

Rockland Fire Protection District  
Board of Trustees

Minutes of Regular Meeting  
Monday, July 17, 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 Vladimir Shuliga

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

Patricia Issel	Margie Netzer
Jeff Urso	Ed Whitehead
David Brown	

Other unidentified members of the public and Department
  
2. Pledge of Allegiance. Recitation led by President Snoblin.
  
3. Public Hearing on Ord. 2017-05 An Ordinance Adopting the Budget and Appropriations Of the Rockland Fire Protection District lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and ending April 30, 2018.
  - a. President Snoblin opened Public Comment at 6:33 p.m.
  
  - b. David Brown complimented the Board of Trustees on the job it does budgeting and monitoring finances.
  
  - c. There were no other public comments regarding the budget and appropriations ordinance.
  
  - d. President Snoblin closed Public at 6:41 p.m.
  
4. Ord. 2017-05 An Ordinance Adopting the Budget and Appropriations Of the Rockland Fire Protection District lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and ending April 30, 2018 (“Ord. 2017-05”).
  - a. There was no further discussion on the Budget and Appropriations Ordinance.
  
  - b. Motion to approve Ord. 2017-05 as presented by Trustee Rogers, seconded by Trustee Grum. Roll Call vote: Grum- Yes, Rogers – Yes, Snoblin – Yes. Ord. 2017-05 approved.

5. Acknowledgment of Re-Appointment of Dan Rogers to the Rockland Fire Protection District Board of Trustees. President Snoblin, on behalf of the Rockland Fire Protection Board of Trustees acknowledged the re-appointment of Dan Rogers to the Board of Trustees.
6. Election of Officers. Trustee Grum made a motion to nominate Trustee Rogers as President of the Board of Trustees. Trustee Rogers seconded the motion. No discussion. Roll call vote: Grum- Yes, Rogers-Yes, Snoblin-Yes. Nomination approved.

Trustee Rogers made a motion to nominate Trustee Grum as Secretary of the Board of Trustees. Trustee Snoblin seconded the motion. No discussion. Roll call vote: Rogers- Yes, Snoblin-Yes, Grum- Yes. Nomination approved.

Trustee Grum made a motion to nominate Trustee Snoblin as Treasurer of the Board of Trustees. Trustee Snoblin declined the nomination based on the time commitment required to perform the function and commitments he had outside of the District. The Board discussed the possibility of nominating a non-trustee to act as the treasurer. Trustee Grum made a motion to nominate Trustee Snoblin as a temporary Treasurer for one month and until the Board approves a non-trustee to act as the Treasurer, seconded by Trustee Rogers. Roll call vote: Grum- Yes, Rogers- Yes, Snoblin- Yes.

7. Consideration of Minutes. Minutes from the Regular Meetings of June 12, 2017, prepared by Attorney O'Connor were reviewed by the Board. Motion by Trustee Snoblin, seconded by Trustee Grum to approve the June 12, 2017, minutes as presented. No discussion. Voice vote: 3 Yes, 0 No. Minutes approved.
8. Public Comment. President Rogers opened the meeting to comments from the public [5 ILCS 120/2.06(g)].
  - a. David Brown read a written statement regarding the role of a Trustee. The written statement will be appended to these minutes.
  - b. Jeff Urso thanked the District for contributing to the block party and informed the Board that it was a great success.
  - c. Ed Whitehead made comments regarding the reappointment of Trustee Rogers and representations made by the County Board Chairman with respect to that nomination.
  - d. Patricia Issel asked whether Trustee Snoblin intended to remain on the Board. She also commented that the stated reason for any agreement with an adjoining municipality is to save money, yet, in her opinion, the tax bill from the District was not very high.
  - e. Margie Netzer commented that surrounding communities struggled to respond to calls during the recent flooding and the Knollwood Fire Department had to help those surrounding communities.

9. Attorney's Report. Attorney Shuliga provided a brief update on the recent passage of a state budget and the lack of local government funding reforms in that budget. Attorney Shuliga advised he would provide updates as any new matters impacting the fire service arise.

