

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, November 14, 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 6:33 p.m. Roll call was taken with the following attendance noted:

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

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 October 10, 2016, regular meeting were prepared by Attorney O'Connor and reviewed by the Board.

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. 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 Pat Issel

- i. Asked about lighting in the parking lot. Lights are on timers, which were not updated with the change from daylight savings to standard time. Lights were activated and time updated. President Snoblin commented that the District has been having problems keeping the light timers updated.
- ii. Asked about an update on efforts with Lake Forest, which President Snoblin noted was already included under items later in the agenda..

- b. No further public comment was offered.

5. Attorney's Report. Attorney O'Connor advised he had no comments to offer other than those for Items 6 (Local Government Travel Expense Control Act Policy resolution) and 7 (Making the Truth in Taxation Finding).
6. Res. 2016-02 Adopting the Local Government Travel Expense Control Act Policy. Attorney O'Connor reminded all we had discussed this at the meeting on October 10. The new law requiring control of travel expenses was passed this past summer. The policy, defined in the resolution, establishes travel-related reimbursement rates for lodging, meals and incidental expenses, and mileage reimbursement, more specifically being the rates established by the Government Services Administration for federal employees.

There a reimbursement form required for reimbursement of travel expenses (1) by trustees and (2) by any employee which exceeds the established rates.

Motion by Trustee Rogers, second by Trustee Grum, to approve Res. 2016-02 Adopting the Local Government Travel Expense Control Act Policy as presented. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Resolution approved.

7. Res. 2016-03 Making the Truth in Taxation Finding for the 2016 Levy. Attorney O'Connor reminded all we had discussed this at the meeting on October 10. The 2016 Levy would not exceed 105% of the 2015 extension so the notice and hearing requirements of the Truth in Taxation Law were not applicable. Attorney O'Connor noted that the levy would seek 104.9% of the 2015 extension but because of the Property Tax Extension Limitation Law that the District would likely only receive about 100.7% of the 2015 extension, with some added increase for new property.

Motion by Trustee Rogers, second by Trustee Grum, to approve Res. 2016-03 Making the Truth in Taxation Finding for the 2016 Levy as presented. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Resolution approved.

8. Chief's Report. Chief Harlow offered the following comments.
 - a. D/C Issel. Chief Harlow requested Attorney O'Connor prepare the documents (ordinance) to authorize Deputy Chief (D/C) Issel to install and operate emergency response lights and sirens on his personal vehicle.
 - i. D/C Issel would largely use equipment removed from former D/C Kositzki's vehicle.
 - ii. Chief Harlow noted the cost of parts to return D/C Kositzki's vehicle to its prior (pre-District vehicle use) condition was estimated to be \$600.
 1. Chief Harlow noted any parts purchased but not used could be returned for a full refund.
 2. Consensus with Trustee Rogers suggestion that the work on D/C Kositzki's vehicle should be performed by a licensed company to ensure the work was done safely and properly.
 3. Chief Harlow noted that D/C Issel's vehicle would be equipped with 2 radios: 1 from D/C Kositzki's vehicle and 1 from District surplus.
 - iii. Consensus with Chief Harlow's suggestion that D/C Issel receive the balance of the compensation previously allocated to former D/C Kostixki.
 - b. Fuel Cards. Chief Harlow explained the District needed new fuel cards issued. The card he has been using is identified with a vehicle which has long since been out of the District's inventory. Consensus to authorize 6 new fuel cards in lieu of the old 6 fuel cards. Consensus with Chief Harlow's proposal that employees using the fuel cards will use their employee identification to authorize procurement of fuel, but to make tracking of fuel use easier.

- c. VISA Card. Chief Harlow noted it was time to change the name on the District's COSTCO/VISA card, from former D/C Kositzki to Chief Harlow. The District will retain the COSTCO/VISA as its availability simplifies procurement of routine supplies.
 - d. Combined Training. Rockland personnel continues combined training with Lake Bluff personnel, and have recently been joined by Lake Forest personnel (a crewed ambulance). All concerned saw this as a positive development, enhancing interoperability by common training.
9. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of October 31, 2016.

a. Status of funds:

LF Bank and Trust -	\$ 31,135.53
Northern Trust-Station Reserve -	\$ 36,356.17
Northern Trust-Capital Investment -	\$162,028.92
Northern Trust-Checking -	\$402,443.55
Petty Cash -	<u>\$ 29.05</u>
Total -	<u>\$631,993.72</u>

- 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 discussion about the Capital – Bunker Gear expense line item. A miscommunication occurred. Where the Board had authorized \$10,000 for bunker gear (\$5000 last FY, \$5,000 this FY) the message for budget planning was \$13,000 (\$5000 from last FY plus \$3000 this FY, and an additional \$5000 from this FY). The Firefighters' Association also committed to contributing funds for the purchase of bunker gear. When discussion concluded, \$15,544.19 was spent on bunker gear. The Firefighters' Association contributed over \$3,000. Chief Harlow recommended reallocation within several line items which combined with the Board-approved \$10,000 would be sufficient to pay in full for the bunker gear ordered.

