



Shasta Fire Protection District

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Board of Directors Regular Meeting Minutes March 18th, 2026

Board Members Present:

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

Staff Present:

Chief Steineke
Battalion Chief Ohde
Administrative Assistant Clair

Community Members Present: Michele Steineke, Charles W. Pillon, Nolda Short, Jo Ann Vayo, Shawna Staup, Joyce Brown

- 1.0 **CALL TO ORDER:** The meeting was called to order by MacDonald at 6:00PM
- 2.0 **PLEDGE OF ALLEGIANCE:** Flag salute led by MacDonald
- 3.0 **APPROVAL OF AGENDA:** Swayne motioned to approve the agenda, seconded by Weale. Vote to approve was unanimous
- 4.0 **CHARLES PILLON PRESENTS AUDIT REPORT:** Charles Pillon presented the audit report and noted there were no findings or major recommendations. He commended Ohde and Steineke for their organization of paperwork. Two adjustments were identified being reclassification of some purchases. Weale asked about the Fire Safety Fund, Pillon explained it is part of the fund that was previously owed to the station by the CSD and was forced to be paid. Ohde inquired whether the fund would have any restrictions, Pillon stated that no it should not and clarified that the board cannot restrict funds either. The discussion furthered into long-term assets being equipment, Pillon explained depreciation and impairment losses as assets which are impaired due to it having run its useful life and hasn't been completely depreciated. Pillon did recommend maintaining two separate lists: One being a full equipment and supply list and the other being an audit list containing equipment and supplies with a value of \$5,000 or more with a useful life span of more than one year. At the end of presentation Steineke shared his appreciation for Pillon's guidance and hard work during his first state-level audit of the Shasta Fire protection district, and Nolda Short commented that she was impressed with the result of no negative findings. Weale moved to accept the audit report. Vote to accept was unanimous

5.0 APPROVAL OF PREVIOUS MEETING MINUTES: Swayne motioned to approve the minutes from February 18th regular Board Meeting as written, Weale seconded. Vote to approve was unanimous

6.0 PUBLIC COMMENT: Jo Ann Vayo read a personal story of an event she had with our department's Firefighters, she stated how grateful she felt for our Firefighters, especially Weston Flynn then presented a donation for the Firefighters. Steineke Thanked her for her donation. Steineke stated that one of our community members who often calls for assistance with their horse also made a donation to show her thanks to the Firefighters. Nolda Short introduced herself to all, she also stated that the county finance system is going to get updated soon. The county will also be holding training once the system has been fully updated

7.0 BUDGET VS ACTUAL: Steineke presented a current Budget vs Actual, and the bills paid sheet for the Board's review

Steineke states that only the bills that have been fully cleared through the county will show on the transaction list, as well as explaining what the "OH" number is. MacDonald asks how the bank switch is going. Steineke stated he's still working on the switch, it is just a slow process but is going well. MacDonald asked if we are all paid up on Power by Tim, Steineke confirmed that they have been paid in full

Swayne motioned to approve the budget to actual report, seconded by Weale. Vote to approve was unanimous

8.0 VEHICLE PURCHASE: Steineke stated the two pick-ups we have are aging and have cosmetic and interior wear. He states it is easier to put a Firefighter into a pick-up to respond to calls as there is not any other qualifications other than a driver's license and the Chief's "okay" to drive, whereas it cost more to run the engines and requires much more training. Therefore, Steineke mentions he has been vehicle shopping to get quotes to present to the board tonight and see their thoughts. MacDonald did state concern as we just purchased a bunch of new gear, while Weale asked if updating a pick-up would be the most beneficial vehicle to purchase at the moment. Steineke confirms it would be the most beneficial vehicle to purchase as we use the pick-ups the most

This topic will be left for further thought and discussion for a later date

9.0 REVIEW DRAFT EVALUATION AND CONSIDER ADOPTION: The draft of the Fire Chief's evaluation form was reviewed by the board. Weale motioned to approve, Swayne seconded. Vote to approve was unanimous

10.0 CHIEF COMMUNICATIONS: Steineke gave his monthly update on everything and stated he was finally able to get in contact with Kaiser to get the agreement signed. He will be trying to get some Firefighters into a class.

10.1 We had 4 Firefighters attend a 16-hour course on Portable Pumps & water usage

10.2 Firefighters have completed 22 hours of their supervised behind the wheel driver training hours

10.3 Happy Valley Fire Department called and offered up a short notice class opportunity for S-130 Firefighter training to our department we had one Firefighter able to attend

10.4 2026 Statistics thru 3/16/26 @ 11:30 AM

Medical Aid (EMS) – 6	Structure Fire (STR) – 0
Public Assist (PSA) – 1	Vehicle Fire (VEH) – 0
Motor Vehicle Accident (MVA) – 2	False Alarm (FA) – 1
Smoke Check (SMK) – 2	Other (OTH) – 0
Vegetation Fire (VEG) – 0	

Training Firefighter Hours (YTD) – 280 Training Firefighter hours this period – 96
Driver training hours completed – 22

10.5 Staff Update

Chief Officers – 3
Firefighters – 10
Administrative Assistant – 1

11.0 POLICY DEVELOPMENT: Steineke and Clair have been working on the development of policies and procedures. One section being the “Paid Call Firefighter Company Rules & Regulations” completed that was left with the Board Members for their review. Weale states that she is glad we are getting the policy and procedures together as we have a good group of firefighters now and so it will be good to have some policies to give them rules and structure

12.0 ORAL COMMUNICATION:

Clair completed the Brown Act training

MacDonald wants to potentially do fundraising efforts for the poppy festival since we will have an engine and Firefighters at the event. Swayne stated he might have to miss the May Board meeting, Ohde suggested possibly changing the date of that meeting. It was decided not to change the date at this time

Meeting adjourned by MacDonald at 7:53PM

X Chelsea Clair

Chelsea Clair
Board Secretary

4/16/2026