

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, May 8, 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 6:30 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:

Patricia Issel	Katy Miller
Jason Houlston	Amy Nielsen
Alex Hanna	Dave Brown
Tim Hughes	Janice Schnobrick
Mo Knesley	Gust Papas
Margie Netzer	Beth Issel
Ed Kositzki	Ed Whitehead

2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Consideration of Minutes. Minutes from the Regular Meetings of April 10, 2017, prepared by Attorney O'Connor and from the Special Meeting of April 20, 2017, open and closed sessions, prepared by Attorney Kelly were reviewed by the Board. Motion by Trustee Grum, seconded by Trustee Rogers to approve the April 10 regular and April 20 special minutes as presented, and to approve and retain as confidential the closed session minutes from the April 20 special meeting. No discussion. Voice vote: 3 Yes, 0 No. Minutes approved.
4. Trustee Availability/Access. Trustee Rogers announced the he would arrive at 6pm on meeting nights to meet with individual residents to answer any questions they might have. Trustee Rogers also announced that any resident wanting to meet with him could email him [drogers@knollwoodfire.com] to arrange for a day and time to meet at the Station. Trustees Snoblin and Grum announced they too would arrive at 6pm on meeting nights to meet with individual residents to answer any questions they might have. Attorney O'Connor noted the trustees would be available in separate rooms/areas for discussions to avoid perceived or potential conflicts with the Open Meetings Act.

Following are email addresses for Trustees Snoblin [KSnoblin@knollwoodfire.com] and Grum [rgrum@knollwoodfire.com] [per 50 ILCS 205/20].

5. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)].

- a. Amy Nielsen offered comments regarding (1) availability of the minutes from the April 20th Board meeting, which Attorney O'Connor explained would be available within 10 days given that the open session minutes were just approved (closed session minutes were deemed confidential and not available for inspection at this time), and (2) her displeasure with the contents of emails released on April 28th pursuant to the April 17th FOIA Request submitted by Ed Whitehead on behalf of the Friends of the Knollwood Fire Department.
- b. David Brown offered comments suggesting that the Lake County Board had no oversight over the District's Board of Trustees except for appointment, but that oversight was the responsibility of the Illinois Attorney General.

6. Attorney's Report.

- a. Referendum. Attorney O'Connor reported that on April 4th the Lake County Clerk had forwarded the official canvass of the Referendum election results, which he forwarded to the Board.
- b. Ambulance Agreement. Attorney O'Connor reported that Chief Carani had forwarded a signed copy of the Ambulance Service Agreement on April 27th. Chief Harlow stated he had the original (signed) copy from Chief Carani.
- c. FOIA Request/Response. Attorney O'Connor advised that on April 28th he had timely responded to the April 17 FOIA Request submitted by Ed Whitehead on behalf of the Friends of the Knollwood Fire Department after having received an extension to respond.

7. Chief's Report.

- a. Vehicles. Chief Harlow advised that the pump test and scheduled maintenance had been completed at WIRFS, and with return of the pumper the engine had been sent to WIRFS for scheduled maintenance.
- b. Donation. Chief Harlow advised that NORTH SHORE SPORTS CLUB had donated three (3) ballistic vests to the District for use by members during active shooter responses. Chief Harlow noted each vest was valued at \$800. Chief Harlow explained the District had been conducting active shooter response training, and had been working to find funds to procure ballistic vests for members responding to an active shooter incident. The Board and Chief officers noted their appreciation for the donation.
- c. Meeting. Trustee Rogers met with Chief Harlow and Deputy Chief Issel this past weekend. All described the meeting as very productive.
 - i. Lake Bluff. Chief Harlow was working with Lake Bluff and reviewing response run sheets and call statistics, looking for relativity of responses. Chief Harlow suggested that the Rockland to Lake Bluff calls measure about 4-to-1 compared to Lake Bluff to Rockland calls. The Board and Chief would further investigate possible reimbursement should the responses be imbalanced.

- ii. Libertyville. Chief Harlow was reviewing response runs and responses by Rockland (Knollwood). Chief Harlow mentioned that there were 9 homes in Rockland FPD that pay taxes to Libertyville. Chief Harlow wondered whether Rockland could get a credit against its ambulance service contract costs from Libertyville for the 9 houses in Rockland for the property taxes the houses pay to Libertyville. Trustee Grum will broach the subject with Chief Carani. Attorney O'Connor explained that if Libertyville was amenable, an Intergovernmental Agreement (IGA) could be prepared addressing Libertyville's granting of credit to Rockland for its annual ambulance service charge in the amount equaling the annual property tax paid by the 9 houses. Further updates to follow.
 - iii. North Chicago and Libertyville. Chief Harlow was researching the impact of municipal annexations and Rockland's costs for services to these annexed areas. Further updates to follow.
 - iv. Libertyville Ambulance Service. Chief Harlow noted the agreement cost was calculated based upon a Libertyville response by one Lieutenant/Paramedic (LT/P) and two Firefighter/Paramedics (FF/Ps). Chief Harlow noted that Libertyville response from Station 3 provides that staffing, but response from Station 1 provides only two FF/Ps. Chief Harlow is researching the percentage of calls with full (one LT/P and two FF/Ps) versus reduced (two FF/Ps) staffing. Further updates to follow.
 - d. New Business. Chief Harlow advised a new nail salon was opening in the District, and inspections (code compliance) were being conducted.
 - e. FY 17-18 Budget. Chief Harlow advised that he and staff continued to work on the FY 17-18 Budget. Chief Harlow explained anticipated projects included lighting and kitchen repairs and purchase of a washer and dryer for the Station. Chief Harlow said he would have a draft FY 17-18 Budget for posting by the June meeting, to enable adoption of the actual FY 17-18 Budget and Appropriations Ordinance at the July meeting. Further updates to follow.
8. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of April 30, 2017.

