

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, October 10, 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 6:30 p.m. Roll call was taken with the following attendance noted:

Trustee/President Karl Snoblin	Chief Jon Harlow
Trustee/Treasurer Dan Rogers	Former Chief Mike Issel
Trustee/Secretary Robert Grum	Attorney Brian O'Connor (late)

Quorum acknowledged.

Others present – Members of the Public and Department.

2. Pledge of Allegiance. Recitation led by President Snoblin.
3. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)]. Several members of the public offered comments.

- a. Resident John Sasan (spelling?)

- i. Asked about the Board and attorney's ability or requirement to respond to questions posed by residents in Public Comment. President Snoblin and the Trustees responded.
- ii. Offered a comment concerning Trustee Grum expressing concern that Trustee Grum had a conflict of interest acting on the District Board while at the same time receiving a pension from Lake Forest Fire Department..

- b. Resident Leslie Rudolph offered a statement that Lake Forest Fire Department has had problems going back when her husband was on the pension board.

6:37 p.m. Attorney O'Connor arrives at meeting.

- c. Discussion about City of Lake Forest (Lake Forest) initiative seeking cooperation with neighboring fire districts and municipalities on providing emergency fire and ambulance services.

- i. Unilateral and unannounced action by Lake Forest prohibiting Lake Forest employees from part-time employment with any other unit of government with which Lake Forest might discuss said cooperation.
- ii. Dismay by Chief Harlow at (1) lack of notice from Lake Forest and/or (2) lack of courtesy notice from Lake Forest Fire Department Chief Officers resulted in staffing crisis jeopardizing District ability to provide emergency service response which would have been avoided with notification.

1. Chief Harlow explained that with exceptional help from current and former District members, and the Fire Department of the Village of Lake Bluff, than the District's ability to provide emergency response services to District residents was never undermined. The Trustees expressed their appreciation for Chief Harlow's and members' exceptional efforts, as well as the cooperation and efforts of Chief Graf and the members of the Lake Bluff Fire Department.
- iii. Dismay by Trustees (President Snoblin, Treasurer Rogers and Secretary Grum) at (1) lack of notice from Lake Forest and/or (2) lack of courtesy notice from Lake Forest elected or appointed officials.
 1. The Trustees' dismay was exacerbated by fact that although Trustee Grum had been meeting with Lake Forest City Manager, Robert R. Kiely, Jr., for the past several weeks on the issue of possible cooperation, Trustee Grum stated he never received any notice or indication of this pending action by Lake Forest limiting off-duty employment by Lake Forest employees. Trustees Rogers and Snoblin reiterated neither had received any notice from Lake Forest or any of its officials/officers.
- iv. Trustees and Attorney O'Connor noted for all present that Lake Forest could treat its employees as it deemed appropriate, and that action was beyond concerns of the District.
- v. President Snoblin shared a letter from Lake Forest, dated October 4, 2016, but received October 10, 2016, addressing on-going financial concerns Lake Forest has and seeking "to collaborate with service providers in neighboring communities to offer residents a cost-effective and innovative approach, recognizing the changing demographics and other environmental factors influencing call types and volumes."
 1. The letter made no mention of restrictions on Lake Forest employee off-duty employment.
 2. Several person attending agreed with a comment posted by a member of the public present inquired (rhetorically) whether Lake Forest's unilateral action toward its employees curtailing off-duty was an example of the collaboration it sought.
- vi. Chief Harlow reported that 7 District firefighters were impacted by the Lake Forest decision: Deputy Chief Eric Kositzki and 6 other long-time members (both company officer and firefighter ranks).
 1. Chief Harlow reported that Deputy Chief Kositzki had tendered his resignation from the Rockland Fire Protection District. All Trustees shared Chief Harlow's assessment that this was a loss to the District, and an unfortunate way for Deputy Chief Kositzki to conclude a period of long and faithful service.
 2. Chief Harlow report that the 6 other long-time members had requested a leave of absence for the duration of discussions, if any, that the District might involve itself with Lake Forest during while the Lake Forest off-duty employment limitation was in effect. All

Trustees shared Chief Harlow's assessment that the District should support the leave of absence request by these 6 members.

- vii. Members of the public present at the meeting shared sentiments of dismay at the unilateral Lake Forest action considering the impact it had on the District's ability to provide emergency response services.
- viii. Chief Harlow advised the Board that, with the Board's consent, he would like former District Fire Chief, Mike Issel, to be appointed interim Deputy Chief to assist Chief Harlow until the personnel situation can be further refined. Consensus of the Board to support Chief Harlow's request. President Snoblin suggested action would be more appropriate under Item 17 on the agenda. All concurred.
- ix. Chief Harlow advised the Board that, with the Board's consent, he would like authority from the Board to retain part-time members and make temporary promotions to company officer ranks of current part-time members until the personnel situation can be further refined. Consensus of the Board to support Chief Harlow's request. President Snoblin suggested action would be more appropriate under Item 17 on the agenda. All concurred.

d. No further public comment was offered.

4. Consideration of Minutes. Minutes from the September 12, 2016, regular meeting were presented by Attorney O'Connor and reviewed by the Board.

