



# Shasta Fire Protection District

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**Board of Directors  
Regular Meeting Minutes  
October 15, 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:** Tim Weaver

- 1.0 CALL TO ORDER:** The meeting was called to order by Board Member Swayne at 6:01PM
- 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, seconded by Board Member MacDonald. Vote to approve was unanimous
- 5.0 PUBLIC COMMENT:** Community Member Weaver thanked Chief Steineke for coming to his residence to inspect his property for fire safety. He is also suggesting we may want to consider providing this service to the community

Community Member Weaver mentioned the Firewise Committee is having an insurance meeting November 8<sup>th</sup> at 10am at the Courthouse Museum in Old Shasta

There is still no word from the Secretary of State about the money in the accounts for the Guild. June 25<sup>th</sup> is when the application was submitted, they have 190 days to review. Kim Pike, the Paralegal helping, hasn't received anything new. She will update everyone once a month

- 6.0 BUDGET VS ACTUAL:** Administrative Assistant Hughes provided a current Budget vs Actual and a Transaction Detail report showing the past months expenditures

Community Member Weaver asked if there is a schedule we can get from the county for when tax assessments are paid

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

**7.0 KISER CPR PARTNERSHIP PROGRAM:** Assistant Chief Varnum spoke with some colleagues about "Qualified Immunity" they suggested submitting our contract to State Attorney general office for approval

Chief Steineke said he would ask our attorney, Collin Bogener about this Qualified Immunity. The Board would like to change item 5 on the contract to read Shasta Fire Protection District employee's only will be allowed to take the class

**8.0 GENERATOR ESTIMATES:** Elite Electricals's estimate was \$42,068. Power by Tim's estimate was \$36,500 all inclusive

Board Member Weale mentioned we need to check to be sure we don't need to advertise for estimates with this equipment installation

Community Member Weaver suggested weather or not the state requires us to post publicly to request estimate we should anyway

Board Member Weale suggested having our attorney write up the newspaper ad

**9.0 VOLUNTEER TRAUMA KITS:** Chief Steineke showed the board the new kits that were put together for the volunteers to have in their personal vehicles

**10.0 POLICY & PROCEDURE UPDATE:** Board Member Weale brought up they had agreed to review the Strategic plan at 6 months, December 2025

Board Member Weale asked if a Board Compensation policy should be in place

## **11.0 CHIEF STEINEKE UPDATE**

11.1: SCBA - still end of August

11.2: ESO - up and running

11.3: Vector Solutions – starting with the training documentation

11.4 Statistics as of 10/14/25

Calls for service YTD– 168 as of 10/14/25

Calls for Service 18 – current month 9/18-10/14/25

Medical –	6 current month
Public assist –	2 current month
Motor vehicle accident –	3 current month
Smoke check –	1 current month
Vegetation fire –	3 current month

Structure fire –	3 current month
Vehicle fire	0 current month
False alarm –	0 current month
Other –	0 current month

Training Hours YTD –	920 total man hours
Training Hours Month –	70 man hours

11.5 MARS income - \$31,857.78

11.6 Staff update  
Chief Officers (3)  
Firefighters (10) Mark Todd resigning

11.7 Chief Steineke informed the board that he has ordered Narcan (72 twin packs) and Fentanyl test strips (500) from the state at no cost to the department

**12.0 ORAL COMMUNICATION:** Board Member MacDonald thanked Board Member Swayne for all the hard work removing the vegetation from the creek and parking area

Board Member MacDonald mentioned the Trunk & Treat that Shasta Montessori School is having on October 24<sup>th</sup> at 6pm. We will have a couple pieces of equipment there

Board Member MacDonald asked if we shouldn't do an inventory at the end of the year, she referenced resolution 24-02. It was decided we would take inventory toward the end of the year on anything valued over \$2000

Board Member MacDonald asked about the siren being fixed. Chief Steineke said that it is in our generator installation contract to have power restored to the siren

Board Member Swayne mentioned that a new Board President should be elected when his one year term is over

**Meeting adjourned by Board Member Swayne at 7:51pm**

X Kelly Hughes

Kelly Hughes  
Board Secretary

11/21/25