10. Chief's Report.

- a. Flood Response. Chief Harlow reported that District responded to 27 calls in 36 hours, and he believed there were many more undocumented calls. He advised that the only mutual aid that the District received was from Lake Bluff, and Lake Bluff staffed an engine in District's quarters as well. Chief Harlow also advised the Board that the District was the first engine on two Libertyville calls. Finally, Chief Harlow reported that the District's generator was put into service in Burlington, WI to power the Village Hall and Police Department.
- b. Automatic Response Agreement (ARA) with Lake Bluff. Chief Harlow reported that the response numbers and dispatch numbers into Lake Bluff were not matching up in the CAD. President Rogers requested additional information from Chief Harlow regarding non-mutual aid calls into Lake Bluff. Chief Harlow will check the dispatch information and will follow up at the August meeting.
- c. Libertyville Contract. Chief Harlow reported that Libertyville's Station 1 ambulance responded to the District 29 times. Chief Harlow noted that the response times were higher than the District's expectations for appropriate response time. Chief Harlow added that Libertyville's Station 2 ambulance responded to the District 9 times with response times in the 12 to 14-minute range.
- d. Block Party. Chief Harlow reported that Flight for Life was complimentary of the District's landing zone preparations.
- e. Fundraiser. Chief Harlow reported that a fundraiser was being organized to help a 10 year old Lake Bluff resident with a brain tumor. Chief Harlow informed the Board that he would like to raffle off three rides on a fire engine to help with the fundraiser. The Board agreed with Chief Harlow's proposed participation.
- f. Hiring Policy. Chief Harlow presented the Board with a proposed hiring policy. The Board requested attorney review before potentially implementing the policy in August.
- g. Annual Drivers' License Verification and Background Checks. Chief Harlow and the Board discussed utilizing drivers' license verification and criminal background checks for all new hires. President Rogers also recalled that the insurance company had required criminal background

checks for current employees as well. Attorney Shuliga was to review background check procedures as part of the hiring policy, and Chief Harlow was to verify insurance company requirements for current employees.

11. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of June 30, 2017.

a. Status of funds:

LF Bank and Trust - Capital	\$ 36,366.43
LF Bank and Trust - Checking	\$184,487.71
LF Bank and Trust - Reserve	\$273,712.56
Northern Trust-Checking	\$ 27,143.82
Petty Cash	<u>\$ 29.05</u>
Total	\$521,739.57

Motion made by Trustee Rogers, 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.

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.

Motion by Trustee Grum, seconded by Trustee Rogers to approve the payment of outstanding warrants (invoices) in the amount of \$60,400.88. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

13. Station Lighting Update. Chief Harlow and Deputy Chief Issel provided an update on the Station lighting project to the Board.
14. Discussion/action on District Facility Use. The Board adopted amended District Facility Use policy at the June Board meeting. Attorney O'Connor is to provide the finalized policy language at a future meeting.
15. Update on Joint Services with Lake Bluff. Trustee Rogers and Chief Harlow continue efforts. See also Item 10(b) above.
16. Update on Investigation of Contracting Services and/or Consolidation. Trustee Grum inquired about authority to reach out to surrounding municipalities and fire protection districts for proposals regarding future service for the area through consolidation, contracting services, or status quo. Trustee Grum stated that exploring all options for providing service to the area is prudent but does not necessarily mean that the District will change how it currently operates.

Trustee Snoblin stated that he believes that exploring options for future service to the community is good practice but stated that Libertyville's past proposal for full outsourcing of the District's operations was unacceptable. Trustee Snoblin added

that the Board was going to elected members in 22 months and he believed that any proposal to completely outsource the services or close down the station before elected board members took office would be inappropriate.

17. Update on Lake Forest Joint Fire and EMS Task Force. No update.
18. Non Agenda Items. None.
19. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow advised the Board that member Hannah Kalish resigned due to her other job. He also reported that Joe Knesley was stepping down as a lieutenant. Chief Harlow advised that Mike Gernenz had moved further from the District. He will still be participating but will be slower to respond. Chief Harlow noted that he would need to implement some temporary promotions in order to file line officer positions.
20. Adjournment. Trustee Grum made a motion to adjourn at 7:47 p.m. which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Vladimir Shuliga  
District Attorney

Approved \_\_\_\_\_, 2017

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Dan Rogers  
Board President

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Robert Grum  
Board Secretary