Motion by Trustee Grum, second by Trustee Rogers, to approve the minutes as presented. No further discussion. Minutes were approved on a unanimous voice vote.

5. Attorney's Report. Attorney O'Connor advised the Board he would email each Trustee and the Chiefs a proposed resolution by which the Board would adopt a policy on travel expense reimbursement by District trustees and employees. Attorney O'Connor explained that the reimbursement rates were based on current Government Services Administration rates used by federal employees. He added that the proposal was prepared for Board action at the November 14th meeting to allow the Trustees and Chiefs time to review the provisions.
6. Sample Rules – Board of Trustees. President Snoblin had included with the meeting materials same rules for the Board which Attorney O'Connor had prepared several months ago. Trustees had had the opportunity to review the rules. Attorney O'Connor noted this element, rules for the Trustees, was part of a larger set of rules and policies the Board should have. Consensus of the Board that this was a good and necessary start, and to expand the rules and policies going forward, with Attorney O'Connor to provide drafts for Board consideration.

Motion to approve the Sample Rules for the Board of Trustees by Trustee Grum, second by Trustee Rogers. No further discussion. Roll call vote: Snoblin – yes; Grum – yes; Rogers – yes. Motion passed.

7. Chief's Report. Generally incorporated into discussions under Public Comment above.

8. Efficiency/Consolidation Task Force Proposal. Chief Harlow distributed a written proposal for Board consideration. Discussion led by Chief Harlow and Trustee Rogers regarding a proposal to establish a committee to study the question of consolidation seeking recommendation on improving the delivery of emergency response services. The committee would be comprised of one trustee, chief officers, members of the Department and District residents. The Board agreed conceptually but request deferring final action until the next meeting to allow for review of Chief Harlow’s proposal.

Motion by Trustee Grum to tentatively approve the proposal as presented with discussion and final approval for the November meeting, second by Trustee Rogers. No further discussion. Roll call vote: Snoblin – yes; Grum – yes; Rogers – yes. Motion passed.

9. Executive Session. Not needed.

10. Treasurer’s Report. Trustee Rogers provided the following updates to the District’s financial position as of September 30, 2016.

- a. Status of funds:

LF Bank and Trust -	\$ 31,127.85
Northern Trust-Station Reserve -	\$ 36,355.90
Northern Trust-Capital Investment -	\$162,025.48
Northern Trust-Checking -	\$425,844.29
Petty Cash -	\$ 29.05
Total -	\$655,382.57

- b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report. Most line items were within estimates with specific mention of SCBA equipment line items.

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

11. 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 \$40,077.43. No further discussion. Roll call vote: Snoblin – yes; Grum – yes; Rogers – yes. Motion Passed.

12. 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. Next substantial discussion probably after receipt of the ICMA study expected sometime this month. Additional updates to follow.

13. Update on investigation of contracting services and/or consolidation (with Lake Forest, Trustee Grum). Included within Public Comment discussion.

14. Update on rescue services for Hilltop property (Trustee Snoblin, Chief Harlow). Trustee Snoblin advised the annual Joint Review Board meeting to review the Green Oaks TIF was scheduled for Wednesday, October 12. Trustee Snoblin and Chief Harlon are monitoring Green Oaks efforts with Libertyville regarding Jamaica Gardens, looking to use similar agreement with Green Oaks for Hilltop/Sheridan. Trustee Snoblin and Chief Harlow reported a productive initial meeting with the new Hilltop/Sheridan Executive Director. Trustee Snoblin advised that the District would and could support Hilltop/Sheridan but noted that District ambulance service was by contract with and from Libertyville, so Hilltop/Sheridan's ambulance service would be provided by Libertyville as well. Additional updates to follow.
15. Station Grounds Maintenance (Trustee Rogers). Follow-up. Work completed, making maintenance easier and less expensive. All noted the fact the work was completed prior to the Firefighter Association's Pancake Breakfast fundraiser.
16. Non-Agenda Items. Chief Harlow noted for all present that he Firefighter Association's annual Pancake Breakfast fundraiser scheduled for 7:00 a.m.to Noon on Sunday, October 16th.
17. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. Chief Harlow recommended former District Fire Chief Mike Issel be appointed as interim Deputy Chief with the Rockland Fire Protection District, noting his extensive record of service with and to the Rockland Fire Protection District.

Motion by Trustee Rogers, seconded by Trustee Grum to appoint Mike Issel as a Deputy Chief with the District effective October 6, 2016. No further discussion. Roll call vote: Snoblin – yes; Grum – yes; Rogers – yes. Motion Passed.

Motion by Trustee Rogers authorizing Chief Harlow to make temporary (1) appointments of part-time firefighter members of the District and (2) promotion of current District members to company officer ranks, with notification by Chief Harlow to the Board of any such appointments or promotions and the next Board meeting. No further discussion. Roll call vote: Snoblin – yes; Grum – yes; Rogers – yes. Motion Passed.
18. Adjournment. Trustee Rogers made a motion to adjourn at 7:54 p.m. which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:54 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Approved _____, 2016

Karl Snoblin
Board President

Robert Grum
Board Secretary