

# Canyon Creek Rural Fire District (CCRFD)

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



## Board of Trustee's REGULAR Meeting

### Monday – November 17, 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: 835 4474 0657

Passcode: 820187

### 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 (via Zoom)  
Asst. Chief John Keller  
Captain Kai Bauer (via Zoom)  
Will Adamson  
Bob Justesen, Mechanic  
Gregg Weed, Mechanic

#### Community Members / Guests:

Kori Dee, Auxiliary Board (via Zoom)      Patty Butterfield (in person)  
Joane Bayer (via Zoom)      Connie Horder (in person)  
Randy & Deb Williams (in person)

### AGENDA

**Chairman:** Calls the meeting to order / Pledge of Allegiance      **Time:** 06:31 PM  
**Secretary:** Roll call of Board Members present

**Chairman:** Opening Comments & Instructions      **Time:** 06:33 PM  
Opens meeting for Public Comment

**Chairman:** Consent Item(s):      **Time:** 06:35 PM

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


- A. Meeting Minutes for Regular Meeting – Mon. Oct. 20, 2025 (time stamped)
- B. SEPTEMBER 2025 Financial Reports (presented on 10/20/2025)
- C. \$152.86 – Reimb: Bob Justesen (overhead fill repair materials)
- D. \$466.00 – Burdick's Locksmith (#WO-0022212 – repair side door lock)
- E. \$100.00 – Vicevich Law Offices billing (#17595) approval for insurance claim injunctive payment authorization

3444871 B: M64 P: 9326 MIN  
12/23/2025 12:43 PM Pages: 1 of 3 Fees: 0.00  
Amy Reeves Clerk & Recorder, Lewis & Clark MT



Please visit our website at [www.canyoncreekruralfire406.org](http://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.)		
<b>Auxiliary:</b> <i>(optional)</i>	<b>Canyon Creek Fire District Auxiliary Announcement(s):</b> <ul style="list-style-type: none"> <li>Christmas gifts for fire company members planning underway</li> <li>Received cards and donations from residents on Stemple Pass after the prescribed burn was conducted &amp; managed by CCRFD</li> <li>Auxiliary thanks fire company for helping community, like prescribed burns, as a good will effort and promote recruitment</li> </ul>	<b>Time: 06:36 PM</b>
<b>Treasurer:</b>	<b>Treasurer's Report(s):</b> <ul style="list-style-type: none"> <li>OCTOBER 2025 Financial Reports <i>**DELAYED 1 MONTH**</i></li> </ul>	<b>Time: 06:38 PM</b>
<b>Fire Chief:</b>	<b>Fire Chief Report:</b> <ul style="list-style-type: none"> <li>Incidents</li> <li>RFC Report</li> <li><del>Fire Weather Report Forecast</del></li> <li>Apparatus Status</li> <li>Membership / Training</li> <li>Additional Notes / Chief's Comments</li> </ul>	<b>Time: 06:39 PM</b>
<b>Chairman:</b>	<b><u>OLD Business - Action Item #1:</u></b> [PJ] Will consider approval of a snowplowing quote submitted and follow up with signing a contractual agreement STIGMAN Motioned to hire Will Adamson for snow plowing services and ATV rental; ZWICKER Seconded Chief Cunningham comment; Public Comments received  <i>Please note: Wendy Adamson, Trustee abstained from voting on this item since Will Adamson, spouse &amp; current volunteer with CCRFD, submitted a quote</i>	<b>Time: 06:50 PM</b>          <b>Vote: PASSED 3-0-2*</b>
<b>Chairman:</b>	<b><u>OLD Business - Action Item #2:</u></b> [JT] Will consider approval of staging the CV/QRU at the Marysville's Fire District for the winter season with zero rental <i>[mutually acceptable rental agreement document to be signed by the Chair]</i> JUSTESSEN Motioned to TABLE until rental agreement is drafted; ADAMSON Seconded; Chief Cunningham commented; No other Public Comments made	<b>Time: 07:04 PM</b>          <b>Vote: TABLED 4-0-1*</b>
<b>Chairman:</b>	<b><u>NEW Business - Action Item #3:</u></b> [PJ] Will consider purchasing tools requested by the CCRFD Mechanics with a maximum budget of \$500.00 STIGMAN Motioned to approve purchasing tools requested; ZWICKER Seconded; Chief Cunningham and Asst. Chief Keller commented; Public Comments received STIGMAN Amended motion to approve purchasing tools with a maximum budget of \$750.00; ZWICKER Seconded	<b>Time: 07:13 PM</b>          <b>Vote: PASSED 4-0-1*</b>

