

Canyon Creek Rural Fire District (CCRFD)

Board of Trustees

Regular Board Meeting

Monday – November 18, 2024

6:30 p.m.

Meeting will be held via zoom and in person at the CCRFD Fire Station located at 7560 Duffy Lane.

There will be no agenda item or public comments regarding pending litigation before the Canyon Creek Rural Fire District, Board of Trustees of the lawsuit filed under the Lewis & Clark County District Court Case No. DV-25-2024-674.

Board of Trustee Principles of Civil Dialogue

1. We provide a safe environment where individual perspectives are respected, heard and acknowledged
2. We respect diverse opinions as a means to find solutions based on common ground
3. We encourage creative approaches to engage in public participation
4. We value informed decision-making and take personal responsibility to educate and be educated.
5. We believe that respectful public dialogue fosters healthy community relationships, understanding, and problem solving.
6. We acknowledge, consider and respect the natural tensions created by collaborations, change and transition
7. We follow the rules and guidelines established for each meeting

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- Welcome
- Pledge of Allegiance
- Introduction of the CCRFD Board of Trustees and Officers

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CCRFD Board of Trustee Minutes

Approval or denial of Regular Board Meeting – October 21, 2024
Approval or denial of Emergency Board Meeting via email on October 23, 2024 – Water Tender 8121 repairs for cracks in water tanks and water leaking
Approval or denial of Emergency Board meeting via email – October 24, 2024 – Purchased of medical supplies that are need to respond to medical calls
Approval or denial of Special Board Meeting – November 4, 2024
Approval or denial of the Special Board Meeting – November 13, 2024
Amendments need on vote taken, but no motion moved and second upon recommendation of the secretary on the minutes of November 4, 2024 under old business regarding new credit card for the interim fire chief.

Outstanding Bills to be paid

- Plumbing Repairs 3 brother Plumbing
- Montana Propane
- Eagle Electric
- Reimbursement to Jeremy Gillam on personal charges for items approved by the board
- North Ridge Fire Equipment for gasket and repair kit for the holes in the out of service fold a tank liner.

Treasurer Report

- Outstanding bills that need to be reviewed and approved as noted and received.
- Status of reimbursement of bills/receipts approved that have not been received by the vendors and trustees/officers
- Financial report of district budget for review and approval for the month of October 2024
- Update on the overall status of the WEX charges the last 30 days
- Status of \$1,800.00 received and deposited into the Capital Improvement Fund on the selling of the Yukon.

Interim Probationary Fire Chief Report

- Updated on the training program for the volunteer fire company membership
- Updated on image trend program to assist with training, inventory, etc.
- Updated report on the medical inspection completed on Friday – November 15, 2024
- Updated on the medical renewal license due to DPHHS and application due by December 14, 2024 with the application fee due of \$35.00

Building and facility maintenance Update:

- Updated repairs completed on the outside filling station by 3 Brothers plumbing out of Montana City
- Status on the Installation of the 8 additional security cameras approved by the board on November 4, 2024
- Updated on electrical outlets fived and installation of new outside east door security light found broken
- Propane tank service completed for the month of November 2024

Old Business

- Updated status of the missing radios that are still missing and not being recovered, discussion and decision to proceed in filing a report to the Lewis and Clark County Sheriff Department.
- Updated status of the equipment that has been purchased by the Canyon Creek Fire District Auxiliary to be installed in the QRU
- Discussion and approval of additional items requested by the Interim Fire Chief that is needed to be purchased and installed in the QRU.
- Updated status on the selling of the 1987 Ford Wildland Engine 8132 (Chairperson)
- Discussion and decision on the installation of a center longitude load securement water barrier within the water tank on the water tender with monetary funding being offered upon board approval to have the respective longitude load securement installed to meet load securements regarding Firefighter safety on the driving of the water tender
- Discussion and decision on reviewing the findings on the mechanical issues and water leakage on the structural engine 8111 on the repairs completed and/or place in service or out of service

