

Rockland Fire Protection District  
Board of Trustees

Minutes of Regular Meeting  
Monday, November 13 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             |
|                               | Chief Rich Carani (Libertyville FD) |

Quorum acknowledged.  
Others present – members of the Fire Department and members of the Public.
2. Pledge of Allegiance. Recitation led by President Rogers.
3. Consideration of Minutes. Minutes of the Regular Meeting of the Rockland Fire Protection District Board of Trustees for October 9, 2017 was tabled to the December meeting.
4. Chief's Report. Chief Harlow reported on the following issues:
  - a. Trustee Grum advised he had followed-up with Chief Carani about an ambulance call which reported took an excessive amount of time and response times more generally. Trustee Grum asked Chief Carani for comment after Chief Harlow finished his report.
  - b. Chief Harlow reported that Firefighters' Association's fund-raising "Pancake Day" is held 7am-Noon on Sunday October 15 was a success and thanked all who supported the effort and all those who attended.
  - c. Chief Harlow reported that a memorial service for former Firefighter Shelton was held last Sunday. Chief Harlow complimented Libertyville FD's ambulance for a job well done.
  - d. Chief Harlow reported that the District has submitted for two Illinois Public Risk Fund (IPRF) grants, including one for back-up cameras for the engine.
  - e. Chief Harlow reported on-going review of members' driver's license extracts, with no issues noted yet.
  - f. Chief Harlow reported that Chief Graf of Lake Bluff FD advised Chief Harlow that Lake Bluff Village Administrator, Drew Irvin's proposal for cooperative staffing levels was being expanded to include a full-time ambulance to be shared by and between Rockland and Lake Bluff.
5. Comments by Libertyville FD Chief Rich Carani.
  - a. Chief Carani addressed the ambulance service agreement in place between Rockland and Libertyville.
  - b. Chief Carani reported that services under the agreement went well early on. Chief Carani noted some complaints about service were raised at the last meeting.

- c. Chief Carani asked that any complaints about service be shared with him so he could investigate and take action.
- d. Trustee Grum asked that any complaints about service similarly be shared with the Board for follow-up with the Village as may be needed.
- e. Chief Carani reported that in the past 3 months, there were 31 ambulance call to Rockland. Chief Carani noted that of the 31 calls, only 4 were not from Libertyville's Station 3, the closest station.
- f. Chief Carani commented about 1 call in which the ambulance crew went to the wrong location. Chief Carani investigated, and suggested that more joint training and orientation as to Rockland would help.
- g. Chief Carani reported that since January 1, 2017, only 7 of 87 responses to calls in Rockland were from other than Station 3 (either Stations 1 or 2). Chief Carani explained this might happen from time-to-time if/when the ambulance at Station 3 was already on another call.
- h. Chief Carani stated Libertyville FD uses a 4 minute standard for ambulance responses from departure to arrival at scene. Chief Carani noted that standard is difficult to meet in some parts of Libertyville which are more distant from the Stations.
- i. Chief Harlow expressed his concern about ambulance service was timeliness of response, given that Rockland's ALS Engine could typically be on scene more quickly than an ambulance to being patient assessment and care.
- j. Chief Harlow reported that he, as Fire Chief, was satisfied with service provided by Libertyville FD.
- k. Trustee Grum concluded the discussion noting that both Rockland and Libertyville needed to improve communications.

6. Closed Session. Motion by Trustee Grum, seconded by Trustee Snoblin, to enter closed session at 6:51 pm to discuss the performance of specific employees of the District permitted by the Open Meetings Act [5 ILCS 120/2(c)(1)]. The motion passed by a unanimous roll call vote.

7. Reconvene in Open Session. President Rogers reconvened the open session of the meeting at 7:23 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.

President Rogers announce no action was needed from Closed Session.

