

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, August 14, 2017
Knollwood Fire Department, Meeting Room
14 Skokie Highway, Lake Bluff, IL. 60044

1. Call to Order and Roll Call. President Rogers called the meeting to order at 6:30 p.m. Roll call was taken with the following attendance noted:

Trustee/President Dan Rogers	Deputy Chief Mike Issel
Trustee/Treasurer Karl Snoblin	Attorney John Kelly
Trustee/Secretary Robert Grum	Attorney Brian O'Connor

Quorum acknowledged.
Others present – Members of the Public and Department:
Sixteen (16) members of the Public and the Fire Department
2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Appointment of Board Treasurer. The Board discussed the appointment of a Treasurer for the District. Interviews were conducted with two candidates. Tammy Bryant was recommended for hire. Trustee Snoblin researched the cost of a bond for the Treasurer which was \$42.00 per year for coverage up to \$50,000.00. Trustee Grum moved with a second by Trustee Snoblin to hire Tammy Bryant as the District Treasurer at an annual salary of \$1500.00 and with the addition of a bond in the amount of \$50,000.00. The motion was approved by a roll call vote with all Trustees voting aye. A bank resolution and signature cards will be provided at the September meeting for execution.
4. Consideration of Minutes. Minutes of the Regular Meeting of the Rockland Fire Protection District Board of Trustees for July 17, 2017, Budget Workshop of July 17, 2017, and Special Meeting held on August 1, 2017 were reviewed by the Board. Motion by Trustee Grum, seconded by Trustee Snoblin to approve all minutes as presented. No discussion. Voice vote: 3 Yes, 0 No. Minutes approved.
5. 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 outside influences and the role of the District Trustee. A copy of Mr. Brown's statement is appended to the minutes.
 - b. Bob Bush questioned the Trustees on their intentions and the intentions of the District relative to the status of the fire station.
 - c. Ed Whitehead offered the Trustees the opportunity to apologize to the community for their actions.

6. Attorney's Report to the Board of Trustees. Attorney Kelly provided a memo to the Board regarding background checks for current District employees. Attorney Kelly also updated the Board, at their request, on the legal fees incurred in response to FOIA requests received by the District. Since January 1, 2017, the District has spent \$3680.00 on legal fees associated with the response to FOIA requests. The Trustees also requested that Chief Harlow obtain Driver's License abstracts from all current employees by the September meeting. Deputy Chief Issel said he would communicate this to the Chief.

7. Chief's Report. Deputy Chief Issel reported for Chief Harlow.
 - a. Utility Vehicle #44 was damaged on a mutual aid response. MABAS repaired the damages to the light tower.

 - b. A member of the Fire Department suffered a laceration to his face during a training exercise. Proper reports were made and the Firefighter has returned to duty.

 - c. Chief Harlow is working on an analysis of responses to Lake Bluff. The current fee for responses to Lake Bluff is \$260.00 and Knollwood Fire responds to Lake Bluff more than 2/3 of the number of calls that Lake Bluff responds to Knollwood. President Rogers questioned the Deputy Chief on whether the District is effectively using its resources based on the number of responses to Lake Bluff. Trustee Grum questioned why Knollwood responds to Lake Bluff when a Lake Bluff or Lake Forest ambulance responds. The Deputy Chief indicated that he was not aware of any agreement to this effect. President Rogers stated that he would further discuss the matter with Chief Harlow and that he would talk to the Lake Bluff Fire Chief about a possible automatic response agreement (ARA) and he also raised the possibility of a joint meeting with the Lake Bluff Board.

 - d. Trustee Snoblin inquired of Deputy Chief Issel if the Department knew about a simulator available from IPRF for training purposes. Deputy Chief Issel indicated he would pass the information on to Chief Harlow.

8. Hiring Process/Background Checks Policy. Attorney Kelly advised the Board that he reviewed the Hiring Policy prepared by Chief Harlow and had no suggested changes. Trustee Grum made a motion to adopt the Hiring Policy as presented in the August meeting, second by Trustee Snoblin. The Motion was approved by a unanimous roll call vote.

9. Treasurer's Report. Trustee Snoblin provided the following updates to the District's financial position as to July 31, 2017:

Status of Funds

LF Bank and Trust – Capital	\$ 36,367.98
LF Bank and Trust – Station Reserve	\$273,712. 56
LF Bank and Trust – Checking	\$154,609.18
Northern Trust – Checking	<u>\$ 26,816.77</u>

TOTAL

\$491,536.49

Trustee Snoblin reviewed the Budget tracking report and it appears that most line items are on target with the budget.

Motion made by Trustee Rogers, second by Trustee Grum to approve the Treasurer's Report as presented. Motion passed on a unanimous roll call vote.

10. Approval of Outstanding Invoices. The Board reviewed the list of checks for invoices and payroll needing approval. Trustee Snoblin reviewed the list of invoices with an explanation of the more noteworthy items.
Motion by Trustee Grum, second by Trustee Rogers to approve the payment of outstanding invoices in the amount \$37,221.99. No further discussion. The Motion passed on a unanimous roll call vote.
11. Station Lighting. Deputy Chief Issel reported that the work would start next week on the lighting project.
12. Update on Investigation of Contracting for Service/Consolidation. Trustee Grum reported that letters were sent to Lake Forest and Libertyville based on the Board's discussion at the August meeting. No response from either Lake Forest or Libertyville was received prior to this meeting.
13. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin reported that he was not sure these meetings were still occurring and asked that this item be removed from future agendas.
14. Non-Agenda Items. None.
15. Nominations/Resignations/Terminations of Member of the Knollwood Fire Department. None
16. Adjournment. Trustee Grum made a motion to adjourn the meeting at 7:26 p.m. which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:26 p.m.

Minutes submitted by District Attorney, John Kelly.

Approved _____, 2017

Dan Rogers
Board President

Robert Grum
Board Secretary