



# Shasta Fire Protection District

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## Board of Directors Regular Meeting Minutes February 18th, 2026

### Board Members Present:

Cynthia MacDonald, Chair  
Susan Weale, Vice Chair  
Stanley "Rusty" Swayne

### Staff Present:

Chief Steineke  
Battalion Chief Ohde  
Administrative Assistant Clair

### Community Members Present:

Tim Weaver

- 1.0 **CALL TO ORDER:** The meeting was called to order by Board Chair MacDonald at 6:00PM
- 2.0 **PLEDGE OF ALLEGIANCE:** Flag salute led by Board Chair MacDonald
- 3.0 **APPROVAL OF AGENDA:** Board Member Swayne motioned to approve the agenda, seconded by Vice Chair Weale. Vote to approve was unanimous
- 4.0 **APPROVAL OF PREVIOUS MEETING MINUTES:** Vice Chair Weale motioned to approve the minutes from January 21st regular Board Meeting as amended, Board Member Swayne seconded. Vote to approve was unanimous
- 5.0 **PUBLIC COMMENT:** Community Member Weaver stated that he is still working on the grant with McConnell Foundation for the new radios. He will have more accurate info by the end of May
- 6.0 **BUDGET VS ACTUAL:** Chief Steineke presented a current Budget vs Actual, and the bills paid sheet for the Board's review.

It was noticed by Vice Chair Weale that from page 6 on the transaction listing was not ours. She also stated that she would like to see if we could maybe get our hands on a financial report which another special district presents to their board for comparison. She also had stated that there was more money in the maintenance of structures account than was expected. Chief Steineke stated that it is due to bills not being fully cleared yet.

Chief Steineke explained how he did the bills paid sheet and answered all the questions about the report.

A reminder was brought up by Vice Chair Weale that the 2<sup>nd</sup> tax installment will be due in April.

Board Member Weale motioned to approve the budget to actual report, seconded by Board Member Swayne. Vote to approve was unanimous

**7.0 RESOLUTION REVIEW:** Board Chair MacDonald suggested reducing the two-signature requirement price from \$5,000 to \$3,000 and suggested having a board member also having to sign as a requirement for a total of 3 signatures. Tabled until the next fiscal year

**8.0 REVIEW DRAFT EVALUATION:** Having realized the documentation was not submitted to be included in the board packet this topic was to be tabled until the March meeting

**9.0 CHIEF COMMUNICATIONS:**

9.1 Shasta Fire siren is working, wiring ran, just waiting for better weather for the installation

9.2 Generator/Electrical was finalized

9.3 Have not yet met with Kiser Medical to sign partnership agreement

9.4 Interviews for the Administrative Assistant were conducted by Chiefs Ohde and Steineke Which resulted in the hiring of Chelsea Clair who started on 2/9/26. Chief Steineke has been doing her training on what office duties need to be done and the county billing system. Steineke stated she has caught on to everything very quickly.

9.5 We got 6 of our volunteers graduated from the Driver Operator & Pump Operations classes through Shasta County Fire at no cost to our Department

9.6 **2026 Statistics:** Calls for service in the current month - 10

Medical- 4 current month

Public Assist- 1 current month

Motor vehicle accident- 2 current month

Smoke checks- 2 current month

Vegetation fire- 0 current month

Structure fire- 0 current month

Vehicle fire- 0 current month

False alarm- 1 current month

Other- 0 current month

Training man hours this month – 170

Training man hours YTD - 184

**9.7 Staff Update**

Chief Officers – 3

Firefighters – 10

Administrative Assistant - 1

**10.0 POLICY DEVELOPMENT:**

The Board presented a list with policies and procedures that they would like to see implemented soon

Chief Steineke also presented the new uniform hats and shirts to the board for employees and PCF's stated they will be putting an order in for shirts and hats with supporter branding that will be sold to the public to help bring in some more funding for the station. The Board unanimously approved that purchase

**11.0 ORAL COMMUNICATION:**

Administrative Assistant Clair will need to complete the Brown Act training

An email was sent that there will be a mountain bike race event at the Swasey Recreation Area. We need to get in contact with the race officials to see if we need to bring an engine and personnel to event

Chief Steineke stated we need to think about upgrading our safety gear for our volunteers. The cost for both the wild land and structure safety gear will be \$50,461.01, the Board feels we have enough to purchase but it will tighten the budget in other areas. The Board unanimously approved the purchase.

Cal Fire has asked if we could start doing plan checks on new construction in the area, Chief Steineke stated that if we are going to do that, he would like to get with the County to become more familiar with building codes. This topic will be under further discussion once Chief Steineke can receive more information

**Meeting adjourned by Board Chair MacDonald at 7:51PM**

*X Chelsea Clair*

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Chelsea Clair  
Board Secretary

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