

Shasta Fire Protection District Board Minutes

March 19, 2025

In Attendance: Board members Rusty Swayne, Cynthia MacDonald and Susan Weale. Chief Eric Ohde, Asst. Chief Chris Varnum, Administrator Molly Gonzalez, and various community members.

Meeting called to order at 2:05 pm

1. Roll Call: Board and staff presented.
2. Approve current agenda: Changes to be made: Agenda Item 10 - Colin instead of Collen and \$250/hr is on the proposal and \$275 is on the agenda, update to \$250 per proposal. Agenda was approved with the two changes.
3. Approve previous minutes: Motion to approve February 19th minutes, regular and emergency with the change to date 2025, made by Susan Weale. Seconded by Cynthia MacDonald. Vote was unanimous.
4. Public Comment: Community member Tim Weaver thanked Molly Gonzalez for her time and work as this is her last meeting as Clerk of the Board and brings an end to her last month as Administrative Assistant.
5. Budget Vs. Actual: Only page one is needed in the future, instead of all 7.
6. Review finances & final transfer: Chief Eric Ohde gave an update on where we stand with funds transfers. It was suggested that we run a few finance questions past our legal counsel.
7. Introduction of Mike Steineke: Presented by Chief Eric Ohde, Mike is a new volunteer and wants to be involved in the district. The floor was opened for questions regarding his background and prior training.
8. Update of Administrative Assistant Hiring & Bill Pay Update: Payroll was discussed at length, the use of an agency vs. in-house. Currently, we have 5 resumes for this position, three from Express and two from personal references. The board will be reviewing the resumes and sending their suggestions and questions to the Chief. Chief Eric Ohde will be setting up interviews. Interviews will be conducted by the hiring committee. And then the hired individual will be introduced at the next board meeting. Cynthia MacDonald made a motion to approve. Seconded by Susan. Vote was unanimous.
9. Approve Travel Policy: There were a few typos that were pointed out and corrections were made. Motion was made to approve the Travel Policy with the incidental corrections by Susan Weale. Seconded by Cynthia MacDonald. Vote was unanimous.

10. Discuss and approve contract with Colin Bogener: Colin was recommended by several other fire stations. Susan Weale and Chief Eric Ohde went and spoke with Colin. It seems like the district could have long relationship with him. Both Chief Eric Ohde and Susan Weale recommend moving forward with him as our legal counsel. Motion to accept was made by Cynthia MacDonald. Seconded by Susan Weale. Vote was unanimous.
11. Fire Hazard Zone Update: An oral report was given by Assistant Chief Chris Varnum. There was a clarification given that these are existing subdivisions, not new subdivisions being created.
12. Discuss preliminary budget: Susan Weale would like to formalize a budget review committee. Susan Weale, Tim Weaver and Assistant Chief Chris Varnum will act as the preliminary committee. A discussion was had about the need to update our fleet and safety equipment.
13. Oral Communications:
 - a. Cynthia MacDonald, April 12th is the Poppy Festival. It would be nice to have the fire truck out there to participate.
 - b. Landscaping and property maintenance are needed as spring approaches. Assistant Chris Varnum is going to make some calls to come up with a plan.
 - c. Meeting times: Earlier meeting times have served best since the meetings have been going so long to get the department started. Meetings have been going well over 2 hours. The next meeting will also be at 2:00 pm. Future meetings will be discussed at the next meeting.

Meeting was adjourned at 5:41 pm.