



Shasta Fire Protection District

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Board of Directors Regular Meeting Minutes December 17, 2025

Board Members Present:

Stanley "Rusty" Swayne
Cynthia MacDonald
Susan Weale

Staff Present:

Chief Steineke
Battalion Chief Ohde
Administrative Assistant Hughes

Community Members Present:

Tim Weaver, Joyce Brown

- 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 MacDonald motioned to approve the minutes from November regular Board Meeting, seconded by Board Member Weale. Vote to approve was unanimous

Board Member Weale motioned to approve the minutes from two closed session meetings held in December, seconded by Board Member MacDonald. Vote to approve was unanimous
- 5.0 **PUBLIC COMMENT:** Community Member Weaver said he updated himself on our Strategic Plan. He said it got him thinking about the Cal-fire Grant Program. He would like to meet with Chief Steineke and Administrative Assistant Hughes to go over the grant application process. He offered to help with the grant writing if needed
- 6.0 **BUDGET VS ACTUAL:** Administrative Assistant Hughes presented a current Budget vs Actual for the Boards review and the current months expenditures

6.1 Administrative Assistant Hughes let the board know that we need to do a bi-annual review of our budget and make some amendments. As well as budget for the capital asset account for the generator that is being installed

Administrative Assistant Hughes presented a spreadsheet to look at the amendments. The Board looked over the spreadsheet and made the adjustments and arrived at the final amendments presented on ATTACHMENT A

Board Member Weale motioned to approve the Capital Asset account, 065036, for the generator being installed by Power by Tim, seconded by Board Member MacDonald. Vote to approve was unanimous

Board Member Weale motioned to approve the budget amendments as shown on spreadsheet, seconded by Board Member MacDonald. Vote to approve was unanimous

7.0 LIVE SCAN UPDATE: Chief Steineke said we are still waiting for the Federal Government to get back to us on the status of our application

8.0 DISCUSS HARRASSMENT TRAINING: Board Member MacDonald said January would be a good time for a department wide harassment training. She is looking at January 8th or 15th. Board Member Macdonald will check with our attorney to confirm his availability. The Board would like to revisit this at the January board meeting with a closed session at 4pm for a Performance Appraisal of the Fire Chief.

9.0 DISCUSS ELECTING A NEW BOARD PRESIDENT: Board Member Swayne asked that we elect a Chair and Vice Chair to take the position as of January 1st. He suggested the Vice Chair would move into the Chair position for the next year

Board Member Swayne motioned to elect Board Member MacDonald to be the Chair on January 1st, seconded by Board Member Weale. Vote to approve was unanimous

Board Member Swayne motioned to elect Board Member Weale to be the Vice Chair on January 1st, seconded by Board Member MacDonald. Vote to approve was unanimous

10.0 CHIEF STEINEKE UPDATE

10.1: SCBA'S ordered (4 each with 3 bottles each) \$38,719.31

10.2: Generator/electrical contract signed and work has started by Power by Tim \$36;500.00

10.3: Have not met with Kiser Medical to sign the Partnership Agreement

10.4 Statistics, January 1st – May 20th - July 16th

Calls for service YTD 12/16/25 – 194

Calls for Service current month - 13

Medical –	5 current month
Public assist –	0 current month
Motor vehicle accident –	1 current month
Smoke check –	2 current month
Vegetation fire –	0 current month
Structure fire –	3 current month
Vehicle fire	2 current month
False alarm –	0 current month

Other – 0 current month

Training Hours YTD– 1000 total man hours

Training Hours Month – 29 man hours

10.5 Staff update

Chief Officers – 3

Firefighters - 9

11.0 ORAL COMMUNICATION: Board Member MacDonald asked that we get a job description done for the Administrative Assistant position. Administrative Hughes said she would work on that

Board Member Weale suggested doing a digital flyer instead of printing one to mail to everyone as to avoid an unnecessary expense

12.0 PUBLIC ANNOUNCEMENT ON CLOSED SESSION

13.0 CLOSED SESSION: PUBLIC EMPLOYEE EVALUATION – FIRE CHIEF

14.0 CLOSED SESSION ANNOUNCEMENT - none

Chief Steineke mentioned hiring two engineers may put us out of budget and we should revisit this as spring approaches. Battalion Chief Ohde said we could pay a sleeper 12 hour shifts and it would be less expensive

Board Member Weale suggested we look at the budget in May to see where our revenue actually is. We will need to do another budget review in May before the close of the fiscal year.

Meeting adjourned by Board Member Swayne at 9:29pm

X 

Michael E Steineke
Fire Chief

1/21/2026