

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, October 9, 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	Chief Jon Harlow
Trustee Karl Snoblin	Treasurer Tammy Bryant
Trustee/Secretary Robert Grum	Attorney Brian O'Connor

Quorum acknowledged.
Others present – 4 members of the Fire Department and 7 members of the Public.
2. Pledge of Allegiance. Recitation led by President Rogers.
3. Public Comment. President Rogers opened the meeting to comments from the public. (5 ILCS 120/2.06(g)).
 - a. Mr. David Brown, a resident of the District, offered a statement about dollar debt and productive assets.
 - b. Mr. Ed Whitehead, a resident of the District, offered comments relating to the observed or perceived actions by the Board, and Trustee Rogers in particular.
 - c. President Rogers addressed the audience to inform them that a number of FOIA requests from the Friends of Knollwood Fire Department was resulting in costs to the District, including responses to Friends as well as to the Public Access Counsellor. Trustees Rogers and Grum provided recent copies of OMA and FOIA training certificate, which were delivered to Mr. Whitehead. Trustee Snoblin had previously provided the certifications to Mr. Whitehead.
4. Consideration of Minutes. Minutes of the Regular Meeting of the Rockland Fire Protection District Board of Trustees for September 11, 2017 were reviewed by the Board. Motion by Trustee Grum, seconded by Trustee Snoblin and approved by a unanimous voice vote.
5. Attorney's Report. Attorney O'Connor apprised the Board and other present of the approach for Board Truth-in-Taxation Determination at the November meeting, and approval of the Levy at the December meeting. Attorney O'Connor discussed suggested amounts for these documents.
6. Chief's Report. Chief Harlow reported on the following issues:
 - a. Chief needed the District's ID number in order to file for the annual grant from the Illinois Public Risk Fund (IPRF).
 - b. Chief reported a refund to the District for training of certain members at the Northeastern Illinois Public Safety Training Academy (NIPSTA).

- c. Chief reported that abstracts for members' driver's licenses (DLs) have been requested and receipt is pending. Chief added that the District may not be charged for the costs to produce and deliver the DL abstracts.
- d. The Firefighters' Association fund-raising "Pancake Day" is scheduled for 7am-Noon on Sunday October 15. Trustees noted they would attend the event.
- e. Chief offered comments to the Board on several budget line items related to vehicle maintenance.
- f. In response to an earlier report by Chief Harlow, Trustee Grum advised he had been in communications with Chief Carani about response times. Trustee Grum advised that Chief Carani reported he had researched, and regularly reviews, response time for calls to the District. Chief Carani reported a 4-5 minute average response time for service calls to the District. Trustee Grum stated he would follow-up with Chief Carani.
- c. Chief Harlow reported that he had been working with Lake Bluff on options for joint staffing of stations. Chief Harlow advised he would continue to work with Chief Graf on staffing options.

7. Treasurer's Report. Treasurer Bryant reviewed the District's financial position as of September 30, 2017 is as follows:

LF Bank and Trust – Capital	\$ 36,370.97
LF Bank and Trust – Checking	\$330,860.02
LF Bank and Trust – Station Reserve	\$273,881.88
Northern Trust – Checking	\$ 26,596.55
Petty Cash	\$ <u>29.05</u>
TOTAL	\$667,738.47

Treasurer Bryant reviewed the profit & loss/budget tracking report, commenting on several specific line items.

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

- 8. Approval of Outstanding Invoices. Treasurer Bryant reviewed the list of outstanding invoices and the amounts of various bills. Motion by President Rogers, second by Trustee Snoblin to approve payment of outstanding invoices in the amount of \$24,214.91. No further discussion was requested. The Motion passed by a unanimous roll call vote.
- 9. Station Lighting Update. Chief Harlow reported that Deputy Chief Issel continues efforts to finish the lighting project.
- 10. Update on Joint Service with Lake Bluff. President Rogers advised that he had met with the Village of Lake Bluff (VLB) to discuss fire operations in general, automatic response (or aid) agreements (currency, equity in service responses, etc.). Chiefs Harlow and Graf (VLB) will work to review the existing agreements.

Trustee Grum requested agreements be written, which Chief Harlow noted might be in the format of an Inter-Governmental Agreement (IGA). General consensus that review of agreements was prudent, and documenting the agreements was in all parties interests.

11. Update on Investigation of Contracting for Service/Consolidation. No report. Lake Forest and Libertyville are working on responses to proposals.
12. Non-Agenda Items. None.
13. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.
14. Adjournment. Trustee Grum made a motion to adjourn the meeting at 7:02 p.m. which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Brian O'Connor
District Attorney

Approved _____, 2017

Dan Rogers
Board President

Robert Grum
Board Secretary