



Shasta Fire Protection District

10644 High St., Shasta, CA 96087 (530) 241-4615
email: info@shastafire.org Website: Shastafire.org

Board of Directors Regular Meeting Minutes June 18, 2025

Board Members Present:

Stanley "Rusty" Swayne
Cynthia MacDonald
Susan Weale

Staff Present:

Chief Steineke
Assistant Chief Varnum
Battalion Chief Ohde
Secretary Hughes

Community Members Present: Tim Weaver, Jo Ann Vayo, Michele Steineke

- 1.0 CALL TO ORDER:** The meeting was called to order by Board Member Swayne at 6:00PM
- 2.0 PLEDGE OF ALLEGIANCE:** Flag salute led by Board Member MacDonald
- 3.0 APPROVAL OF AGENDA:** Board Member MacDonald motioned to approve the agenda, seconded by Board Member Weale. Vote to approve was unanimous.
- 4.0 APPROVAL OF PREVIOUS MEETINGS MINUTES:** Board Member Swayne mentioned a couple typos on item 10.0. Board Member Weale mentioned a typo on item 12.8.

Board Member Weale motioned to approve minutes with corrections, seconded by Board Member MacDonald. Vote to approve was unanimous
- 5.0 PUBLIC COMMENT:** No public comment
- 6.0 BUDGET VS ACTUAL:** Secretary Hughes provided a copy of the Budget vs actual as of June 18th. The board members had no comment. Chief Steineke provided an update on the bills being paid and everything is current
- 7.0 25/26 FINAL BUDGET:** Board Member Weale provided an update on the 6 to 8 month process of developing the 25/26 Budget. Board Member Weale recommended a budget review should be done every 6 months comparing how the budget is doing with what we are trying to accomplish. Board Member Weale suggested keeping track of annual property tax receipts to make sure (in more normal years) SFPD can operate essential services within our tax allotment

Board Member Swayne motioned to adopt the 25/26 budget, seconded by Board Member MacDonald. Vote to approve was unanimous

- 8.0 CPA FIRMS:** A CPA firm is needed for our 24/25 audit, Secretary Hughes contacted Charlie Pillon, CPA, he has agreed to engage us as a client, see attached letter. Chief Steineke provided information on the fees for the audit and audit process. Chief Steineke suggested we use Charlie Pillon and move forward with him.

Community Member Weaver asked about the cancellation policy if we chose to cancel within the three years

Board Member Macdonald motioned to move forward in retaining Charlie Pillon, CPA, seconded by Board Member Weale, vote was unanimous

- 9.0 WORK COMP UPDATE:** Chief Steineke informed the board we now have a permanent Workman's Comp policy in place. FRMS provided an estimate for \$23,218 for this coming year. After reviewing the payroll numbers FRMS was using Chief Steineke was able to adjust the estimate to \$13,738. The payment can be made quarterly or yearly. Chief Steineke suggested paying yearly, the Board agreed

A payment for the 24/25 fiscal year will be due based on actual salary figures ending June 30th, 2025. We are expecting a bill in the first part of July

A payment for the 25/26 fiscal year will be due on July 1st for approximately \$13,738, we are waiting for an updated bill.

- 10.0 INSURANCE:** Chief Steineke read the new Policy to the board. (see attachment). Board Member Weale suggested putting this on the agenda in 6 months to review

Board Member MacDonald motioned to approve the policy with a review in 6 months, seconded by Board Member Weale. Vote to approve was unanimous.

- 11.0 STATE FARM GRANT:** Secretary Hughes let the Board know that she and Chief Steineke applied for a \$10,000 grant with the potential of an additional \$2000. State Farm will let us know by August 30th if we will be awarded the grant

12.0 CHIEF STEINEKE UPDATE:

12.1 Safety gear purchase – 7 complete sets of turnout gear have been ordered. Approximately 2 weeks for complete delivery.

12.2 Radio purchase – 6 handhelds have been received

12.3 SCBA purchase – 4 new SCBA's have been ordered - \$34,070.06, Approximately 90-day delivery

12.4 Shasta Fire Brew Crew – low attendance - need to get the word out. Board Member Weale asked about getting a sign for the Fire Department on the Highway. Chief Steineke said he has already contacted Cal Trans and received information on the permit process

12.5 Social Media: Secretary Hughes provided an update on our social media accounts

12.5.1 Facebook page - 14 likes, 18 followers

Old Shasta Community Happenings group – 35 members

Instagram – Old Shasta Fire – 234 followers

12.6 Webpage updates: Secretary Hughes informed the board on the changes happening on the website, we are adding monthly statistics, resolutions, board documents. We are also adding an “about” section on the homepage. This will contain a history page about our town and fire station, district boundaries and our Mission Statement.

12.7 Statistics, January 1st – May 20th - June 16th

Calls for service YTD– 47-69

Calls for Service 5/20-6/16 22

Medical –	25 last month, 10 current month
Public assist –	3 last month – 0 current month
Motor vehicle accident –	9 last month – 4 current month
Smoke check –	7 last month – 2 current month
Vegetation fire –	0 last month – 5 current month
Structure fire –	1 last month – 0 current month
Vehicle fire	1 last month – 0 current month
False alarm –	1 last month – 0 current month
Other –	0 last month – 1 current month

School Programs –	2 hours
Training Hours YTD–	375 total man hours
Training Hours Month –	41 man hours

12.8 Separation of funds from CSD, we received a check for \$6073.22, \$148.38 short. They should have paid \$6221.60. CSD did drop off a check today for the balance.

12.9 Property Tax Direct Charge- an annual resolution required by the County to be presented to the Board showing justification for a rate increase at July’s Board meeting.

12.10 Chief Steineke presented a Recruitment Flyer for hiring of Fire Apparatus Engineer’s to the board for their review. Community Member Weaver asked where this flyer will be posted and what other ways we will advertise job openings. Chief Steineke said this flyer will be posted on our website and Facebook page

13.0 ORAL COMMUNICATION:

Eric brought up to the board about Chief Steineke’s pay when out on calls. Eric would like to allow the Chief to be paid when there are billable hours. Assistant Chief Varnum said since the Chief’s position is an exempt employee we should have a policy in place regarding this.

The Chief's normal business hours are 8am to 5pm Monday – Friday. If the Chief goes on a call outside his normal business hours and there are billable hours he would be compensated

Board Member Weale suggested presenting a policy to the board that is fair and similarly reflects what is expected of a Fire District.

Board Member MacDonald suggested again about the open house/pinning ceremony.

Battalion Chief Ohde suggested having it in the early fall

Board Member MacDonald suggested doing a “pop up” with Firewise to provide information to the community about how to develop an evacuation plan and fire preparedness. Also, as a way to help the Fire Department get exposure within the community

Meeting adjourned by Board Member Swayne at 7:41pm