

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes August 21, 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.

**Determination of a Quorum**

Quorum confirmed.

**Pledge of Allegiance**

Fire Marshal Marlene Donner led the assembly in the Pledge of Allegiance.

**AB 2449 Approve Director's Request**

Director Hillgren's request for remote participation was granted.

**Roll Call**

Directors Present: Ashcraft, Malin, Tanner (1:12p), Hillgren (Virtual)

Directors Absent: Stine

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; 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 MALIN, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 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 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept the consent calendar.

3. **Public Comment**

Thirteen (13) members of the public commented regarding the Elfin Forest/Harmony Grove Village South project.

4. **Public Hearings**

a. **Ordinance 2024-01**

To call for any taxpayer to appear and be heard regarding the increase, decrease, or omission of any fee prior to adoption by the Board of Directors.

No public comments received.

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b. Final Budget FY25

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors.  
No public comments received.

5. Ordinance/Resolution

a. Ordinance 2024-01

To discuss and/or adopt Ordinance 2024-01 entitled An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection Adopting Fees for Services by Reference to The California Health and Safety Code Section 13916 and Section 13919 and Repealing Ordinance 2022-01.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN. MOTION CARRIED to adopt Ordinance 2024-01.

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

NAY: NONE

ABSENT: DIRECTOR STINE

ABSTAIN: NONE

b. Resolution 2024-10

To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Final Budget for Fiscal Year 2024/2025. Following discussion, amended election cost, removed statement regarding \$1 million UAL – ADP, and updated budgeted tax revenue from 5% to 5.5%.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER. MOTION CARRIED to adopt Resolution 2024-10 with amendments to budget listed above.

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

NAY: NONE

ABSENT: DIRECTOR STINE

ABSTAIN: NONE

6. New Business

a. North Zone Master Automatic Aid Agreement

To discuss and/or authorize the Fire Chief to execute the *2024 North Regional Zone Master Interoperable Automatic Aid Agreement for Fire-Rescue Responses & Support Activities*.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER. MOTION CARRIED to authorize the Fire Chief to execute the *2024 North Regional Zone Master Interoperable Automatic Aid Agreement for Fire-Rescue Responses & Support Activities*.

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

NAY: NONE

ABSENT: DIRECTOR STINE

ABSTAIN: NONE

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7. **Oral Reports**

a. **Fire Chief:**

*Fire Chief McQuead introduced new IT Specialist Tung Nguyen. Announced promotions of James Mickelson to Deputy Chief, Brian Salameh to Battalion Chief, Alex Trottier to Captain, and Alec Connelly to Engineer. Announced resignation of FFPM Robert Scott. Reported on extended apparatus wait times for delivery and increasing costs.*

b. **Operations:**

*Deputy Chief Slattery reported on deployment updates and significant local incidents. Chief Slattery reported on call volume.*

c. **Training:**

*Battalion Chief Bennett reported the burn room addition to the training tower is complete. The New Hire Academy is complete, and both new hires are now on the floor and doing well. Currently preparing for their 1st quarter testing and were also deployed to the Park Fire as part of 6848C. Department Review for Engineer and Captain promotions was completed on 07/24/24. First on the Scene class 07/27/24 was well attended at RSF2.*

d. **Fire Prevention:**

*Fire Marshal Donner reported on various plan reviews and projects. 140 plan reviews in queue, 102 completed. Plan for Accela to go live in December. Cubit is moving forward.*

e. **Finance:**

*Finance Manager Havens reported on the ongoing audit with the new team. Reported on CSMFO quarterly meeting and discussed Assessed Value. Discussed FY24 year-end numbers.*

f. **Board of Directors:**

i. **North County Dispatch JPA:**

*The next meeting on the 27<sup>th</sup> has been cancelled. Next meeting set for December.*

ii. **County Service Area – 17:**

*Discussed Financial Overview. Next meeting is Nov. 12<sup>th</sup> @ 4p.*

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

*Retired Chief Twohy reported they are interviewing a potential new Board member.*

iv. **Director Comments:**

Malin: Discussion regarding SD Union Tribune article regarding ECMO (Extracorporeal Membrane Oxygenation)

Ashcraft: No comment

Tanner: Appreciated thorough financial reports.

Hillgren: Reminder to fellow Board members of choking protocols.

8. **Adjournment**

*Meeting adjourned at 3:19pm*

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*The next regular Board of Directors meeting is to be held on September 18, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.*

A handwritten signature in black 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