a. Status of funds:

LF Bank and Trust - Capital	\$ 36,363.29
LF Bank and Trust - Checking	\$ 21,409.38
LF Bank and Trust - Reserve	\$173,448.72
Northern Trust-Checking	\$ 73,879.60
Petty Cash -	<u>\$ 29.05</u>
Total -	\$305,130.04

Trustee Rogers noted the District continues 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, with the change-over expected to be complete by next month.

- 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; exceptions were noted but not unanticipated.

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.

9. Approval of Outstanding Invoices. The Board reviewed the list of checks for invoices and payroll needing approval. Trustee Rogers reviewed the list of invoices item by item, commenting on and explaining more noteworthy items (payroll, Station loan, ambulance contract payment).

Motion by Trustee Grum, seconded by Trustee Snoblin to approve the payment of outstanding warrants (invoices) in the amount of \$74,099.44. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

10. Station Lighting Update. D/C Issel reported that he continued to work with on-duty staff regarding replacement of District lighting. He noted lighting in the equipment bay was original lighting (about 20 years old) and in need of replacement. He suggested replacement with newer LED (light-emitting diode) lights which were brighter and cost less to operate. D/C Issel explained the replacement cost should be well under the bidding limit of \$20,000 and was relatively straightforward so would be done by on-duty staff. Replacement costs would be included with the FY 17-18 budget. Consensus of the Board to proceed.

11. Discussion/action on District Facility Use. Attorney O'Connor prepared draft "Guidelines on the Use of District Facilities" which he had emailed to the Board and Chief officers. General discussion ensued.

- a. The Board agreed written guidelines were more preferred over the prior unwritten practice.
- b. Consensus recognized a need to control access to and use of District facilities.
- c. Access and use by governmental entities (the District, District-sponsored events, other units of local government, the District's Firefighters' Association).
 - i. These uses required less scrutiny and oversight than did access and use by private entities.
 - ii. Premises liability was generally assumed by the District with personnel liability assumed by the respective unit of local government.
 - iii. The Chief or D/C would review each such request, and if not conflicting with District needs or activities would generally be approved subject to email to the trustees for objections to that use.
 - iv. The District and participants would ensure the facilities were returned to clean and orderly condition on completion of the event.

- d. Access and use by private entities would be considered if the private entity was (1) non-profit and (2) non-political.
 - i. These uses required more scrutiny and oversight than did access and use by governmental entities.
 - ii. One concern was ensuring no conflict with District needs or activities, planned or unplanned.
 - iii. A second concern was liability. Waivers of liability signed by users of the facility (adults, or parents/guardians for minors) needed to be submitted to and on file with the District prior to the event. The waivers of liability were commonly used by schools (permission slips for school events and trips) and community organizations' events with which people are already familiar.
 - iv. A third concern was District supervision of the event, and adequacy of continued supervision in the event of a District emergency response.
 - v. Another concern was responsibility for return of the District's facilities to a clean and orderly condition on completion of the event.
 - vi. The Chief or D/C would review each such request, and if concerns were properly addressed and there being no conflict with District needs or activities, the event would generally be approved subject to email to the trustees for objections to that use.
 - e. Attorney O'Connor will revise the proposed "Guidelines" for consideration by the Board at the June meeting.
12. Update on Disconnection/Annexation of Sheridan at Green Oaks Properties. Attorney O'Connor advised that the process was underway, with action anticipated at the June meeting, with the transfer to be effective July 1st.
13. Update on Joint Services with Lake Bluff. Covered in Section 7(c) of the Chief's report above.
14. Update on Investigation of Contracting Services and/or Consolidation. Covered in Section 7(c) of the Chief's report above. Trustee Grum will broach the subject of Libertyville responses with Chief Carani.
15. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin advised there was no update. The next meeting was scheduled for May 25. Participants included Lake Bluff, Lake Forest, Libertyville and Rockland: Highland Park having withdrawn. More to follow.
16. Non Agenda Items. Discussion about service on the generator including comments by Chief Harlow, Trustee Rogers, and Resident Erik Kositzki. Trustee Rogers accepted Mr. Kositzki's recommendation on possible contacts for generator services.
17. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.

18. Adjournment. Trustee Rogers made a motion to adjourn at 7:26 p.m. which was seconded by Trustee Grum. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Approved _____, 2017

Karl Snoblin
Board President

Robert Grum
Board Secretary