

Rockland Fire Protection District  
Board of Trustees

Minutes of Regular Meeting  
Monday, June 12, 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 (late) |
| Trustee/Secretary Robert Grum  | Attorney Brian O'Connor        |

Quorum acknowledged.  
Others present – Members of the Public and Department:

|                                     |                    |
|-------------------------------------|--------------------|
| Patricia Issel                      | Jeff Urso          |
| Joan Barott                         | Mike Gernenz       |
| David Brown                         | Michael Mihiscalco |
| Tim Hughes                          | Ed Whitehead       |
| Nancy Cutter [Sheridan Life Center] | Jason Houlston     |
2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Public Comment on Ord. 2017-04 Authorizing the Transfer of Certain Real Property By and Between the Rockland Fire Protection District and the Libertyville Fire Protection District, Both in Lake County, Illinois Pursuant to 70 ILCS 705/16d.
  - a. President Snoblin opened Public Comment at 6:32 p.m.
  - b. Patricia Issel asked to clarify the parcels to be transferred. President Snoblin replied there were 2 parcels identified, both in Libertyville Township and on which Sheridan Life Center improvements were located.
  - c. There were no other public comments regarding the proposed property transfer.
  - d. President Snoblin closed Public at 6:33 p.m.
4. Ord. 2017-04 Authorizing the Transfer of Certain Real Property By and Between the Rockland Fire Protection District and the Libertyville Fire Protection District, Both in Lake County, Illinois Pursuant to 70 ILCS 705/16d (“Ord. 2017-04”).
  - a. There was no further discussion on disconnecting the 2 Sheridan parcels from Rockland FPD for annexation by Libertyville FPD.
  - b. Motion to approve Ord. 2017-04 as presented by Trustee Rogers, seconded by Trustee Grum. Roll Call vote: Grum- Yes, Rogers – Yes, Snoblin – Yes. Ord. 2017-04 approved.

5. Non Agenda Items. Jeff Urso advised all present of the Knollwood Block Party scheduled for Saturday, July 15. Mr. Urso noted the Block Party was privately sponsored, and he was working with Chief Harlow concerning the event. All were supportive of the event and appreciated Mr. Urso's update. Additional updates to follow at the Board's July 10 meeting.
6. Consideration of Minutes. Minutes from the Regular Meetings of May 8, 2017, prepared by Attorney O'Connor were reviewed by the Board. Motion by Trustee Rogers, seconded by Trustee Grum to approve the May 8, 2017, minutes as presented. No discussion. Voice vote: 3 Yes, 0 No. Minutes approved.
7. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)]. None offered.
8. Attorney's Report. Attorney O'Connor provided a brief update on bills approved in Springfield including an expanded local government consolidation bill (Senate Bill 0003) but no further development of the secondary employment bill (Senate Bill 1335).. Attorney O'Connor advised he would provide updates as the situation develops.
9. Chief's Report.
  - a. Vehicles. Chief Harlow advised that the annual ladder test certification was complete on file, and that the Engine would be going to Fire Service for air conditioner repairs.
  - b. Block Party. Addressed in Item 5 above.
  - c. Insurance. Chief Harlow advised the District was working to obtain weights for the Engine and Ladder Truck needed by VFIS Insurance.
  - d. Hiring Policy. Chief Harlow will draft and forward to Attorney O'Connor for review a policy for hiring District firefighters. Chief Harlow stated this was a VFIS recommendation. Attorney O'Connor noted it would be prudent. The plan is to have a proposal for Board consideration at the July 10 meeting.
  - e. Annual Drivers' License Verification and Background Checks. Chief Harlow advised the District needs to do this annually. The need is not overwhelming, being perhaps 30-40 person per year. Trustee Rogers will check with Lake Bluff to determine if Lake Bluff Police Department might assist. The District would prepare a form with the person's name, Driver's License (DL) number, a column to confirm the DL was valid, and space to record any reasons if invalid.

Along these lines, after some discussion, Trustee Rogers will also check with Lake Bluff Police Department to determine if it could assist with criminal background checks required for new firefighters. This could save processing time and the \$25 per background check fee the District now pays.

