

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, January 9, 2017
Knollwood Fire Department, Meeting Room
14 Skokie Highway, Lake Bluff, IL. 60044

1. Call to Order and Roll Call. President Snoblin called the meeting to order at 6:31 p.m. Roll call was taken with the following attendance noted:

Trustee/President Karl Snoblin	Chief Jon Harlow
Trustee/Treasurer Dan Rogers	Deputy Chief Mike Issel
Trustee/Secretary Robert Grum	Attorney Brian O'Connor

Quorum acknowledged.

Others present – Members of the Public and Department (see sign-in sheet attached).

2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Consideration of Minutes. Minutes from the December 12, 2016, regular meeting prepared by Attorney O'Connor, and from the January 5, 2017, special meeting prepared by Trustee Rogers were reviewed by the Board.

Motion by Trustee Grum, second by Trustee Rogers, to approve the December 12, 2016, regular meeting and the January 5, 2017, special meeting minutes as presented. No further discussion. Minutes were approved on a unanimous voice vote.

4. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)]. Several members of the public offered comments.
 - a. Resident Jon Saesan – asked Attorney O'Connor about (1) authority of the Board, (2) authority of trustees, and (3) coordination of consolidation efforts. Attorney O'Connor provided brief answers.
 - b. Resident Pat Issel – asked Attorney O'Connor about trustee changes. Attorney O'Connor provided brief answers.
 - c. Firefighter Association President Marcin Malinowski – asked whether current District staff (firefighters) would be retained in the event of consolidation. Trustees Rogers and Snoblin said consolidation discussions were on-going with Libertyville, Lake Forest and Lake Bluff, and staffing was one major topic.
 - d. Resident Margie Netzer – asked about cost for Rockland to provide services, which trustees replied they didn't know off the top of their heads but that the District's budget and appropriations ordinances would have that information.

- e. Fire Lieutenant Joe Knesley – questioned timeliness of Libertyville FPD response times to the District noted in the proposal asserting no department could respond as timely as Rockland could.
 - f. Resident Heather Bessinger – asked about Libertyville FD unfunded pension liability and impact on any proposal costs, asked the Board to scrutinize any proposals, and finally asked by services from another agency (Libertyville, Lake Forest, Lake Bluff) would be better than services by Rockland. Trustees noted that Libertyville already provides ambulance service to Rockland, which is supplemented by response from Rockland’s ALS engine.
 - g. Resident Regina Davis – noted that the Rockland fire department and its members are a part of the community and voiced her support for them.
 - h. Resident Nina Papas – asked about costs of providing services to Rockland by other entities. Trustees noted that service levels and cost for those service levels were key considerations in discussions with Libertyville, Lake Forest and Lake Bluff, but that discussions had not progressed to a stage for specific details to this point.
 - i. Resident Pat Issel – asked a follow-on question about the ambulance contract. President Snoblin noted that would be addressed later in the meeting under its own agenda item.
 - j. Resident Tim Hughes – asked about the resident petitions seeking to have trustees elected by residents rather than appointed by the Lake County Board. President Snoblin and Attorney O’Connor noted that would be addressed later in the meeting under its own agenda item.
 - k. No further public comment was offered.
5. Attorney’s Report. Attorney O’Connor advised there was no update from Springfield but that the General Assembly would reconvene this week for the legislative calendar beginning in January 2017.
6. Ord. 2017-01 Certifying a Public Question for the Consolidated Election April 4, 2017.
- a. Attorney O’Connor reviewed status of the effort to date, and provided a brief overview of the process, which was governed by Section 4a of the Fire Protection District Act (Section 4a) and provisions of the Election Code.
 - b. Attorney O’Connor stated the process began when resident Ed Whitehead presented petitions signed by electors of the District seeking to have Trustees elected by residents pursuant to Section 4a rather the current process of appointment by the Lake County Board Chair.
 - c. Attorney O’Connor stated he obtained the count and names and addresses of registered voters in the District from the Lake County Clerk.

- d. Attorney O'Connor stated he had reviewed the petitions, the names and addresses of signers of the petitions comparing the names and addresses line by line on each petition to the Clerk's list of registered voters.
- e. Attorney O'Connor advised that the petitions appeared to be in proper format and properly executed, and contained the necessary number of signatures required by Section 4a for the matter to be placed on the ballot. Attorney O'Connor explained that Section 4a provided that if the criteria were met the Board was required to file the petitions with the Lake County Clerk, who is the election authority having jurisdiction.
- f. Attorney O'Connor explained the format of the ordinance was necessary in order to comply with provisions of the Election Code. Attorney O'Connor read the full title of the Ordinance.

There being no discussion, motion made by Trustee Snoblin, seconded by Trustee Rogers to approve Ord. 2017-01 Certifying a Public Question of Election of District Trustees for the Consolidated Election April 4, 2017. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Ord. 2017-01 approved.

Attorney O'Connor advised he would file Ord. 2017-01 with the Lake County Clerk's office the following morning.

7. Ord. 2017-02 Approving Refinance of the Existing District Station Mortgage.

- a. Attorney O'Connor advised that he had been working with Mr. Steve Milota of Lake Forest Bank & Trust to finalize the refinance documents which Trustee Rogers had coordinated and which the Board had previously approved in concept pending completion of the documents.
- b. Attorney O'Connor advised that the refinance documents were incorporated into Ord. 2017-02. Attorney O'Connor read the full title of the Ordinance.
- c. The Board reviewed that refinance was needed because the current mortgage was coming due and Northern Trust, the mortgage holder, would no longer be in the business of providing this type of mortgage. The Board noted the terms kept the monthly payment terms generally the same as the current mortgage but at a much lower interest rate.

