

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes February 18, 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 1:01pm.

Pledge of Allegiance

Fire Marshal Marlene Donner 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; Training Battalion Chief Paul Roman; Fire Training Captain Kyle Carranza; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Board Clerk Sarah Montagne; Fire Captain Ian O'Connor

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Approval of Agenda

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, 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**

A comment was made regarding the potential for hosting a chipping event within the district.

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/Ordinances.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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3. **Consent Calendar**

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

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. **New Business**

a. **Annual Financial Report FY2024-2025**

Auditor reported on the financial status of the Fire District for FY25 and presented findings resulting from the year-end audit.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY2024-2025 Annual Financial Report.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b. **Resolution 2026-01**

Discuss and/or adopt Resolution 2026-01, A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Overtime and Portal to Portal Pay for Employees.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2026-01.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c. **Appoint representatives to Public Agency Self Insurance System (PASIS) Board of Directors**

Discuss and/or appoint representatives to PASIS Board of Directors for workers' compensation claims management.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Sandra Reyes and Burgen Havens to the PASIS Board of Directors.

AYES: ASHCRAFT, BARNARD, HILLGREN, STINE, TANNER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

5. **Adjournment**

Meeting adjourned at 2:28pm.

The next regular Board of Directors meeting is to be held on March 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.

Sarah Montagne
Board Clerk

James H. Ashcraft
President