



# Shasta Fire Protection District

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

**Board of Directors  
Regular Meeting Minutes  
November 19, 2025**

**Board Members Present:**

Stanley "Rusty" Swayne  
Cynthia MacDonald  
Susan Weale

**Staff Present:**

Chief Steineke  
Assistant Chief Varnum  
Battalion Chief Ohde  
Administrative Assistant Hughes

**Community Members Present:** N/A

- 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
- 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 Weale motioned to approve minutes with corrections, seconded by Board Member MacDonald. Vote to approve was unanimous
- 5.0 PUBLIC COMMENT:** None
- 6.0 BUDGET VS ACTUAL:** Administrative Assistant Hughes provided a current Budget vs Actual and a Transaction Detail report showing the past month's expenditures.
- 7.0 KISER CPR PARTNERSHIP PROGRAM:** Board Member Weale asked about the legality of the program and asked if our lawyer has approved. Chief Steineke said we have presented the contract to our attorney and he has fully approved. Chief Steineke said he would make a policy regarding this program for in-house guidelines. Board Member MacDonald motioned to approve, seconded by Board Member Weale. Vote to approve was unanimous
- 8.0 BOARD ELECTION PROCESS:** Board Member Swayne said we should elect a new president every year in December – assume position in January. Everyone agreed to discuss it again at the December board meeting

9.0 **SFPD is back – Flyer or info mailer:** Board Member Weale asked if we should mail something out letting the community know SFPD is back. She suggested a magnet for the fridge with emergency fire information or a flyer

Assistant Chief Varnum mentioned File of Life that has a lot of that information and is available to anyone for a minimal fee

A banner was suggested instead at the post office, maybe one for Victoria Drive and Lower Springs Road

## 10.0 CHIEF STEINEKE UPDATE

10.1: SCBA – Received and put in service

Board Member Weale asked if they will expire. Chief Steineke said as long as they keep up on the service they don't expire. The bottles will expire in 10 to 20 years. Board Member Swayne asked how many more do we need for all our equipment. Chief Steineke said we need 8 more. We may order 4 more in January. Chief Steineke mentioned if we wait too long the cost could go up. Chief Steineke asked if the cost is going up can he go ahead and order now. Board Member Swayne said if it's in the budget, which it is, Chief Steineke can order without further approval.

10.2: Generator quotes – Chief Steineke is unable to get any further quotes other than the two that we have received to date and the one contact which he could not take on the job. Chief Steineke wants to go with Power by Tim, he provided a better estimate.

Board Member MacDonald motioned to approve the estimate from Power by Tim, Board Member Weale seconded the motion, vote was unanimous

10.3 Statistics

Calls for service YTD– 181 as of 11/17/25

Calls for Service 13 – current month

Medical –	8 current month
Public assist –	0 current month
Motor vehicle accident –	2 current month
Smoke check –	0 current month
Vegetation fire –	2 current month
Structure fire –	0 current month
Vehicle fire	0 current month
False alarm –	1 current month
Other –	0 current month

Training Hours YTD –	971 total man hours
Training Hours Month –	51 man hours

10.4 Uniform T – Shirts

- 10.5 Staff update
  - Chief Officers (3)
  - Firefighters (10)
- 10.6 The Rescue is out of service getting a new transmission

## **11.0 ORAL COMMUNICATION:**

Administrative Assistant Hughes asked about having a Christmas party – Board Member Weale suggested waiting until January 1<sup>st</sup> when things slow. We are looking at January 8<sup>th</sup> and will discuss it further in December

Board Member MacDonald asked about doing a pancake breakfast on December 6<sup>th</sup> during the Old Time Holiday Celebration. It was determined that it is too late to get a flyer in the water bill and the Masons may be having a pancake breakfast that day also.

Board Member MacDonald mentioned having Santa come to the fire station on December 20<sup>th</sup> – it was determined there isn't enough time

**Meeting adjourned by Board Member Swayne at 7:55pm**

X

Kelly Hughes  
Board Secretary

12/07/25