



- d) Chief Harlow is researching a company called LexiPro to assist the District with the development, implementation and training on policies. The initial fee is \$2,800.00 which would include updates and some training. The Chief will provide additional information to the Board.
  - e) Chief Harlow reported that he was working with the District Treasurer to get responses from those District members who had not cashed District checks.
  - f) The Chief reported receiving complaints that the Station ramp and parking lot were not being plowed. Chief Harlow talked to the contractor who claimed that he was instructed not to plow until the snowfall had ended. The Chief also questioned the “per push” cost of the current contractor. President Rogers indicated that he would talk to the contractor regarding both the level of service and the cost and report back to Chief Harlow. Chief Harlow obtained a price of \$5500.00 from Master Truck and Trailer to outfit a District vehicle with a snow plow.
  - g) Chief Harlow presented a proposed policy revision on Motor Vehicle Operations to the Board. VFIS, the District’s liability insurance provider, has a 50-page manual regarding motor vehicle operations including various form for reporting. Attorney Kelly will review the proposed policy and report to the Board. Chief Harlow will forward a Word version of the document to the Trustees for their review. Matter to be further discussed at the March meeting.
  - h) Trustee Grum asked Chief Harlow to discuss the North Shore Gun Club with Libertyville Fire regarding the use for an event as the Club is actually in their District. Chief Harlow will check on whether the event is being advertised as a Knollwood Fire event.
5. Public Comment. Trustee Rogers presented Resolution No. 2018-02, a Resolution to amend the District’s procedures governing public comment. The proposed change would be to limit public comment to three (3) minutes per speaker instead of the current five (5) minutes per speaker. A member of the public, Mr. Brown, spoke in favor of retaining the five (5) minute time limit, as there had not seemed to be any problem in the past with the current limit. Trustee Snoblin expressed concerns with limiting the amount of public input and questioned the need to change the limit. Trustee Grum indicated that other governmental bodies, such as the Lake County Board and its Committees, use the three (3) minute limitation. He also added that a shorter amount of time might force the speakers to get to their point more quickly. Trustee Rogers stated that the shorter time limit would allow more time for the total number of members of the public wishing to address the Board to be heard. Trustee Grum moved to adopt Resolution No. 2018-02, second by Trustee Rogers. On a roll call vote Trustees Grum and Rogers voted aye and Trustee Snoblin vote no. Motion passed.

6. Attorney's Report. Attorney Kelly reported that the District spent \$5,180.00 in legal fees responding to Freedom of Information Act requests.
7. Change to March Meeting Date. The Board, based on the unavailability of President Rogers for the scheduled March 12<sup>th</sup> meeting date agreed to move the regular March meeting to March 19<sup>th</sup> at 6:30 p.m. The change was approved by a motion made by Trustee Grum and second by Trustee Snoblin and a unanimous voice vote.
8. Treasurer's Report. Treasurer Bryan reviewed the District's financial position as of January 31, 2018 is as follows:

LF Bank and Trust – Capital	\$ 36,377.14
LF Bank and Trust – Checking	\$173,751.41
LF Bank and Trust – Station Reserve	\$273,957.81
Northern Trust – Checking	\$ .11
Petty Cash	<u>\$ 29.05</u>
<b>TOTAL</b>	<b>\$484,115.52</b>

The Trustees reviewed the profit & loss/budget tracking report, commenting on several specific line items.

Trustee Snoblin made a motion to approve the Treasurer's Report as presented. Trustee Grum seconded the motion which passed by a unanimous roll call vote.

9. Approval of Outstanding Invoices. The Trustees reviewed the list of outstanding invoices and the amounts of various bills. Motion by Trustee Grum, second by Trustee Snoblin to approve payment of outstanding invoices in the amount as shown in the Treasurer's report. No further discussion was requested. The Motion passed by a unanimous roll call vote.
10. Station Lighting Update. Chief Harlow and Deputy Chief Issel reported that the lighting project was almost completed and should be done next week. The Chief reported the much-improved lighting in the station and thanked the District members who helped with the project.
11. Update on Joint Service with Lake Bluff. President Rogers reported receiving a written proposal from the Village of Lake Bluff for shared services. The proposal was distributed to the Trustees immediately prior to the meeting. President Rogers asked that Trustee Grum and Trustee Snoblin review the proposal and furnish comments to Attorney Kelly. The Board will discuss this proposal at the March meeting. President Rogers noted that the proposal was posted on the Knollwood Neighbors Facebook page.

12. Update on Investigation of Contracting for Service/Consolidation. Trustee Grum reported that he met with Chief Siebert and Chief Carani for further discussions of their proposal. Trustee Grum indicated that he would schedule an additional meeting.
13. Non-Agenda Items. President Rogers reported that the District station would serve as a polling place on March 20<sup>th</sup> and that the election equipment would be delivered on the 19<sup>th</sup>.
14. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow reported that nine (9) new applications for membership in the Knollwood Fire Department were being processed.
15. Adjournment. Trustee Grum made a motion to adjourn the meeting at 6:52 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:02 p.m.

Respectfully submitted,

John H. Kelly  
District Attorney

Approved \_\_\_\_\_, 2018

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Dan Rogers  
Board President

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Robert Grum  
Board Secretary