

Canyon Creek Rural Fire District (CCRFD)

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



Board of Trustee's SPECIAL Meeting

Monday – August 4, 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: 811 5928 2607

Passcode: 354011

ATTENDEES

Board Members:	Fire Company Members:
Trustee #1 Jim Thomas, Chairman	Fire Chief Cunningham (via Zoom)
Trustee #2 Sam Stigman, Vice-Chair	Assistant Chief John Keller
Trustee #3 Wendy Adamson, Secretary/Treasurer	Captain Kai Bauer (via Zoom)
Trustee #4 Peggy Justesen, Trustee	
Trustee #5 Kevin Zwicker, Trustee	

Community Members / Guests:

Joane Bayer (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: 06:31 PM
Opens meeting for Public Comment	
Chairman: <u>Action Item #1 – New Business:</u> Will consider revising the Bylaws MISSION STATEMENT for clarification of the district management STIGMAN Motioned to approve revising the Bylaws MISSION STATEMENT for clarification of the district management; JUSTESEN Seconded; Public Comments received	Time: 06:32 PM Vote: PASSED 4-0-1*
Chairman: <u>Action Item #2 – New Business:</u> Will consider revising the Bylaws [SEC.105] to clarify the Power and Duties of Trustees per applicable MCA statutes JUSTESEN Motioned to approve revising the Bylaws [SEC.105] to clarify the Power and Duties of Trustees per applicable MCA statutes; STIGMAN Seconded; Public Comments received	Time: 06:35 PM Vote: PASSED 4-0-1*

3439571 B: M64 P: 5091 MIN
08/19/2025 01:53 PM 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.)

Chairman: <u>Action Item #3 – New Business:</u>	Time: 06:41 PM
Will consider revising the Bylaws [SEC.106] to correct the inaccuracies of the Trustee appointment process per MCA statute ADAMSON Motioned to approve revising the Bylaws [SEC.106] to correct the inaccuracies of the Trustee appointment process per MCA statute; STIGMAN Seconded; No Public Comments made	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #4 & Item #5 (together) – New Business:</u>	Time: 06:45 PM
#4-Will consider revising the Bylaws [SEC.116] to clarify new Board Members onboarding and expectations & #5-Will consider eliminating SEC.116 – New Board Members by moving the text to SEC.106 – Board of Trustees STIGMAN Motioned to approve revising the Bylaws [SEC.116] to clarify new Board Members onboarding and expectations & eliminating SEC.116 – New Board Members by moving the text to SEC.106 – Board of Trustees; ADAMSON Seconded; No Public Comments made	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #6 – New Business:</u>	Time: 06:49 PM
Will consider revising the Bylaws [SEC.108] to provide an Agenda template and clarify the agenda item submission process ADAMSON Motioned to approve revising the Bylaws [SEC.108] to provide an Agenda template and clarify the agenda item submission process <i>with an amendment</i> to add “Adjournment” as the final item on the agenda template; STIGMAN Seconded; Public Comments received	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #7 – New Business:</u>	Time: 07:03 PM
Will consider revising Bylaws [SEC.111 – Ln.3] to clarify the intent and process of EMERGENCY MEETINGS to satisfy MT Open Meeting Laws STIGMAN Motioned to approve revising Bylaws [SEC.111 – Ln.3] to clarify the intent and process of EMERGENCY MEETINGS to satisfy MT Open Meeting Laws; JUSTESEN Seconded; Public Comments received	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #8 – New Business:</u>	Time: 07:12 PM
Will consider revising Bylaws [SEC.111 – Ln.4] to clarify action & retention of written public comments received due to missing a public meeting ADAMSON Motioned to approve revising Bylaws [SEC.111 – Ln.4] to clarify action & retention of written public comments received due to missing a public meeting; STIGMAN Seconded; No Public Comments made	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #9 – New Business:</u>	Time: 07:15 PM
Will consider revising Bylaws [SEC.111 – Ln.5] to clarify VOTING ON AGENDA MATTERS STIGMAN Motioned to approve revising Bylaws [SEC.111 – Ln.5] to clarify VOTING ON AGENDA MATTERS; JUSTESEN Seconded; Public Comments received	Vote: PASSED 4-0-1*

AGENDA (cont.)

