

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes October 16, 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 1:00pm.

Determination of a Quorum

Quorum confirmed.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner, Hillgren (Virtual)

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; Training Chief Luke Bennett; Battalion Chief Paul Roman, Fire Captain Krueger, Fire Engineer Schmid, Firefighter Shimer

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Pledge of Allegiance

Deputy Chief Mickelson led the assembly in the Pledge of Allegiance.

AB 2449 Approve Director's Request

Director Hillgren's request for remote participation was granted.

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, 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 ASHCRAFT, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar.

3. **Public Comment**

One member of the public commented regarding his home project.

4. **Correspondence**

Letter from Elfin Forest Harmony Grove Town Council re: Harmony Grove Village South Recirculated EIR (SCH# 2015081071) filed.

5. **Ordinance/Resolution**

a. **Resolution No. 2024-15**

To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the District's Goal of Creating and Maintaining Dedicated

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Reserves, Approving the Amount of Funds to be placed in Reserves, and Establishing Formal Criteria for the Expenditure of Such Reserves.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE. MOTION CARRIED to adopt Resolution No. 2024-15.

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

ABSENT: NONE

ABSTAIN: NONE

6. **New Business**

a. **Matter of the Appeal of the Demotion of Ray Ligtenberg**

To discuss and/or approve the Advisory Decision of the Administrative Law Judge Mary Agnes Matyszewski, In the Matter of the Appeal of the Demotion of Ray Ligtenberg (OAH No. 2024060783). A copy of the Advisory Decision is included in the Agenda package.

ACTION REQUESTED: In accordance with Government Code ("GC") §11517(c)(1), the Board of Directors may take one of the following actions:

1. *Adopt the proposed decision in its entirety, or*
2. *Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision, or*
3. *Make technical or other minor changes in the proposed decision and adopt it as the decision. Action by the agency under this paragraph is limited to a clarifying change or a change of a similar nature that does not affect the factual or legal basis of the proposed decision, or*
4. *Reject the proposed decision and refer the case to the same administrative law judge if reasonably available, otherwise to another administrative law judge, to take additional evidence, or*
5. *Reject the proposed decision, and decide the case upon the record, including the transcript, or upon an agreed statement of the parties, with or without taking additional evidence, or*
6. *Take no action and the Advisory Decision will be effective 100 days from September 25, 2024.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE. MOTION CARRIED to approve the Advisory Decision of the Administrative Law Judge and Adopt the proposed decision in its entirety (#1).

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

ABSENT: NONE

ABSTAIN: NONE

7. **Oral Reports**

a. **Fire Chief:**

Fire Chief McQuead reported on the Sacramento Fallen Firefighters event and Pancake Breakfast.

b. **Operations:**

Deputy Chief Mickelson reported on new hires and call volume for September. Chief Mickelson reported on deployments, fuel moisture, and local incidents.

c. **Training:**

Battalion Chief Bennett reported on the list of scheduled and ongoing trainings. Reported positive experience with First Alarm Wellness.

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d. **Fire Prevention:**

Fire Marshal Donner reported on various plan reviews and projects. 170 plan reviews in the queue. Conducting Fire Prevention Specialist interviews.

e. **Finance:**

Finance Manager Havens reported on the ongoing audit with the new team. Reported on upcoming conferences for CalPERS and Caselle.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

Next meeting is set for December.

ii. **County Service Area – 17:**

Next meeting is set for Nov. 12th @ 4p.

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

Retired Chief Twohy reported a positive experience at Station Tour with 2 new Foundation Board Members. Reported donations received at Pancake Breakfast and Jaws of Life demonstration.

iv. **Director Comments:**

Malin: No comment

Ashcraft: Impressed at the turnout of families to the Pancake Breakfast.

Tanner: No comment.

Stine: Impressed with Drone display and Pancake Breakfast.

Hillgren: Reminder to fellow Board members of choking protocols.

8. **Adjournment**

Meeting adjourned at 2:17pm

The next regular Board of Directors meeting is to be held on November 20, 2024, 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
Executive Assistant/Board Clerk

James H. Ashcraft
President