- f. Sheridan Life Center at Green Oaks. Chief Harlow advised there were about 30 residents at Sheridan and which resulted in 2 ambulance calls. The calls were handled without incident, but Chief Harlow was monitoring as to call volume as the District is liable for calls until July 1, 2017, after which time Libertyville FPD is responsible (per Ord. 2017-04 in Items 3 and 4 above).
  - g. Automatic Response Agreement (ARA) with Lake Bluff. General discussion about ARAs in effect between Rockland FPD and Lake Bluff FD. Trustee Grum asked for clarification of geographic ARA responses. Chief Harlow noted many of the ARAs had been in effect for a long time. Trustee Rogers and Chief Harlow have been investigating with Lake Bluff regarding joint services and compensation. Chief Harlow reviews mutual fire, service and EMS responses. Trustee Grum noted the apparent disproportion of responses: 209 responses from Rockland FPD to Lake Bluff FD, with 52 responses from Lake Bluff FD to Rockland FPD. General consensus to review and update/revise these ARAs
10. Res. 2017-01 Adopting Prevailing Wage Effective June 5, 2017. Attorney O'Connor advised this is an annual statutory requirement.

There being no further discussion, motion to approve Res. 2017-01 as presented by Trustee Rogers, seconded by Trustee Grum. Roll Call vote: Grum- Yes, Rogers – Yes, Snoblin – Yes. Res. 2017-01 approved

11. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of May 31, 2017.

- a. Status of funds:
 

|                              |                 |
|------------------------------|-----------------|
| LF Bank and Trust - Capital  | \$ 36,364.94    |
| LF Bank and Trust - Checking | \$ 35,054.12    |
| LF Bank and Trust - Reserve  | \$173,573.32    |
| Northern Trust-Checking      | \$ 26,874.79    |
| Petty Cash                   | <u>\$ 29.05</u> |
| Total                        | \$271,896.22    |

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 advised he could not provide a Budget Tracking report until the Board approves the Budget and Appropriations Ordinance at the July 10 meeting.

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.

12. 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 \$59,765.99. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

13. Station Lighting Update. Deferred pending arrival of D/C Issel.

14. Discussion/action on District Facility Use. Attorney O'Connor revised the proposed "Guidelines on the Use of District Facilities" discussed at the May meeting, and emailed the revised version to the Board and Chief officers. General discussion ensued. Trustee Rogers offered one suggested change. Chief Harlow discussed a general plan of requires through approval and oversight, with insurance and liability addressed. All agreed the revised guidelines, as amended, were ready for adoption.

There being no further discussion, motion to approve Guidelines on the Use of District Facilities as amended was made by Trustee Rogers, seconded by Trustee Grum. Roll Call vote: Grum- Yes, Rogers – Yes, Snoblin – Yes. Guidelines on the Use of District Facilities as amended approved

15. Update on Joint Services with Lake Bluff. Trustee Rogers and Chief Harlow continue efforts. See also Item 7(e) above.

16. Update on Investigation of Contracting Services and/or Consolidation. Trustee Grum inquired about authority in meetings with other departments/municipalities. Exchange by and between Trustees Grum, Rogers and Snoblin. Distinction noted between discussions on level of negotiations versus informal discussions to investigate concepts, and necessary authority for each.

Past Board action designated individual trustees as lead for informal discussions to investigate concepts with neighboring entities: Trustee Grum for Libertyville, Trustee Rogers for Lake Bluff, and Trustee Snoblin for Lake Forest, with each to regularly update the full Board on developments, if any. Trustee action involving discussions on level of negotiations with any of these entities resulting in formal proposals should be expressly authorized by the Board.

17. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin advised he and Chief Harlow met May 25 with representatives from Lake Forest, Lake Bluff and Libertyville. Concepts discussed: (a) vehicle replacement opportunities and savings, (b) options for consolidated dispatch, (c) impacts from a possible property tax freeze, and (d) contingency plans by Lake Forest, Lake Bluff and Libertyville if Rockland FPD ceased operations.

D/C Issel arrives.

18. Station Lighting Update. D/C Issel reported on efforts to update District lighting. He suggested replacement with newer LED (light-emitting diode) lights which were brighter and cost less to operate. D/C Issel explained 8' tubes were made but not readily available.

He said that the 4' tubes were available and suggested their use instead. For the vehicle bay D/C Issel estimate the District would need about 21 of the 4' LED fixtures at about \$60 each, with our tubes per fixture or 84 of the 4' tubes at \$10 each, yielding an estimated cost of \$1,260 (4' LED fixtures) plus \$840 (4' LED tubes) totaling about \$2,100. Consensus of Board to authorize D/C Issel to proceed. D/C Issel will provide invoices for approval at the July 10 meeting. The Board will budget \$2,500 for the vehicle bay light project, noting the budget was to also be approved at the July 10 meeting.

19. Non Agenda Items. See Item 5 above; no additional items.
20. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow advised the Board he would be sending letters terminating membership of four personnel for non-participation. The Board concurred with Chief Harlow's action.
21. Adjournment. Trustee Rogers made a motion to adjourn at 7:32 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

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Karl Snoblin  
Board President

\_\_\_\_\_  
Robert Grum  
Board Secretary