



6. Chief's Report. Chief Harlow reported on the following issues:
- a. A problem with the plumbing in the station was discovered which involved a dry trap in the bathroom. Department members will regularly pour water into the drain to prevent fumes from backing up into the station.
  - b. The costs to perform drivers' license abstract checks for all Department members is \$480.00 and the process will take 5 to 7 business days. There are 40 members and each abstract will be \$40.00. The Chief will submit all requests to the Secretary of State at once. President Rogers moved to authorize payment in an amount not to exceed \$500.00 to the Secretary of State to obtain the drivers' license abstracts, second by Trustee Grum. The motion was approved by a unanimous roll call vote.
  - c. The Chief informed the Board that he received 8 tickets for the grand opening of the Sheraton at Green Oaks if anyone was interested in attending.
  - d. The hitch was replaced on Utility #44. The Department is still waiting to hear from MABAS as to whether they will reimburse the District for the total cost of the repairs.
  - e. The Chief reported on a house fire which occurred on September 4<sup>th</sup> at 6:30 p.m. The fire had a significant head start and the house was fully-involved when Knollwood Fire units arrived on the scene. Knollwood arrived several seconds before the first Libertyville unit arrived, even though Libertyville's station is closer to the scene of the fire. There was good cooperation at the scene with Knollwood, Libertyville, Lake Forest, and Lake Bluff Fire Departments. The Chief also mentioned that while fighting the fire, a broken fire hydrant was located. The hydrant has now been repaired by Lake County. President Rogers offered to contact Lake County to discuss an inspection and maintenance schedule for fire hydrants located in the District. President Rogers also spoke out regarding a resident who tried to use the response to this fire as a political issue. President Rogers stressed the District and the Fire Department's concern is for service to the public and the safety of the members of the Knollwood Fire Department.
7. Treasurer's Report. Trustee Snoblin reported on behalf of Treasurer Bryant who was not available to attend the meeting. The District's financial position as of August 31, 2017 is as follows:

|                                     |                     |
|-------------------------------------|---------------------|
| LF Bank and Trust – Capital         | \$ 36,369.52        |
| LF Bank and Trust – Station Reserve | \$273,712.56        |
| LF Bank and Trust – Checking        | \$ 98,675.77        |
| Northern Trust – Checking           | \$ 26,763.75        |
| Petty Cash                          | \$ 29.05            |
| <b>TOTAL</b>                        | <b>\$435,550.65</b> |

Trustee Snoblin reported that he is working with Treasurer Bryant on the preparation of the various financial reports. Trustee Snoblin also reviewed the budget tracking report. Chief Harlow questioned the payment of some 2016 vehicle repair bills in 2017 and its potential impact on the budget. Trustee Snoblin stated that he would obtain the breakdown of these payments and discuss it with

the Chief. Trustee Grum made a motion to approve the Treasurer's Report as presented. President Rogers seconded the motion which passed by a unanimous roll call vote.

8. Approval of Outstanding Invoices. Trustee Snoblin reviewed the list of outstanding invoices and the amounts of various bills. Motion by President Rogers, second by Trustee Grum to approve payment of outstanding invoices in the amount of \$74,752.80. No further discussion was requested. The Motion passed by a unanimous roll call vote.
9. Station Lighting Update. Chief Harlow reported that the lighting project should be done by the end of the week.
10. Update on Joint Service with Lake Bluff. Chief Harlow had nothing to report on this topic. Trustee Grum questioned a Knollwood Fire Department ambulance response to east Lake Bluff. Chief Harlow said that the response in April of 2017 was due to a failure in the dispatch center to alter the response plan.
11. Update on Investigation of Contracting for Service/Consolidation. Trustee Grum reported that letters were sent to Lake Forest and Libertyville requesting proposals, but that no response had been received prior to the meeting. Lake Forest and Libertyville have discussed the proposal but not yet responded. Chief Harlow expressed a concern that the process might not be competitive if the two communities work together.
12. Non-Agenda Items. None.
13. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow reported that a member of the Department was placed on administrative leave pending the resolution of pending personal legal matters.
14. Adjournment. Trustee Grum made a motion to adjourn the meeting at 6:59 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 6:59 p.m.

Minutes submitted by District Attorney, John Kelly.

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

\_\_\_\_\_  
Dan Rogers  
Board President

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Robert Grum  
Board Secretary