

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes November 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.

**Pledge of Allegiance**

Training Chief Paul Roman led the assembly in the Pledge of Allegiance.

**AB 2449 Approve Director's Request**

No request was made.

**Determination of a Quorum**

A quorum was confirmed.

**Roll Call**

Directors Present: Ashcraft, Barnard, Hillgren, Stine, Tanner (1:09p)  
Directors Absent: None  
Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Battalion Chief Luke Bennett; Training Chief Paul Roman; Fire Training Captain Kyle Carranza (1:12p); Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Board Clerk Sarah Montagne; Fire Captain Paul Lorenzo; Fire Engineer Troy Duncan; Fire Engineer John Carey; Firefighter/Paramedic Nicholas Schertzer  
RSF Fire District Foundation: Retired Fire Chief Frank Twohy

**Approval of Agenda**

MOTION BY DIRECTOR BARNARD, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve agenda as presented.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE

NOES: NONE

ABSENT: TANNER

ABSTAIN: NONE

1. **Public Comment**

None

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE

NOES: NONE

ABSENT: TANNER

ABSTAIN: NONE

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3. **Consent Calendar**

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

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE

NOES: NONE

ABSENT: TANNER

ABSTAIN: NONE

4. **New Business**

a. **ECC Presentation**

A presentation was made by HGW on progress and plans for the Emergency Communication Center.

MOTION BY DIRECTOR BARNARD, SECOND BY DIRECTOR STINE and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the advancement of the project.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b. **Board of Directors 2026 Meeting Calendar**

Discussion and confirmation of the 2026 meeting schedule. No dates were altered.

5. **Adjournment**

Meeting adjourned at 2:18pm.

*The next regular Board of Directors meeting is to be held on December 17, 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 handwritten signature in blue ink, appearing to read "Sarah Montagne", written over a horizontal line.

Sarah Montagne  
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft", written over a horizontal line.

James H. Ashcraft  
President