8. Public Comment. President Rogers first asked Attorney O'Connor to refresh the recollection of all present about the purposes of public comment, and the procedures for public comment approved by the Board of Trustees (Board) in August 2016.

a. Attorney O'Connor reminded all that the purpose of public comment was to provide members of the public the opportunity to address officials, the Board here.

b. Attorney O'Connor noted that public comment in this instance was subject to reasonable rules approved by the Board.

c. Attorney O'Connor reminded all that (1) speakers were limited to 5 minutes, (2) the Board would not respond to comments offered, (3) comments offered should be of interest to the District, and (4) comments should be offered in a courteous, polite and professional manner.

d. Attorney O'Connor reminded all that if these rules were not complied with, the Board could recess the meeting either for a brief time or at a time and date announced.

e. Attorney O'Connor having concluded his remarks, President Rogers opened the meeting to comments from the public. (5 ILCS 120/2.06(g)).

f. Mr. David Brown, a resident of the District, offered a statement about Federal tax proposals being aired in the news, and Rockland property tax increases (fire and others entities).

9. Attorney's Report. Attorney O'Connor apprised the Board and other present of pending amendment to the Property Tax Extension Limitation Law (PTELL) which would limit and property tax increase to 0%, and an amendment to the Fire Protection District Act by which a District could more easily annex property it services.

10. Resolution 2017-02 Making the 2017 Truth-in-Taxation Determination. Attorney O'Connor reviewed again the suggested amounts for the levy, which Trustee Snoblin and revised, and as included in the Resolution. There being no further discussion, Trustee Snoblin made the motion, seconded by Trustee Grum, to approve Resolution 2017-02 Making the 2017 Truth-in-Taxation Determination as presented. The motion passed by a unanimous roll call vote.

11. Approval of the Annual Financial Report. Trustee Snoblin reviewed the report which he had helped Treasurer Bryant prepare. Trustee Snoblin stated the report needed Board approval to be filed with the County. President Rogers made the motion, seconded by Trustee Grum, to approve the Annual Financial Report as presented. The motion passed by a unanimous roll call vote.

Attorney O'Connor was asked to prepare and email Trustee Grum a Secretary's Certificate to append to the Annual Financial Report.

12. Regular Board Meeting Schedule. The Board set the regular meeting schedule for 2018.  
January 8    February 12    March 12    April 9    May 14    June 11  
July 9    August 13    September 10    October 8    November 12    December 10  
Trustee Snoblin made the motion, seconded by President Rogers, to approve the 2018 Regular Meeting Schedule as discussed. The motion passed by a unanimous roll call vote.

Trustee Grum was asked to prepare and post the annual meeting schedule.

13. Treasurer's Report. Treasurer Bryant reviewed the District's financial position as of October 31, 2017 is as follows:

|                              |              |
|------------------------------|--------------|
| LF Bank and Trust – Capital  | \$ 36,372.56 |
| LF Bank and Trust – Checking | \$289,920.10 |

|                                     |                     |
|-------------------------------------|---------------------|
| LF Bank and Trust – Station Reserve | \$273,881.88        |
| Northern Trust – Checking           | \$ 26,519.30        |
| Petty Cash                          | \$ 29.05            |
| <b>TOTAL</b>                        | <b>\$626,722.89</b> |

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

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

14. Approval of Outstanding Invoices. Treasurer Bryant reviewed the list of outstanding invoices and the amounts of various bills. Motion by Trustee Snoblin, second by Trustee Grum to approve payment of outstanding invoices in the amount of \$56,422.36. No further discussion was requested. The Motion passed by a unanimous roll call vote.
15. Station Lighting Update. Chief Harlow reported that Deputy Chief Issel continues efforts to finish the lighting project. The lights are on hand, and the duty crews have been installing them.
16. Update on Joint Service with Lake Bluff. Addressed under the Chiefs’ Reports above.
17. Update on Investigation of Contracting for Service/Consolidation. No report.
18. Non-Agenda Items. Trustee Snoblin advised of the need to upgrade the District’s internet connection. The connection is now only 1 megabyte (MB) and needs to increase. General consensus and concurrence; further reports to follow.
19. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.
20. Adjournment. Trustee Snoblin made a motion to adjourn the meeting at 7:57 p.m. which was seconded by Trustee Grum. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:57 p.m.

Respectfully submitted,

Brian O’Connor  
District Attorney

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

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Dan Rogers  
Board President

\_\_\_\_\_  
Robert Grum  
Board Secretary