There being no discussion, motion made by Trustee Rogers, seconded by Trustee Grum to approve Ord. 2017-02 Approving Refinance of the Existing District Station Mortgage. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Ord. 2017-01 approved.

Trustee Rogers advised he would file two copies of Ord. 2017-02 with Mr. Steve Milota of Lake Forest Bank & Trust the following morning.

8. Chief's Report. Chief Harlow offered the following comments.

- a. VFIS. On 12/14/2016 Chief Harlow and Trustee Snoblin were present when VFIS (workers' comp insurance provider) conducted a review of district policies and procedures. Chief Harlow stated he had received the VFIS report form that review dated 1/03/2017. Chief Harlow noted the report included four recommendations, including that the District annually obtain driver's license abstracts to ensure District employees remain authorized to operate motor vehicles and that the District consider annual medical evaluations for District employees. Chief Harlow stated he would follow-up on these items and report back to the Board.
- b. Tim Wirf and Vehicle Maintenance. Chief Harlow discussed the hydraulic pump repair on the ladder truck. He stated that the annual service and testing would be do for the ladder and engine. He estimated cost for service and testing to be \$7,000 to \$8,000 but noted \$15,000 had been budgeted. Consensus of the Board was for the Chief to proceed with the repairs and testing.
- c. Member training. 2 members are at the NIPSTA (Northeastern Illinois Public Safety Training Academy) fire academy for training.
- d. Equipment. Chief Harlow advised that new tires would be needed soon on the Traverse and Explorer. Discussion ensued about safety of operation given condition of tires. Consensus of the Board to replace the worn tires.
- e. Monty from MPC (District's radio contact) would be investigating lights and radios.
- f. Chief Harlow advised that Lake County Board Chair Lawlor and County Board Rep. Rummel had contacted Chief Harlow about a meeting. Chief Harlow advised that at that time he was involved with end-of-year District matters so told the gentlemen that he would not be able to meet until 2017. Discussion ensued about the propriety of the County Board Chair and Rep. meeting with the Chief without at least one of the Trustees present.

9. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of November 30, 2016.

a. Status of funds:	
LF Bank and Trust -	\$ 31,158.25
Northern Trust-Station Reserve -	\$ 36,358.19
Northern Trust-Capital Investment -	\$162,035.69
Northern Trust-Checking -	\$271,830.71
Petty Cash -	<u>\$ 29.05</u>
Total -	\$501,411.89

- b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report. Most line items were within estimates.

Trustee Rogers also discussed the transition of District accounts from Northern Trust to Lake Forest Bank & Trust.

Motion made by Trustee Grum, seconded by Trustee Snoblin to approve the Treasurer's Report as presented. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Report approved.

10. Approval of Outstanding Invoices. The Board reviewed the list of checks needing approval. Trustee Rogers reviewed the list of invoices item by item, commenting on more noteworthy items.

Motion by Trustee Snoblin, seconded by Trustee Grum to approve the payment of outstanding warrants (invoices) in the amount of \$86,646.78. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

11. Update on Joint Services with Lake Bluff. Trustee Rogers advised that Drew Irvin (Village Administrator) had requested copies of past District budgets, which Trustee Rogers had provided. Trustee Rogers said Village President Kathy O'Hara was interested in pursuing an option with the District along the lines of the Libertyville proposal. Consensus of the Board was receptive to receiving proposals for consideration. Further updates to follow.

12. Recap of Special Meeting in Libertyville on January 5, 2017. Consensus was that the meeting was helpful. Chief Carani offered a presentation on the Libertyville proposal to provide the District fire and ambulance service.

Down side of Libertyville meeting was late notice (notice becoming available to residents on Wednesday) and location in Libertyville not convenient to Rockland residents. Residents' interest in proposal and ability of Libertyville to provide services to Rockland to same degree and level as currently available.

Next step will see a public meeting at Rockland FPD involving presentation by Chief Carani on the Libertyville proposal, time and date to be determined.

13. Update on Investigation of Contracting Services and/or Consolidation. Draft contract circulating. Attorney O'Connor hadn't seen yet and requested time to review the proposal.

First concern about cost (\$115,000 for first year with 5% increase thereafter) for 125 calls per year after which billed at \$946 per call notwithstanding fact that Libertyville retains ambulance billing reimbursements.

Second concern about potential impact of Hilltop property/Sheridan facility responses and calls given the proposed billing scheme.

14. Update on Rescue Services for Hilltop Property. Trustee Snoblin advised that Green Oaks had asked to defer discussions on Hilltop until Green Oaks had resolved an agreement for services for a different but similar assisted care facility with Libertyville FD. That has been resolved so Trustee Snoblin will meet with Green Oak about Hilltop, explaining the dramatic impact Hilltop could have on the District.

Trustee Snoblin advised that he and Chief Harlow were also to meet with the Sheridan management to discuss the dramatic impact Hilltop could have on the District and options to help make District services economically feasible. Chief Harlow noted that reports suggested monthly fee for Hilltop was considerable, and that perhaps an \$85 per month per resident fee would generate sufficient revenue to make District provision of ambulance service feasible given the anticipated call volume (up to 300 additional ambulance calls annually, compared to the 100 annual ambulance calls regularly noted in the District).

15. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin advised that he and Chief Harlow would participate in a meeting on January 17, the purpose of which was to seek service efficiencies for participants (Rockland, Lake Forest, Lake Bluff, Highland Park)..
16. Non Agenda Items. None.
17. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.
18. Adjournment. Trustee Grum made a motion to adjourn at 8:06 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 8:06 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Attachments: Visitor Sign-in Sheet

Approved _____, 2016

Karl Snoblin
Board President

Robert Grum
Board Secretary