

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, February 13, 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 6:33 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. Lighting Project Presentation. Presentation by Kate Anderson of Sustainable Lighting Solutions of Bensenville, IL regarding for lighting infrastructure improvements and amperage reductions in interior and exterior lighting at the District's station. Ms. Anderson reviewed and demonstrated potential replacement light fixtures which would be more cost effective and more efficient. Ms. Anderson noted the proposal included prevailing wage applicability.

- a. Attorney O'Connor noted that formal bidding is required if the contracts for supplies, materials, or work involved an expenditure in excess of \$20,000.

- b. The Board and Chiefs stated they would investigate further.

4. Consideration of Minutes. Minutes from the January 9, 2017, regular meeting and from the January 30, 2017, special meeting prepared by Attorney O'Connor were reviewed by the Board.

Motion by Trustee Rogers, second by Trustee Grum, to approve the January 9, 2017, regular meeting and from the January 30, 2017, special meeting minutes as presented. No further discussion. Minutes were approved on a unanimous voice vote.

5. 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 Tim Hughes – commented on the Lighting Presentation. Attorney O'Connor noted that further research was needed to determine whether formal bidding for the lighting infrastructure improvements and amperage reductions was required or not.

- b. Resident Margie Netzer – asked about the District’s ambulance service options. General discussion ensued. Several points were made: (1) options for ambulance services to the District needed to be nearby (for timely response) which limited District’s options for providers, and (2) the Board was investigation multiple options including possible service from Libertyville, Lake Forest, Lake Bluff, North Chicago and establishing an in-District ambulance service capability which Chief Harlow was working on.
 - c. Resident Tim Hughes – asked about the Petitions signed by residents seeking to have the Trustees elected by residents rather than appointed by the Lake County Board. Attorney O’Connor explained that the Board had passed the Ordinance certifying the Petitions at the January 9, 2017 meeting and that he had filed the Ordinance the following day with the Lake County Clerk, all as required by the Election Code and Fire Protection District Act. Attorney O’Connor said that the matter would be on the ballot for the Consolidated Election on April 4, 2017.
 - d. No further public comment was offered.
6. Attorney’s Report. Attorney O’Connor had no report.
7. Chief’s Report. Chief Harlow offered the following comments.
- a. Lighting Presentation. Chief Harlow offered that he had a contact that might be able to perform the lighting improvements for the District generally described in the Lighting Presentation for a much lower cost. Chief Harlow would follow-up and report back to the Board.
 - b. Tim Wirf and Vehicle Maintenance. Chief Harlow provided an update on repair of the hydraulic pump repair on the ladder truck as well as the annual service and testing for the ladder and engine.
 - c. Member training. 2 members are at the NIPSTA (Northeastern Illinois Public Safety Training Academy) fire academy for training.
 - d. Lake Forest. Chief Harlow stated he and Trustee Snoblin were scheduled to meet with Lake Forest tomorrow (Tuesday, February 14, 2017) morning.
 - e. Equipment. Chief Harlow advised that FSI had ordered a replacement part for the vehicle exhaust which had been the cause of activating the “check engine light.” That replacement seemed to fix the problem. Discussion about payment for the replacement part, and seeking an offset from monies due from FSI for parts to repair fire damage to District’s vehicle while at FSI. Consensus of the Board for Chief to pursue offset. Attorney O’Connor noted that the offset with payment of balance needed to be documented.
 - f. Fire House. District computer that Libertyville had accessed for Fire House reports ceased functioning. Trustee Snoblin investigated, and reported the 8 to 10

year old computer failed. Trustee Snoblin ordered a refurbished computer from Amazon for \$100 and is in the process of installing the software on the replacement computer to enable Libertyville access to Fire House. In doing so, Trustee Snoblin mentioned his intent to seek additional layers of security/protection for access to the District's Fire House computer and software.

- g. Action on D/C Issel's vehicle to designate it as an authorized emergency vehicle is Item 16 on the meeting agenda.
 - h. Chief Harlow updated the Board explaining that he had been unable to set a time and date for the requested meeting with Lake County Board Chair Lawlor and County Board Rep. Rummel. Chief Harlow will continue to work to set up the meeting and update the Board.
8. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of January 31, 2017.

a. Status of funds:

LF Bank and Trust - Capital	\$ 36,358.91
LF Bank and Trust - Checking	\$ 20,000.00
LF Bank and Trust - Reserve	\$173,210.08
Northern Trust-Station Reserve -	\$ 0.00
Northern Trust-Capital Investment -	\$ 0.00
Northern Trust-Checking -	\$214,708.93
Petty Cash -	\$ 29.05
Total -	\$444,306.97

Trustee Rogers noted the District was in the process of transferring its accounts from Northern Trust (former mortgage holder) to Lake Forest Bank & Trust (new note holder) per Board direction at the meeting January 9, 2017.

- b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report. Most line items were within estimated ranges for anticipated expenditures for this point in the District's fiscal year.

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

9. 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 Grum, seconded by Trustee Snoblin to approve the payment of outstanding warrants (invoices) in the amount of \$59,292.60. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

Motion by Trustee Grum, seconded by Trustee Snoblin to approve the payment of invoice for annual website and communications support in the amount of \$350.00. Trustees acknowledged Trustee Snoblin's acknowledgement that Trustee Snoblin's spouse provided the District's annual website and communications support. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – abstain. Motion passed; Payment approved.

