

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes January 21, 2026



*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**

Director Hillgren 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

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Battalion Chief Luke Bennett; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Board Clerk Sarah Montagne; Fire Captain Tanner Worley; Fire Engineer Abel Martinez; Firefighter/Paramedic Aaron Frazee

RSF Legal Counsel: Stephen Fitch

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

**Approval of Agenda**

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

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

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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3. **Consent Calendar**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve consent calendar as presented.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. **New Business**

a. **ECC Project Update**

To discuss and/or authorize the Fire Chief to execute the contract amendment.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to execute the contract amendment.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b. **Grant Acceptance - AFG**

To discuss and/or accept the Assistance to Firefighters Grant (AFG) from FEMA.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the AFG Grant.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c. **Brown Act Updates**

To receive and file the summary of changes to the Brown Act as amended by SB707. Information only. Receive and file.

d. **Board of Directors 2026 Meeting Calendar update**

Discuss and confirm the updated 2026 meeting schedule.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to alter meeting dates to April 22<sup>nd</sup> and June 10<sup>th</sup> and approve 2026 calendar.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Break at 1:54pm.

Convened to closed session at 1:58pm.

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5. **Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:  
PUBLIC EMPLOYEE EMPLOYMENT  
Title: Fire Chief

All board members, Legal Counsel, and the Executive Assistant/Board Clerk attended and participated in this discussion. Direction given.

Director Barnard recused himself at 2:41pm.

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:  
CONFERENCE WITH LEGAL COUNSEL – LITIGATION

Director Ashcraft, Director Hillgren, Director Stine, Director Tanner, Legal Counsel, Fire Chief McQuead and the Executive Assistant/Board Clerk attended and participated in this discussion. Direction given. No action taken.

Reconvened to Open Session at 3:34pm. No further discussion.

6. **Adjournment**

Meeting adjourned at 3:34pm.

*The next regular Board of Directors meeting is to be held on February 18, 2026, 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  
Board Clerk

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

James H. Ashcraft  
President