

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes February 19, 2025



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 1:00pm.

Determination of a Quorum

Quorum confirmed.

Roll Call

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

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Training Chief Greg O’Gorman; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; Battalion Chief Luke Bennett; Firefighter/Paramedic Corbin Martinez

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Pledge of Allegiance

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

AB 2449 Approve Director’s Request

No request was made.

Approval of Agenda

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve agenda as submitted.

1. **Public Comment**

No public comment was made.

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

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

3. **Consent Calendar**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

4. **Correspondence**

No correspondence filed.

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5. **Ordinances/Resolutions**

a. **Resolution 2025-01**

Board requested additional follow up information on security measures be provided at the March Board meeting.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts.

6. **New Business**

a. Paul Kaymark, Auditor with Nigro & Nigro, reported on the financial status of the Fire District for FY24 and presented results from the year-end audit.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept audit as presented.


7. **Adjournment**

Meeting adjourned at 2:48pm

The next regular Board of Directors meeting is to be held on March 19, 2025, 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
Board Clerk



James H. Ashcraft
President