

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

Pledge of Allegiance

Finance Manager Burgen Havens led the assembly in the Pledge of Allegiance.

AB 2449 Approve Director's Request

No request was made.

Determination of a Quorum

Quorum confirmed.

Roll Call

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

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Training Battalion Chief Greg O'Gorman; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; IT Specialist Tung Nguyen; E261 (1:13p) Captain Tanner Worley; Engineer Abel Martinez; Firefighter/Paramedic Mitchell Grant

Approval of Agenda

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

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

1. **Public Comment**

None

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

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

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 18, 2025



3. **Consent Calendar**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. **Correspondence**

No correspondence received.

5. **Unfinished Business**

a. **Ordinance 2025-01**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Ordinance 2025-01 entitled An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Designating Fire Hazard Severity Zones.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. **New Business**

a. **Resolution 2025-04**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2025-04 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b. **Resolution 2025-05**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2025-05 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Participate in the County of San Diego Fire Mitigation Fee Program for Fiscal Year 2025-2026 and Adopt a Capital Improvement Plan for the use of Fire Mitigation Fee Revenue.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 18, 2025



- c. Fixed Charge Special Assessment for Weed Abatement
MOVED BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve a special assessment on Parcel No. 267-030-30-00 for nonpayment of forced abatement fees and schedule a public hearing for final approval on July 9, 2025.
AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
- d. FY2025/2026 Preliminary Budget
MOVED BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt the preliminary budget as presented for FY2025/2026 and schedule a public hearing for final approval on August 20, 2025.
AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
- e. Elfin Forest Special Tax CPI Adjustment
Following discussion between Directors and Staff, direction was given to proceed with no increase to the CPI for FY2025/2026. Resolution forthcoming. This will be a one-year reprieve and be brought back before the Directors for FY2026/2027.

7. Adjournment

Meeting adjourned at 2:13pm

The next regular Board of Directors meeting is to be held on July 9, 2025, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

A blue ink signature of Sarah Montagne, written in a cursive style.

Sarah Montagne
Board Clerk

A blue ink signature of James H. Ashcraft, written in a cursive style.

James H. Ashcraft
President