

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes September 18, 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

Director Malin led the assembly in the Pledge of Allegiance.

AB 2449 Approve Director's Request

No request submitted.

Roll Call

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

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Deputy Chief Jim Mickelson; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; Battalion Chief Paul Roman; Engineer Brian Schmid; Captain Ian O'Connor; Captain Trottier (1:54p exit); Engineer Stamy (1:54p exit)

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 HILLGREN, 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 STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar.

3. **Public Comment**

One (1) member of the public commented regarding the Elfin Forest/Harmony Grove Village South project.

4. **Ordinances/Resolutions**

a. **Resolution No. 2024-11**

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. 2024-08.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN. MOTION CARRIED to adopt Resolution 2024-11.

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Regular Board of Directors Meeting
Minutes September 18, 2024



AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

b. Resolution No. 2024-12

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 STINE. MOTION CARRIED to adopt Resolution 2024-12.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

c. Resolution No. 2024-13

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE. MOTION CARRIED to adopt Resolution 2024-13.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

d. Resolution No. 2024-14

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Brian Slattery as Retiring Deputy Chief.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN. MOTION CARRIED to adopt Resolution 2024-14.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

5. Presentation to Board of Directors of UTV and new Type VI apparatus by Captain Trottier and Engineer Stamy.

6. New Business

a. Purchase of Type 1 Engines

To discuss and/or authorize the Fire Chief to sign the proposal with Fire Apparatus Solutions to purchase two (2) Spartan ERV IPS Type 1 Engines.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER. MOTION CARRIED to authorize the Fire Chief to sign the proposal with Fire Apparatus Solutions to purchase two (2) Spartan ERV IPS Type 1 Engines.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE

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ABSTAIN: NONE

7. **Oral Reports**

a. **Fire Chief:**

Fire Chief McQuead announced resignation of FFPM Austen Thomas and new hire date set for November 1st. Chief McQuead reported on the Del Norte High School event last Friday, upcoming CA Firefighters Memorial event October 12th, and Pancake Breakfast October 13th.

b. **Operations:**

Deputy Chief Mickelson reported on deployment updates, call volume, fuel moisture, weather patterns, and significant local and district incidents. Chief Mickelson reported the RFPs for the Station 6 solar/roof are closed. October is Fire Prevention month.

c. **Training:**

Deputy Chief Slattery reported the Connex boxes have been completed at Station 2. Training included a water rescue drill, auto extrication, hose management, and UTV safety. FFPM Guzman will be taking over the CERT program. The North Zone will host an Engineers' Academy 10/21 – 10/25.

d. **Fire Prevention:**

Fire Marshal Donner reported on various plan reviews and projects. Plan for Accela to go live in December. Cubit is moving forward. Fire Prevention Specialist I interviews are ongoing. 131 plan reviews in cue, 98 plan reviews completed, and 61 inspections completed.

e. **Finance:**

Finance Manager Havens reported she will bring a reserve policy forward next month. Caselle Dashboard is moving forward and she is looking into payroll through Caselle. Update on audit.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

Next meeting is set for December.

ii. **County Service Area – 17:**

Next meeting is Nov. 12th @ 4p.

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

Retired Chief Twohy reported they have a full board. Will do a walk-through of Station 2 to introduce the new board. The Foundation will have a booth at the Pancake breakfast.

iv. **Director Comments:**

Malin: None

Ashcraft: None

Tanner: None

Hillgren: Praise of the Watch Duty app and up to date information it provides.

8. **Adjournment**

Meeting adjourned at 2:35pm

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The next regular Board of Directors meeting is to be held on October 16, 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 blue ink, appearing to read "S. 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