



# Shasta Fire Protection District

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## Board of Directors Regular Meeting Minutes January 21, 2026

### Board Members Present:

Cynthia MacDonald, Chair  
Susan Weale, Vice Chair  
Stanley "Rusty" Swayne

### Staff Present:

Chief Steineke  
Battalion Chief Ohde

### Community Members Present:

Tim Weaver, Joyce Brown, Michele Steineke, Mark Pereira

- 1.0 **CALL TO ORDER:** The meeting was called to order by Board Chair MacDonald at 6:00PM
- 2.0 **PLEDGE OF ALLEGIANCE:** Flag salute led by Board Chair MacDonald
- 3.0 **APPROVAL OF AGENDA:** Board Member Swayne motioned to approve the agenda, seconded by Board Member Weale. Vote to approve was unanimous
- 4.0 **APPROVAL OF PREVIOUS MEETING MINUTES:** Board Member Swayne motioned to approve the minutes from December 17th regular Board Meeting with the correction in 9.0 removing the last paragraph, seconded by Board Member Weale. Vote to approve was unanimous
- 5.0 **PUBLIC COMMENT:** Community Member Weaver stated that he had reviewed the Strategic Plan and asked if there had been any discussion on the hiring of additional personnel. Also, had there been any kind of outreach strategy on the subject. Board Member Weale stated that this subject would be discussed during the Review of the Strategic Plan later in the meeting
- 6.0 **BUDGET VS ACTUAL:** Chief Steineke presented a current Budget vs Actual for the Board's review.

Chief Steineke stated that the proposed changes to the budget from the December meeting were sent to the County for review and are awaiting the approved minutes allowing them to make the official changes to the budget .

Board Member Weale brought up the question wondering if the CSD Fire Safety Fund had anything to do with the SFPD. There was some discussion and some interest in finding out if there is any SFPD connection.

Board Member Weale stated that we are not constrained from doing a budget amendment at any time during the year. She also stated and all agreed that the budget was extremely hard to understand in its current layout. Chief Steineke said that he would work on getting a better report form from the county system if possible. Board Member Weale stated that the Secured Taxes have been coming in. Battalion Chief Ohde stated that we had budgeted \$300.00 in interest earned whereas the actual income has come in at \$14,711.21

The Board requested Chief Steineke to provide an itemized list of the monthly expenditures for their review NLT the Monday prior to the scheduled board meeting

Board Member Weale motioned to approve the budget to actual report, seconded by Board Member MacDonald. Vote to approve was unanimous

**7.0 RESOLUTION REVIEW:** Board Member MacDonald suggested reducing the two-signature requirement from \$5,000 to \$2,500 as listed in Resolution #24-01-001. After discussion, it was decided to not modify the requirements at this time. There was no discussion or action taken on Resolution 2024-02 at this time

**8.0 REVIEW STRATEGIC PLAN:** A round table discussion was conducted reviewing the Strategic Plan. The focus was on staffing and financial policies mentioned within the plan including the need for developing current policies and procedures for the improvement of the departmental operations. The plan will have to be updated/revised at the end of the 25/26 fiscal year

**9.0 CHIEF COMMUNICATIONS:**

9.1 The district hall siren is working and in need of wiring and reinstall.

9.2 Generator/Electrical Contract Signed and work started by Power by Tim \$36,500.00. Paid \$25,000 progress payment. Waiting for generator inspection and permit from County. Generator is on site

9.3 Have not yet met with Kiser Medical to sign partnership agreement

9.4 Statistics, December 17 – December 31, 2025

Calls for service 2025 – 204

Calls for Service December 2025 - 10

|                          |                 |
|--------------------------|-----------------|
| Medical –                | 7 current month |
| Public assist –          | 1 current month |
| Motor vehicle accident – | 1 current month |
| Smoke check –            | 0 current month |
| Vegetation fire –        | 0 current month |
| Structure fire –         | 0 current month |
| Vehicle fire -           | 0 current month |
| False alarm –            | 1 current month |

Other – 0 current month  
Training Hours YTD– 1000 total personnel hours  
Training Hours Month – 29 personnel hours

9.5 2026 Statistics

Calls for service current month - 12

Medical – 6 current month  
Public assist – 1 current month  
Motor vehicle accident – 4 current month  
Smoke check – 1 current month  
Vegetation fire – 0 current month  
Structure fire – 0 current month  
Vehicle fire - 0 current month  
False alarm – 0 current month  
Other – 0 current month

Training Hours YTD– 14 total personnel hours  
Training Hours Month – 14 personnel hours

9.6 Staff update

Currently we have two resumes for the position of Administrative Assistant.

Chief Officers – 3

Firefighters – 10

9.7 Received a check from Shasta CSD in the amount of \$1,751.33 for Worker's Comp Allocation.

9.8 Board Chair MacDonald requested Chief Steineke to contact legal counsel in regard to the scheduling of Harassment Training.

**10.0 SPECIAL PRESENTATION BY TIM WEAVER:** Tim Weaver presented to Battalion Chief Ohde on behalf of the Board, a Certificate of Appreciation for his dedication to the new Fire District formation and the Community.

**11.0 ORAL COMMUNICATION:**

Chief Steineke stated that he did not want to schedule any meeting on the Thursday PCF training nights that would require the cancellation of training

Board Member MacDonald asked about the status of the Live Scan application. Chief Steineke stated that we were waiting for the determination from the federal level on the approval

Discussion regarding the required harassment training was had and Chief Steineke said he would get with our legal counsel to schedule the training on either the 23<sup>rd</sup> or 24<sup>th</sup> of February

12.0 PUBLIC ANNOUNCEMENT ON CLOSED SESSION

13.0 CLOSED SESSION: PUBLIC EMPLOYEE EVALUATION – FIRE CHIEF

14.0 CLOSED SESSION ANNOUNCEMENT

Meeting adjourned by Chair MacDonald at 9:00pm

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Chelsea Clair  
Board Secretary

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