- Updated status on obtaining a private Credit Card for the Interim Probationary District Chief with a credit card limit of \$1,000.00
- Review of the 30-day public comments received on the draft proposed changes to the CCRFD Board of Trustee By-Laws and CCRFD Standard Operating Guidelines (SOG)

New Business

- Discussion and decision on approving seven new probationary members.
- Discussion and decision to remove probationary status for Jeremy Gillman, Deziah Gillman and Jason Longtime to become active members.
- Purchase desk top scanner for the laptop for district administration and image trend program
- Discussion and decision on sending a Certified letter by the Chairperson on items that have been requested by the fire chief to be returned by those members who voluntarily resigned and have not returned the district owned property that was issued.
- Discussion and approval of the request of wildland and structural personal protective equipment to be purchased for the fire chief
- Discussion and approval of the request of the purchase of 10 additional new radios to replace those that are no longer serviceable and the need to provide to new member of the volunteer fire company.
- Discussion and decision to hold future regular or special board meetings by zoom only for the month of December 2024; January 2025, February 2025 and March 2025
- Audit of the financials of the district budget for the past three to seven years based on the costs per year and the information being evaluated by an outside professional accountant
- Retention of an individual with experience on obtaining grants to look at providing funding to update the SCBA units to meet the upcoming changes to replace the current SCBA units
- Discussion and decision on the selling of the two green portable pumps on trailers to an individual interested in purchasing the two units
- Discussion and decision on the selling or donating the excess jaws of life extension cable unit to the Townsend Fire Department
- Discussion and decision on selling of the 1000 gallons pull trailer with the broken pump to a member of the community interesting in purchasing the unit
- Discussion and decision on the disposal of excess damage equipment regarding the broken SCBA units, wildland and structural PPE, expired SCBA bottles, and yellow metal hose reel to Pacific Hide and Fur or recognized vender.
- Discussion on the job description, needs assessments, insurance requirements, registered with the secretary of state as a business owner in Montana, background checks, and the application process of someone being appointed by the board as a volunteer mechanic or maintenance person who is not a volunteer fire company member and the current status of the CCRFD By-laws and SOG'S

Public Comments on the respective agenda items(s).

There will be an opportunity prior to the final board decision on each of the respective agenda item for public comments. **Members of the public are welcome to submit written verbal public comments that will be entered into public record on each individual specific agenda item.**

1. **Please state your name in an audible tone of voice for the record.**
2. **You verbal public comments will be limited to three (3) minutes and a clock will be used to monitor the time by the CCRFD Trustee at Large or trustee designee.**
3. **You will only be allowed to comment one time on each individual agenda item.**

Public comments on matters falling within the purview of the Canyon Creek Rural Fire District Board of Trustees.

Members of the public are welcome to submit written or verbal public comments that will be entered into public record on matters falling within the purview of the Canyon Creek Rural Fire District Board of Trustees.

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Non-agenda items

The board can accept written or verbal comments on non-agenda items, but the board cannot respond at the respective meeting.

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2. **You verbal public comments will be limited to three (3) minutes and a clock will be used to monitor the time by the CCRFD Trustee at Large or trustee designee.**
3. **You will only be allowed to comment one time regarding any non-agenda item**

ADJOURNMENT

Baffling. The water tank shall be equipped with partitions that reduce the shifting of the water load. The tanks shall be equipped with at least one (1) longitudinal baffle regardless of width and one (1) transverse baffle. The distance between vertical tank walls and baffles, or between parallel baffles, shall not exceed 52 inches. All baffles must cover 75% of the plane of the tank. Free Floating Baffle System - baffles which reduce the shifting of the water load AND do not compromise the structural integrity of the originally manufactured tank are acceptable in lieu of conventional tank baffle partitions. If a Free-Floating Baffle System is used the vendor must submit data sheets which validates that the baffling is sufficient to meet the manufacturer's recommendation.