

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, September 12, 2016
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 6:31 p.m. Roll call was taken with the following attendance noted:

Trustee/President Karl Snoblin	Chief Jon Harlow
Trustee/Treasurer Dan Rogers	Attorney Brian O'Connor
Trustee/Secretary Robert Grum	

Quorum acknowledged.
Others present – Members of the Public and Department.
2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Consideration of Minutes. Minutes from the August 8, 2016, regular meeting were reviewed. Motion by Trustee Rogers, second by Trustee Grum, to approve the minutes as presented. No further discussion. Minutes were approved on a unanimous voice vote.
4. Procedures for Public Comment. Attorney O'Connor noted these had been adopted by the Board at the prior meeting. Attorney O'Connor added that if the Board determined there to be a need for a more open exchange between members of the public and the Board then the Board could suspend procedure #5 for the duration of that meeting while keeping the other procedures in place to allow for an orderly and respectful discourse.
5. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)].
 - a. Resident Pat Issel asked about having copies of the agenda available for the public. President Snoblin and Secretary Grum noted that copies of the meeting notice and agenda were posted at least 48 hours before each meeting: usually posted by Friday night preceding the meeting on Monday night. Attorney O'Connor had distributed extra copies of the agenda prior to the meeting.
 - b. Resident Ed Whitehead offered his observation that contracting (for services) with (the City of) Lake Forest would be a "bad fit" for the District because of (the City's on-going) fiscal issues.
 - c. Resident Joan Baropt offered comments about Whitehall's activation and impact on the District.

- d. No further public comment was offered.
6. Attorney's Report. Attorney O'Connor briefly reviewed several new laws, most notably a new law requiring the Board to adopt a policy on travel expense reimbursement by District trustees and employees. Attorney O'Connor noted he and the firm were preparing sample policies for consideration by boards.
7. Chief's Report. Generally tabled to the regular meeting August, 8.
- a. Call Report. Brief discussion on call reports for services by the District. Trustee Grum asked Chief Harlow about getting a monthly NIPRS summary report. Chief Harlow said he could and would provide that to the trustees.
 - b. Engine Test. Chief Harlow updated the Board about the engine test after the "A" service. Corrections were made: uninsulated wires on frame rail were fixed. WIRFS billed Fire Service Inc. for repairs. The cable for the engineer's radio was repaired. The "check engine light" was replaced. The insurance claim was closed.
 - c. IMPACT Registration. IMPACT Registration for Emergency Medical Technicians (EMTs). Attorney O'Connor advised that District EMTs needed to be registered in order for the District to bill for EMS services.
 - d. Personnel. Chief Harlow advised that he had brought Tom Flader, a member of Newport and Team 4, as a Lieutenant with the District. Chief Harlow explained Flader was a welcome addition, and now lives in Libertyville.
 - e. Ambulance Contract. Chief Harlow explained that Chief Carani advised that the update on the District's ambulance service contract with Libertyville FD was on hold pending clarification of the Green Oaks and Sheridan development matters.
8. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of August 31, 2016.
- a. Status of funds:
 - LF Bank and Trust - \$31,110.81
 - Northern Trust-Station Reserve - \$36,365.15
 - Northern Trust-Capital Investment - \$162,022.15
 - Northern Trust-Checking - \$204,748.60
 - Petty Cash - \$29.05
 - Total - \$434,265.76
 - b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report.

Motion made by Trustee Grum, seconded by Trustee Snoblin to approve the Treasurer's Report as presented. Roll call vote: Grum – yes; Snoblin – yes; Rogers – yes. Motion passed.

9. Approval of Outstanding Invoices. The Board reviewed the list of checks needing approval. Trustee Rogers reviewed the list of invoices item by item, commenting on more noteworthy items.

Motion by Trustee Snoblin, seconded by Trustee Grum to approve the payment of outstanding warrants (invoices) in the amount of \$39,332.61. No further discussion. Roll call vote: Grum – yes; Snoblin – yes; Rogers – yes. Motion Passed.

10. Update on joint services with Lake Bluff (Trustee Roger, Chief Harlow). Met with Drew Irvin (Lake Bluff Village Manager) and Fire Chief Graf, regarding consolidation and relevance of ICMA study which was to be available in about another month. Additional updates to follow.
11. Update on investigation of contracting services and/or consolidation (with Lake Forest, Trustee Grum). Trustee Grum report that he with representatives from Lake Forest, Highland Park, Lake Bluff, Libertyville and others were to meet next week or two. Additional updates to follow.
12. Update on rescue services for Hilltop property (Trustee Snoblin, Chief Harlow). Meeting with Brian Musgrave (Village of Green Oaks Trustee). Trustee Snoblin advised the Village would be holding a Joint Review Board for the Tax Increment Financing (TIF) District. Libertyville is involved with the Jamaica Gardens planning. Anticipate a November meeting with Senior Lifestyle about the Hilltop properties. Additional updates to follow.
13. Station Grounds Maintenance (Trustee Rogers). General discussion on needs and funding. Consensus to replace beds with grass, as it is simpler and less costly to maintain, with estimated cost of \$1,000. Consensus to proceed with clean-up of Station grounds (prior to the pancake breakfast fundraiser) with cost not to exceed \$1,000: \$500 from the District and \$500 from the Firefighters' Association.
14. Non-Agenda Items. Sample Trustee Rules were inadvertently omitted from the meeting agenda, so the matter was tabled to the next regular meeting October 13, 2016.
15. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow recommended Tom Flader be appointed as a Lieutenant with the Rockland Fire Protection District, noting he was a 20 year veteran with Newport Fire Protection District and member of Team 4.

