

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes March 20, 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**

Attorney Steve Fitch led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Malin, Stine, Tanner  
Directors Absent: Hillgren  
Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Finance Manager Burgen Havens, Battalion Chief Jim Mickelson, Executive Assistant/Board Clerk Sarah Montagne, and Community Risk Reduction Specialist Mark Smith (1:28p Departure)  
RSF Fire District Foundation: Retired Fire Chief Frank Twohy  
Legal Representation: RSFFPD Attorney Steve Fitch (1:33p Departure), Montgomery Legal Counsel Christopher Nichols (Teleconference - 1:25p Departure)

1. **Motion waiving reading in full of all Resolutions/Ordinances**  
MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**  
MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of February 21, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for February 2024

(1) List of Demands Check 37428 thru 37523 and Electronic File Transfers (EFTs)

totaling: \$ 306,840.87

Wire Transfer(s) totaling: \$ 358,828.43

Payroll(s) totaling: \$ 795,205.20

TOTAL DISTRIBUTION \$ 1,460,874.50

(2) Grant Recap

(3) Activity Reports – February 2024

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes March 20, 2024



4. **Old Business**

a. **Approve Fees for Forced Weed Abatement**

To approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00. Staff Report 24-07. Discussion of additional legal fees and concerns stated in the February meeting. MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00.

5. **New Business**

a. **Resolution 2024-02 – Establishing benefits for the members of the Board of Directors**

To discuss and accept Resolution Establishing benefits for the members of the Board of Directors. Staff Report 24-08

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept Resolution 2024-02 Establishing benefits for the members of the Board of Directors.

b. **New Information Technology Specialist**

To discuss and/or approve hiring the new position of Information Technology Specialist. Staff Report 24-09

MOTION BY DIRECTOR TUCKER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve hiring the new position of Information Technology Specialist.

c. **Award Contract for Auditor**

To discuss and/or approve the awarding of contract for FY24-FY26 auditor. Staff Report 24-10

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the awarding of contract for FY24-FY26 auditor.

6. **Oral Report**

a. **Fire Chief:**

*Fire Chief McQuead reported Appreciation Dinner opened to Retirees. Scheduled May 23<sup>rd</sup> at Garden Club. Pancake Breakfast at Station 1 on October 13<sup>th</sup>. LAFCO bringing to advisory committee to extend reps for 4 years.*

b. **Operations:**

*Deputy Chief Slattery reported Dispatcher Appreciation week is April 14<sup>th</sup>-20<sup>th</sup>. One FFPM vacancy – New hire testing April 17<sup>th</sup>. NZ Engineers testing complete – 2 successful candidates. NZ Captains Testing April 8<sup>th</sup>-18<sup>th</sup> – 3 internal candidates and 1 on eligibility list. NZ BC Test is May 13<sup>th</sup>-16<sup>th</sup> – 2 internal candidates. Escondido Fire on-boarding April 29<sup>th</sup> to NCDJPA. Call volume numbers. Trail rescue in February – utilized Drone. Praised Station 2 crew on home birth response. Vehicle Fire on March 10<sup>th</sup> off El Acebo.*

c. **Training:**

*Deputy Chief Slattery reported On Duty Health physicals scheduled. Blue Card lab ongoing. Drone Capabilities, Report Writing/EMS Documentation, NZ Extended Attack Wildland Drill, SD County Wildland Drill and NZ SDG&E training all completed or upcoming.*

d. **Fire Prevention:**

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes March 20, 2024



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*Fire Marshal Donner reported updates on Rancho Valencia, Helen Woodward, Morgan Run, Diegueno Country School, Aliso Canyon, Hernandez Hideaway, QuestHaven, and live-work units in Harmony Grove. Update on meeting with County regarding ESS and Solar discrepancies. New touchscreen for digital plan reviews. False alarm billing going well.*

e. **Finance:**

*Finance Manager Havens provided 10/31/23 budget numbers. Will discuss revenues in April. Revised budget will be discussed at next months meeting.*

f. **Board of Directors:**

i. **North County Dispatch JPA:**

*Prelim budget submitted.*

ii. **County Service Area – 17:**

*Next meeting is in May. Stine and Twohy on finance sub-committee. Revaluating financial data and will provide updates including 2 missed units.*

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

*Retired Chief Twohy reported the Foundation held a community meeting. Looking for additional Board member. Next meeting is April 11<sup>th</sup>.*

iv. **Director Comments:**

Malin: Complimentary of staff and District changes.  
Stine: Complimentary of staff and District changes.  
Tanner: Complimentary of staff and District changes.  
Ashcraft: None

7. **Adjournment**

*Meeting adjourned at 2:27pm*

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Sarah Montagne  
Executive Assistant/Board Clerk

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James H. Ashcraft  
President