

Shasta Fire Protection District Board Minutes  
April 16, 2025

In attendance Board Member Swayne, Board Member MacDonald, Board Member Weale. Chief Steineke, Assistant Chief Varnum, retired Chief Eric Ohde, former Clerk Molly Gonzalez and various community members.

Meeting Opened at 2:02pm.

1. Roll Call of Board Members and Staff
2. Approve Current Agenda: Board Member MacDonald motion to approve minutes, seconded by Board Member Weale. Vote to approve was unanimous.
3. Approve Previous Meeting Minutes:

Regular March 19<sup>th</sup> Meeting Changes to be made: Number 3, second line. Add an E at the end of Weale. Add first and last names always. For consistency moving forward we will use Board Member Then Last Name. Motion to approve previous Board Meeting Minutes made by Board Member Weale, seconded by Board Member MacDonald. Vote to approve with said changes was unanimous.

Special Meeting April 3rd: Changes to be made:

Chief Steineke instead of Mike. Chief and Assistant Chief will always be listed as Job Title Last Name.

Susan Weale seconded with profound gratitude and thanks to Chief Ohde for his service to the fire department and for shepherding the formation of our new district.

Hiring committee comprised of

Chief Ohde also needs to be added as a member of the hiring committee

Motion to accept the minutes made by Board Member MacDonald, seconded by Board Member Weale. Vote to approve with said changes was unanimous.

4. Public Comment:

Community Member: Jo Ann Vayo: Please add mailing and email address to the website. She also asked for clarification on the budget and for more transparency on the website. Board Member MacDonald responded to her request and provided clarification. Now we have a Chief and an Administrative Assistant (starting shortly) these tasks will be accomplished.

5. Budget v. Actual:

No comment

6. Update on Administrative Assistant Hiring:

-Kelly Hughes to begin April 20<sup>th</sup>.

-Work Hours: 10a-2p if it is a 5 day work week **or** 10a-3p if it is 4 days a week. There was discussion about which days of the week was best and the flexibility. The Board prefers 5 days a week for availability and for consistency for the public.

7. Preliminary Budget Review:

See the attached presentation, as well as the proposed Preliminary Budget.

8. Equipment Demonstration:

-Charlie Miller from All Star Fire Equipment came and gave a demonstration. A demonstration was given between our current gear and the proposed replacement, including water and heat retention.

-Firefighter Flynn assisted in showing the current gear including a jacket that we have that is not out of date but is expiring in July.

-Assistant Chief Varnum gave a tour of the department vehicles.

9. Safety Equipment Replacement:

-Chief Steineke recommended ordering for current volunteers and staff, as well as 2 back up sets.

-The Board authorized the purchase of replacement equipment under the cap of the approved \$100,000 in the '24-'25 budget year.

10. Chief Update:

- In the process of setting up a new payroll provider, Lori Yarnell at Express Business Services. Our new provider also works with Shasta Lake Fire and Fall River Mills Fire.

-There are updates being made to our credit card billing for ease of use and processing with the County.

-We are in need of by-laws to be able to send to the Clerk of the Board of Shasta County.

-A badge order has been placed. Battalion Chief, Assistant Chief, Captain, Engineer, Firefighter, and Administrative Assistant.

- Discussion was had regarding departmental branding. Door shields/patches/etc.
- Coffee Friday – ‘Shasta Fire Brew Crew’ Open to public every Friday for community members to come by, have coffee and ask any questions. Great for building relationships within the community.

#### 11. Oral Communication

- Board Member Weale would like to have a pinning ceremony for our new Chief Steineke and a retirement party for Chief Ohde. This could be a good time for an open house as an official opening.
- Board Member MacDonald would like to keep the meeting time at 2:00pm in May and then move to 6:00pm in June.

**Meeting adjourned at 4:53pm.**