

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes July 17, 2024



*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were considered.*

Director Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:01pm.

**Pledge of Allegiance**

Deputy Chief Brian Slattery led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Malin (Virtual), Stine, Tanner, Hillgren

Directors Absent:

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Battalion Chief Jim Mickelson; Accounting Specialist Gina Medina

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

1. **Motion waiving reading in full of all Resolutions/Ordinances**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar with adjustment of agenda date to July 17, 2024.

3. **Public Comment**

Six (6) members of the public commented regarding the Elfin Forest/Harmony Grove Village South project.

4. **Public Hearings**

a. **Ordinance 2024-01**

Approve Fees for Services by Reference to The California Health and Safety Code Section 13916 and Section 13919 and Repealing Ordinance 2022-01. Staff Report 24-23; APP100.13.

No public comments received.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE. MOTION CARRIED to set final public hearing for August 21, 2024.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE

NAY: NONE

ABSENT: NONE

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- b. Fixed Charge Special Assessment for Weed Abatement  
Authorize a special assessment on Parcel Nos. 267-080-38-00 and 305-020-35-00 for nonpayment of forced abatement fees. Authorize staff to deliver special assessment for nonpayment of fees to the County of San Diego. Staff Report 24-24.  
No public comments received.  
MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize a special assessment on Parcel Nos. 267-080-38-00 and 305-020-35-00.
- c. FY2024/2025 Proposed Budget  
To discuss and/or approve the preliminary budget for the next fiscal year and schedule a public hearing for final adoption. Exhibit A.  
No changes made to the budget since prior Board meeting. No public comments received. No action required. Discussion was had regarding the agenda action items and agreement was made to set final hearing for August 21 Board meeting. The proposed FY25 budget will be presented.
5. New Business
- a. Resolution 2024-06  
To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2023-08.  
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE. MOTION CARRIED to adopt Resolution 2024-06.  
AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE  
NAY: NONE  
ABSENT: NONE
6. Oral Report
- a. Fire Chief:  
*Fire Chief McQuead shared the Rancho Review drone article. Oceanside Fire opened new Station 1. Brian Salameh promoted to Battalion Chief. Involved in multiple 4<sup>th</sup> of July events.*
- b. Operations:  
*Deputy Chief Slattery reported on deployment updates and significant local incidents. CSA-17 received Gold Standard from AMR Mission Lifeline EMS Recognition for 5<sup>th</sup> consecutive year.*
- c. Training:  
*Deputy Chief Slattery reported the new-hire academy is wrapping up July 19<sup>th</sup>. Burn Box has been installed at tower. Working on additional training videos.*
- d. Fire Prevention:  
*Fire Marshal Donner reported on various plan reviews and projects. Working on posting job notice for current vacancy.*
- e. Finance:  
*Finance Manager Havens reported on audit prep to close FY24. Working on getting Caselle Connect online. Discussed FY24/25 assessed valuations and FY24 mitigation fees collected.*

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f. **Board of Directors:**

i. **North County Dispatch JPA:**

*Next meeting is in August.*

ii. **County Service Area – 17:**

*Next meeting is in August.*

iii. **Rancho Santa Fe Fire District Foundation:**

*Retired Chief Twohy reported on two new Board members.*

iv. Director Comments:

Malin: No comment

Stine: Reported on Lahaina conditions following wildfires last year.

Ashcraft: No comment

Tanner: No comment

Hillgren: No comment

7. **Adjournment**

*Meeting adjourned at 2:49pm*

*The next regular Board of Directors meeting is to be held on August 21, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.*

Sarah Montagne  
Executive Assistant/Board Clerk

James H. Ashcraft  
President