Chairman: <u>Action Item #10 – New Business:</u>	Time: 07:18 PM
Will consider revising Bylaws [SEC.111 – Ln.6] to clarify QUORUM ZWICKER Motioned to approve revising Bylaws [SEC.111 – Ln.6] to clarify QUORUM; STIGMAN Seconded; No Public Comments made	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #11 – New Business:</u>	Time: 07:22 PM
Will consider revising Bylaws [SEC.111 – Ln.7] to clarify RULES OF ORDER ZWICKER Motioned to approve revising Bylaws [SEC.111 – Ln.7] to clarify RULES OF ORDER; ADAMSON Seconded; No Public Comments made	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #12 – New Business:</u>	Time: 07:28 PM
Will consider revising Bylaws [SEC.113] to clarify expectations for Purchases for the Fire District ADAMSON Motioned to approve revising Bylaws [SEC.113] to clarify expectations for Purchases for the Fire District <i>with two amendments</i> to 1) replace “under \$1,000” with “up to \$1,000” and 2) replace “over \$1,001” with “over \$1,000”; ZWICKER Seconded; Public Comments received	Vote: PASSED 4-0-1*
Chairman: <u>Action Item #13 – New Business:</u>	Time: 07:44 PM
Will consider revising Bylaws [SEC.117] to clarify intent and boundaries for Use of the District Buildings, Equipment and Grounds ADAMSON Motioned to TABLE the agenda item for more work to be done on the language; JUSTESEN Seconded; Public Comments received	Vote: TABLED 4-0-1*
Chairman: <u>Action Item #14 – New Business:</u>	Time: 08:07 PM
Will consider adding SEC.118 to the Bylaws to provide expectations regarding accepting donations on behalf of the District ADAMSON Motioned to approve adding SEC.118 to the Bylaws to provide expectations regarding accepting donations on behalf of the District <i>with three amendments</i> to 1) replace “under \$1,000” with “up to \$1,000”, 2) replace “over \$1,001” with “over \$1,000”, and 3) in the last paragraph replace “our District” with “the District” JUSTESEN Seconded; Public Comments received	Vote: PASSED 3-0-2*

AGENDA (cont.)

Chairman: <u>Action Item #15 – New Business:</u> Will consider approving the revision to the Standard Operating Guidelines STIGMAN Motioned to approve the revision to the Standard Operating Guidelines <i>with an amendment</i> to add “EMS Personnel”; JUSTESEN Seconded; Public Comments received	Time: 08:24 PM Vote: PASSED 4-0-1*
Chairman: <u>Action Item #16– Old Business:</u> Will consider buying out the DNRC equipment attached to the bed of 8131 for \$1,500.00 (per agreement) JUSTESEN Motioned to approve buying out the DNRC equipment attached to the bed of 8131 for \$1,500.00 (per agreement); ZWICKER Seconded; No Public Comments made	Time: 08:31 PM Vote: PASSED 4-0-1*
Chairman: <u>Action Item #17 – Old Business:</u> Will consider approving the purchase of a Starlink Roam mobile unit for under \$600 & which requires a \$50/mo. subscription fee when service is used STIGMAN Motioned to approve the purchase of a Starlink Roam mobile unit for under \$600 & which requires a \$50/mo. subscription fee when service is used; ADAMSON Seconded; No Public Comments made	Time: 08:34 PM Vote: TABLED 4-0-1*
Chairman: <u>For the “Good of the Order” – Trustee’s comments</u> CHAIR JIM THOMAS = <i>(no comments)</i> VICE-CHAIR SAM STIGMAN = <i>(no comments)</i> SECRETARY / TREASURER WENDY ADAMSON = <i>(no comments)</i> TRUSTEE PEGGY JUSTESEN = Asked about looking into a generator TRUSTEE KEVIN ZWICKER = <i>(no comments)</i>	Time: 08:39 PM
Chairman: <u>Next meeting date confirmation:</u> MONDAY 8/18/2025 = Regular Meeting (on the 3 rd Monday of the month)	Time: 08:43 PM
Chairman: <u>Adjournment</u>	Time: 08:44 PM
APPROVAL	
Meeting Minutes approved by the Trustees on (date approved): <u>8/8/25</u>	
Signed by the acting Chairperson: 	

