- 3) Will consider payment as reimbursement to the volunteer firefighter(s) for EMT school tuition / book / fees with a maximum budget of \$1,500.00 each
- 4) Will consider approving Resolution 2025-002 to clarify the District's name
- 5) Will consider revising the Bylaws [SEC.112-Committees] to provide clarity and definition to Committees
- 6) Will consider ratifying the "Community Awareness" Special Committee previously approved on June 3rd, 2025 and appointing the Committee Chairperson [Wendy A.]
- 7) Will consider approving the purchase of wildland gear from North Ridge Fire Equipment for \$2,670.50
- 8) Will discuss whether "Single source vendor" language should be added to the Bylaws "SECTION 113 – Purchases for the Fire District"

Chairman: For the Good of the Order

Chairman: Next meeting date confirmation

Chairman: Adjournment

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ZOOM MEETING INVITE INFORMATION

Topic: CCRFD-Regular Meeting (AUG.)

Time: Aug 18, 2025 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81367155393?pwd=Nb8LzLFmfZ8OatRd8VyzVHwyb4tJFF.1>

Meeting ID: 813 6715 5393

Passcode: 453573

One tap mobile

+16694449171,,81367155393#,,, *453573# US

+17193594580,,81367155393#,,, *453573# US

Dial by your location

- +1 669 444 9171 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)

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Passcode: 453573

Find your local number: <https://us06web.zoom.us/j/81367155393?pwd=Nb8LzLFmfZ8OatRd8VyzVHwyb4tJFF.1>

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