

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes January 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 1:03pm.

**Pledge of Allegiance**

Battalion Chief Jim Mickelson led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Battalion Chief/Training Officer Luke Bennett, Finance Manager Burgen Havens, Battalion Chief Jim Mickelson, Executive Assistant/Board Clerk Sarah Montagne, Retired Fire Chief Frank Twohy

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

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

2. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of December 13, 2023

b. **Receive and File**

- Monthly/Quarterly Reports for December 2023

(1) List of Demands Check 37246 thru 37339, Electronic File Transfers (EFT), and Wire Transfer(s)

totaling: \$ 226,647.26

Wire Transfer(s) totaling: \$ 322,046.09

Payroll(s) totaling: \$ 803,109.59

TOTAL DISTRIBUTION \$ 1,351,802.94

(2) Grant Recap

(3) Activity Reports – December 2023

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

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4. Resolution/Ordinance

Resolution No. 2024-01

To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund  
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and 5 AYES; 0 NOES; 0 ABSTAIN to Adopt Resolution 2023-14 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

5. New Business

a. Board Clerk position appointment

To confirm the appointment of Sarah Montagne to the position of Executive Assistant/Board Clerk effective 1/1/2024. Staff Report 24-01

*Fire Chief reported the new position was filled by Sarah Montagne and things are moving forward.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to Approve the Board Clerk position appointment.

b. 2024 Board Meeting Schedule

To discuss and confirm the CY2024 meeting schedule. Staff Report 24-02

*Board reviewed the calendar and moved June 19 meeting to June 26 at 1p.*

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to Approve the 2024 Board Meeting Schedule.

6. Oral Report

a) Fire Chief:

*Fire Chief McQuead reported new Admin staff positions as of January 1, 2024; Reported Accounting Specialist I opening that will be filled temporarily by staffing agency. Intend to fill by mid-April.*

*New schedules into effect (48/96 for suppression and 4 x 10s for Admin/Prevention).*

*Discussed relationship with Ranch Review. Would like to showcase RSFFPD via several articles.*

*Working on FY25 budget. FY23 final audit is complete. Finance committee to meet with auditors.*

*Will be putting out RFP for new auditor. Updating fee schedule to coincide with new salary changes.*

*Collaborated on North Zone strategic plan with 13 other agencies.*

b) Operations:

*Deputy Chief Slattery showed a photo from La Paz extrication training. Reported separation of one probationary firefighter, eligible for rehire. Began 48/96 schedule yesterday. Received new Type VI today and will be in service in a few weeks. M262 being changed to 12-hour shifts. EMS Coordinator Assistant position approved. Advisory Committee Meeting is 2/6 – Director Hillgren to attend. New evacuation resource "Zonehaven" presentation forthcoming. YTD calls: 5101; Dec. 2023 calls: 439. M266 is reason for uptick in calls. Fuel Moisture data report. Shared photo from structure fire.*

c) Training:

*Training Battalion Chief Bennett reported FF Bailout drill completed – issued new weight rated belts, webbing to remove downed firefighter and included radio traffic training. Completed Auto Extrication training. Ongoing probationary testing. Training Committee putting on Fireground/Ladders end of*

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month. Training on Incident Command with North Zone via Blue Card. Hosting Company Officer 2A and Fire Marshal 1B course; "Love your Heart" – February 15<sup>th</sup> at RSF Library; Participating in "Every 15 Minutes" at Del Norte High School; NZ Rescue Committee Certificates; Shared photos from Trainings.

d) **Fire Prevention:**

Fire Marshal Donner reported we are working on fee schedule updates, new weed abatement program and Accela for plan reviews. County assigned liaison to assist with Building code issues. Reported on a few large projects going on: The Belmont Residential Care Facility plan review is complete. New projects: CubeSmart in 4S expanding with 4 new buildings, Nick & G's adding 2<sup>nd</sup> story, Marketplace with roof deck moving forward, Pharmacy plans on hold. ASML/Cymer hydrogen hazards; Waiting on Rancho Valencia alarm/sprinkler plans. Board members posed questions regarding story poles, lot splits, and covenant rules. Discussed Fire Hydrant requirements on several projects.

e) **Finance:**

Finance Manager Havens reported that LAIF / CalTrust money is in CA Class. Board Member requested overview of investments in the future. Caselle implementation has been challenging but moving forward; working on Caselle Connect. 1/15 payroll changes complete. Working on FY25 budget next month. RFP needed for new auditor. State Controllers report being completed.

f) **Board of Directors:**

i. **North County Dispatch JPA:**

The next meeting will be February 28<sup>th</sup>.

ii. **County Service Area – 17:**

The next meeting will be February 6<sup>th</sup>.

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

Retired Chief Twohy reported the shifting meetings are now quarterly. Actively looking for passive fundraising opportunities. Expressed appreciation for the way failed probations are handled and that personnel are sent with an action plan to return if so desired.

iv. **Director Comments:**

Malin: None  
Stine: Thought to add Foundation info at end of Ranch Review articles.  
Tanner: Flags at Station 1 looks great.  
Hillgren: Complimentary of FD response to call at her address for neighbor.  
Ashcraft: Thank you to Director Tanner for filling in at last meeting.

Break for 10 minutes at 2:33p

Adjourned to closed session at 2:41p

7. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957  
Employee Performance Evaluation

Title: Fire Chief

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*All board members and Chief McQuead attended and participated in this discussion. Will discuss further in the next closed session meeting.*

*Reconvened to Open Session at 3:36pm. No further discussion.*

8. **Adjournment**

*Meeting adjourned at 3:37pm*

A handwritten signature in blue ink, appearing to read "Sarah Montagne", written over a horizontal line.

Sarah Montagne  
Executive Assistant/Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft", written over a horizontal line.

James H. Ashcraft  
President