

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes October 15, 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 Battalion 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

Directors Absent: None

Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Training Chief Paul Roman; Fire Marshal Mariene Donner; Finance Manager Burgen Havens; Board Clerk Sarah Montagne; Fire Training Captain Kyle Carranza

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Approval of Agenda

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 TANNER, 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.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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3. **Consent Calendar**

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

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. **Correspondence**

None received

5. **Public Hearings**

a. **Ordinance 2025-02**

No public comment made.

b. **Ordinance 2025-03**

No public comment made.

c. **Ordinance 2025-04**

No public comment made.

6. **Unfinished Business**

a. **Grant Check Presentation**

Retired Fire Chief and Rancho Santa Fe Fire District Foundation (RSFFDF) Board Member Frank Twohy, presented the district with a check for \$75,000. The grant was accepted at the August Board of Directors meeting and utilized to purchase a new Rescue All-Terrain Vehicle (ATV).

b. **Ordinance 2025-02**

Discuss and/or adopt Ordinance 2025-02, A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting Home Hardening Standards for Residential Structures. MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Ordinance 2025-02.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c. **Ordinance 2025-03**

Discuss and/or adopt Ordinance 2025-03, A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the 2025 California Fire Code and the 2024 International Fire Code with certain amendments, additions, and deletions.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Ordinance 2025-03.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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d. Ordinance 2025-04

Discuss and/or adopt Ordinance 2025-04, A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the 2025 California WUI Code and the 2024 International WUI Code with certain amendments, additions, and deletions.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Ordinance 2025-04.

AYES: ASHCRAFT, BARNARD, HILLGREN, TANNER, STINE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. Adjournment

Meeting adjourned at 1:46pm

The next regular Board of Directors meeting is to be held on November 19, 2025, 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
Board Clerk

James H. Ashcraft
President