SPECIAL MEETING AGENDA
Canyon Creek Rural Fire District (CCRFD)
Monday – August 4, 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

Opens meeting for Public Comment

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

- 1) Will consider revising the Bylaws MISSION STATEMENT for clarification of the district management**
- 2) Will consider revising the Bylaws [SEC.105] to clarify the Power and Duties of Trustees per applicable MCA statutes**
- 3) Will consider revising the Bylaws [SEC.106] to correct the inaccuracies of the Trustee appointment process per MCA statute**
- 4) Will consider revising the Bylaws [SEC.116] to clarify new Board Members onboarding and expectations**
- 5) Will consider eliminating SEC.116 – New Board Members by moving the text to SEC.106 – Board of Trustees**
- 6) Will consider revising the Bylaws [SEC.108] to provide an Agenda template and clarify the agenda item submission process**
- 7) Will consider revising Bylaws [SEC.111 – Ln.3] to clarify the intent and process of EMERGENCY MEETINGS to satisfy MT Open Meeting Laws**
- 8) Will consider revising Bylaws [SEC.111 – Ln.4] to clarify action & retention of written public comments received due to missing a public meeting**

SPECIAL MEETING AGENDA
Canyon Creek Rural Fire District (CCRFD)
Monday – August 4, 2025 at 6:30PM

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

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

- 9) Will consider revising Bylaws [SEC.111 – Ln.5] to clarify VOTING ON AGENDA MATTERS**
- 10) Will consider revising Bylaws [SEC.111 – Ln.6] to clarify QUORUM**
- 11) Will consider revising Bylaws [SEC.111 – Ln.7] to clarify RULES OF ORDER**
- 12) Will consider revising Bylaws [SEC.113] to clarify expectations for Purchases for the Fire District**
- 13) Will consider revising Bylaws [SEC.117] to clarify intent and boundaries for Use of the District Buildings, Equipment and Grounds**
- 14) Will consider adding SEC.118 to the Bylaws to provide expectations regarding accepting donations on behalf of the District**
- 15) Will consider approving the revision to the Standard Operating Guidelines**

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

- 16) Will consider buying out the DNRC equipment attached to the bed of 8131 for \$1,500.00 (per agreement)**
- 17) Will consider approving the purchase of a Starlink Roam mobile unit for under \$600 & which requires a \$50/mo. subscription fee when service is used**

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

Chairman: **Next meeting date confirmation**

Chairman: **Adjournment**

SPECIAL MEETING AGENDA
Canyon Creek Rural Fire District (CCRFD)
Monday – August 4, 2025 at 6:30PM

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

ZOOM MEETING INVITE INFORMATION

Topic: CCRFD-Special Meeting

Time: Aug 4, 2025 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81159282607?pwd=ArrumaEB1qWHPobbmKtycAIGJppYtf.1>

Meeting ID: 811 5928 2607

Passcode: 354011

One tap mobile

+17207072699,,81159282607#,,,*354011# US (Denver)

+12532050468,,81159282607#,,,*354011# US

Dial by your location

• +1 720 707 2699 US (Denver)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 669 444 9171 US

• +1 719 359 4580 US

• +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)

Meeting ID: 811 5928 2607

Passcode: 354011

Find your local number: <https://us06web.zoom.us/u/ktNks9vNX>