10. Update on Rescue Services for Hilltop Property & Discussion and Action on Disconnection/Annexation of Sheridan at Green Oaks Properties.

- a. Trustee Snoblin advised that Attorney Robert Kenny represented the owners of Sheridan at Green Oaks Properties. The Board concurred with Trustee Snoblin's suggestion to advance these two related topics for which Mr. Kenny was attending the meeting.
- b. Attorney O'Connor provided a brief overview of the process under Section 16d of the Fire Protection District Act by which the 2 principal parcels comprising the Sheridan at Green Oaks could be disconnected from Rockland FPD and connected to Libertyville FPD. The process involves several steps, will take several months, but does not require court or referendum approval.
 - i. Notice of Rockland FPD and Libertyville FPD public hearings on the proposed disconnection and annexation would be mailed in March; the notice must be 60 days prior to the public hearings.
 - ii. Rockland FPD and Libertyville FPD would hold public hearings on the proposed disconnection and annexation at the June 2017 meetings.
 - iii. After the public hearing, each FPD Board would approve an ordinance: Rockland to disconnect if Libertyville annexes, and Libertyville to annex if Rockland disconnects.
 - iv. Both FPD Boards would regularly meeting on Monday, June 12, 2017.
 - v. Attorney O'Connor would procure original copies of both the Rockland and Libertyville ordinances, and file copies (1) with the Lake County Clerk and (2) with the Office of the State Fire Marshall.
 - vi. The effective date for the transfer would be July 1, 2017.
- c. Attorney O'Connor provided a draft of the proposed ordinance for Rockland FPD disconnection, noting a number of details were still required to complete the document.
- d. Brief discussion on benefit of disconnection/annexation process under Section 16d noted above compared to Section 16a which would require court approval.
- e. General discussion ensued. Consensus was disconnection of the 2 parcels comprising Sheridan at Green Oaks was in the District's interest.
- f. Attorney O'Connor noted how would work to finalize the Rockland disconnection ordinance, would work with Libertyville FPD's attorney on the corresponding

annexation ordinance, and would need direction from the Board at the March 13, 2017 meeting to mail the required notice to the owners of the 2 parcels comprising Sheridan at Green Oaks.

11. Discussion Regarding Open Meeting January 30, 2017. Consensus of all Trustees supported comments from members of public that the meeting January 30, 2017, was very productive and helpful.
12. Update on Joint Services with Lake Bluff. Trustee Rogers advised that he and Drew Irvin (Village Administrator) planned to meet tomorrow to discuss joint services. The meeting was informal with not agenda. Further updates to follow.
13. Discussion and/or Action on Ambulance Contract. Subject discussed thoroughly in Special Meeting held earlier. No further discussion.
14. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin advised that he and Chief Harlow participated in a meeting on January 17 the purpose of which was to seek service efficiencies for participants (Rockland, Lake Forest, Lake Bluff, Highland Park).. Trustee Snoblin advised that Highland Park withdrew from participation with the task force at that meeting. Trustee Snoblin mentioned the Libertyville proposal to provided Rockland full services was a major topic of interest. Finally, Chief Harlow noted that consolidated dispatch at Countryside might offer operational savings for some departments (Lake Forest, Lake Bluff). Chief Harlow stated he and Trustee Snoblin were scheduled to meet with Lake Forest tomorrow (Tuesday, February 14, 2017) morning.
15. Discussion and Action on Emergency Vehicle Designation Authorization.
 - a. Attorney O'Connor distributed Ord. 2017-03 designating D/C Issel's vehicle as an emergency vehicle for the District. The authorization permits D/C Issel to install and operate emergency devices on his vehicle when responding to an emergency call.
 - b. Attorney O'Connor the District had previously taken the same approach for D/C Kositzki's vehicle, but with D/C Kositzki's departure that ordinance needed to be and was rescinded as no longer applicable.

There being no discussion, motion made by Trustee Grum, seconded by Trustee Rogers to approve Ord. 2017-03 AUTHORIZING THE DESIGNATION OF THE PERSONAL VEHICLE OF THE DEPUTY FIRE CHIEF AS AN AUTHORIZED EMERGENCY VEHICLE OF THE ROCKLAND FIRE PROTECTION DISTRICT. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Ord. 2017-03 approved.

One copy of Ord. 2017-03 was provided to D/C Issel.

16. Non Agenda Items.

- a. Trustee Snoblin advised that the District’s workers’ comp carrier had completed its annual audit. Trustee Snoblin explained that workers’ comp premiums were based on employee salary and the audit was the annual “true-up” to ensure only the proper premium was paid. Trustee Snoblin explained that for workers’ comp premium calculations the minimum annual salary for an employee was \$1,000. Discussion about minimum salary impact of probationary firefighters but acknowledgement that all District employees needed workers’ comp protections.
- b. Trustee Snoblin advised that he and Chief Harlow he responded to a FOIA request for specific employee data (start date, rank, annual salary, etc.) to “Open The Books.”
- c. Chief Harlow advised the Board that he continued to work on an –in-house ambulance service proposal, looking at the issue from feasibility and sustainability perspectives. Chief Harlow said it might take a couple months to complete the proposal.

17. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department.
None.

18. Adjournment. Trustee Rogers made a motion to adjourn at 7:48 p.m. which was seconded by Trustee Grum. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Brian J. O’Connor
District Attorney

Attachments: Visitor Sign-in Sheet
Lighting Project Presentation

Approved _____, 2017

Karl Snoblin
Board President

Robert Grum
Board Secretary