<b>AGENDA (cont.)</b>	
<b>Chairman:</b> <u><b>NEW Business - Action Item #4:</b></u> <p>[WA] Will consider approval of an online or cloud storage platform for retention of the official minutes recordings of the CCRFD board meetings with a maximum budget of \$200.00 annually            STIGMAN Motioned to approve subscribing to Dropbox Standard; ADAMSON Seconded; Asst. Chief Keller commented; No other Public Comments made            STIGMAN Amended motion to broaden approval for online storage to a maximum budget of \$200.00 annually;            ADAMSON Seconded</p>	<b>Time: 07:21 PM</b>           <b>Vote: PASSED 4-0-1*</b>
<b>Chairman:</b> Called for a five-minute break between 7:32PM to 7:37PM	
<b>Chairman:</b> <u><b>NEW Business - Action Item #5:</b></u> <p>[KZ] Open discussion to examine the maintenance and repair system CCRFD uses currently and entertain changes to heighten the effectiveness and responsibility of a thorough maintenance system            Trustees and Volunteer Firefighters engaged in discussion;            Other Public Comments received</p>	<b>Time: 07:37 PM</b>           <b>Vote: NO VOTE</b>
<b>Chairman: For the “Good of the Order” – Trustee’s comments</b>	
<p><u>CHAIR JIM THOMAS</u> = Last meeting asked about the monthly Equipment Checks (per SOG’s); Audited the Log Books and found several have records missing; Issues and responsibility  <u>VICE-CHAIR SAM STIGMAN</u> = Showed “Never lost a foundation” sweatshirt  <u>SECRETARY / TREASURER WENDY ADAMSON</u> = Thanked Will Adamson for the CCS park sign completion with the new bulletin board for CCRFD agendas plus more space for community postings  <u>TRUSTEE PEGGY JUSTESEN</u> = Thanked Captain Bauer for Veteran’s Spaghetti Feed and found that FF’s waiting on the public was fun; Tonight’s meeting was interesting and much better than several years ago, much less last year</p>	
<b>Chairman: Next meeting date confirmation:</b>	
<p><u>SPECIAL MEETING</u> = FRIDAY 11/21/2025 at 6:30PM  <u>REGULAR MEETING</u> = <u>TUESDAY</u> 12/16/2025 at 6:30PM</p>	
<b>Chairman: Adjournment</b>	
<b>APPROVAL</b>	
<b>Meeting Minutes approved by the Trustees on (date approved):</b>	
<div style="border: 1px solid black; display: inline-block; padding: 5px;">12/16/2025</div>	
<b>Signed by the acting Chairperson:</b>	

**REGULAR MEETING AGENDA**  
**Canyon Creek Rural Fire District (CCRFD)**  
**Monday – November 17, 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. Oct. 20, 2025 (time stamped)
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- C. \$152.86 – Reimb: Bob Justesen (overhead fill repair materials)
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**Auxiliary:** Canyon Creek Fire District Auxiliary Announcement(s)  
(optional)

**Treasurer:** Treasurer's Report:

- OCTOBER 2025 Financial Reports **\*\*DELAYED 1 MONTH\*\***

**Fire Chief:** Fire Chief Report:

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

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

- 1) [PJ] Will consider approval of a snowplowing quote submitted and follow up with signing a contractual agreement
- 2) [JT] Will consider approval of staging the CV/QRU at the Marysville's Fire District for the winter season with zero rental cost  
*[mutually acceptable rental agreement document to be signed by the Chair]*

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

- 3) [PJ] Will consider purchasing tools requested by the CCRFD Mechanics with a maximum budget of \$500.00
- 4) [WA] Will consider approval of an online or cloud storage platform for retention of the official minutes recordings of the CCRFD board meetings with a maximum budget of \$200.00 annually
- 5) [KZ] Open discussion to examine the maintenance and repair system CCRFD uses currently and entertain changes to heighten the effectiveness and responsibility of a thorough maintenance system

**Chairman: For the Good of the Order**

**Chairman: Next meeting date confirmation**

**Chairman: Adjournment**

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**ZOOM MEETING INVITE INFORMATION**

Canyon Creek Rural Fire District is inviting you to a scheduled Zoom meeting.

**Topic:** CCRFD-Regular Meeting (NOV.)

**Time:** Nov 17, 2025 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83544740657?pwd=pcOpZgUJhYmFIB7VJb2Qs1nuJhwmaY.1>

**Meeting ID:** 835 4474 0657

**Passcode:** 820187

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One tap mobile

+12532158782,,83544740657#,,,,\*820187# US (Tacoma)

+13462487799,,83544740657#,,,,\*820187# US (Houston)

Join instructions

[https://us06web.zoom.us/join/83544740657/invitations?signature=CoDEzgG5FFNyp-fmdGeYuOv\\_BV5eUxJUO7wJ3IHTS8s](https://us06web.zoom.us/join/83544740657/invitations?signature=CoDEzgG5FFNyp-fmdGeYuOv_BV5eUxJUO7wJ3IHTS8s)

**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.

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