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

10. 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. Chief Harlow tendered, and Trustee Snoblin received, a check from the Firefighters' Association in the amount of \$936.10 to reimburse the District for charges related to Pancake Day.

Motion by Trustee Snoblin, seconded by Trustee Grum to approve the payment of outstanding warrants (invoices) in the amount of \$35,253.29. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

11. Update on Joint Services with Lake Bluff. Trustee Rogers and Chief Harlow reported no developments this month, but anticipate possible action by next month by which time Lake Bluff should have its ICMA study. Future updates to follow.
12. Update on Investigation of Contracting Services and/or Consolidation. Trustee Grum reported he had met with the Libertyville Mayor Wepler and Fire Chief Carani. Trustee Grum noted this early meeting was less formal and more a get-better-acquainted session with both sides sounding the other out on interests and options. Both sides expressed interest in pursuing further cooperative efforts and agreed that follow-up meetings would be arranged to that end.
13. Update on Rescue Services for Hilltop Property. Trustee Snoblin reported the Village of Green Oaks completed its annual TIF review meeting. Trustee Snoblin reminded all the Hilltop Property was within the Green Oaks TIF, and that Village staff needed to finalize the annual TIF review meeting before embarking further on discussion with the District about the Hilltop Property. Trustee Snoblin reported that Green Oaks was scheduled to approve and agreement with Libertyville FPD permitting use of TIF funds to defray costs of ambulance deterioration. Trustee Snoblin suggested that the District might obtain a similar arrangement for TIF funds as had Libertyville FPD, and said additional meetings and discussion would be held to that end.
14. Secondary Employment Investigation Update. Trustee Snoblin reported on conversation he had with Lake Forest City Manager Bob Kiely. Trustee Snoblin said Kiely said that it was never Lake Forest's intent to impair the District's response capability by its restriction on full-time City employees performing secondary part-time employment. Trustee Snoblin said he and Chief Harlow met with Lake Forest Mayor Schoenheider and Manager Kiely on November 7th to discuss further City-District cooperative efforts and clarify the City restriction on employee's secondary employment. The Mayor and Manager both expressed surprise on the service impairment caused to the District by the City's action. Manager Kiely told Trustee Snoblin to send a written request asking the City to re-visit the decision on restrictions of full-time City employees working part-time for the District. Trustee Snoblin advised that he emailed the request to Kiely, and subsequently the City rescinded the restriction on the 6 City employees remaining as part-time firefighters with the District. Trustee Snoblin noted that 2 District employees, including D/C Kositzki, resigned from the District. As to matters of future cooperation, Trustee Snoblin reported the meeting was more a general orientation meeting, seeking opportunities when cooperation could be expanded or enhanced. Trustee Snoblin said he anticipated a follow-up meeting sometime in December to further flush out details on possible cooperation.
15. Discussion on Meeting with Lake Forest Mayor and City Manager. Included with Item 14 above.
16. Discussion on Ambulance Contract. Trustee Grum reported he had met with Chief Carani in regards to the ambulance contract. Efforts to continue.

17. Discussion Regarding Building Loan Refinance. Trustee Rogers provided an update on refinancing efforts.

- a. The District's current note with Northern Trust matures on April 3, 2017, and includes a large balloon payment. In an effort to refinance that note, Northern Trust explained that it will no longer will be offering this type of service.
- b. Trustee Rogers reported that the Board had held a special meeting on November 4th to meet with several banks on refinance options. Representatives from two banks were at that meeting.
- c. Consensus was Lake Forest Bank & Trust proposal was more promising.
- d. President Snoblin asked Attorney O'Connor for the "Opinion of Counsel" letter for the refinance packet, which Attorney O'Connor said he'd be happy to provide once he had had a chance to review the related refinance documents.
- e. Additional and further details to follow.

18. Non Agenda Items.

- a. President Snoblin mentioned that the Northern Illinois Alliance of Fire Protection District annual conference was scheduled for January 26-27-28, 2017, in Oak Brook [the Hilton Chicago Oak Brook Hills Conference and Resort Center, 3500 Midwest Road, Oak Brook, IL 60523]. Attorney O'Connor provided a brief overview of the Conference activities, and noted that early registration would save on fees for those who were going to attend.
- b. Chief Harlow provided President Snoblin a check from the Firefighters' Association for partial payment of the invoice for the bunker gear [see Item 9(b) above] and recommended line items for fund transfers needed to complete payment for the bunker gear. Board consensus of appreciation to Firefighters' Association for the contribution and to approve the fund transfers for payment.

19. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.

20. Executive Session. Motion by Trustee Rogers, seconded by Trustee Grum, to enter closed session at 7:51 p.m. for the purposes of discussing the performance of specific employees of the District under Open Meetings Act exception 2(c)(1). No discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed.

21. Reconvene Open Session. President Snoblin reconvened open session at 9:09 p.m.

Attendance as follows:

Trustee/President Karl Snoblin
Trustee/Treasurer Dan Rogers
Trustee/Secretary Robert Grum
Quorum acknowledged.

Chief Jon Harlow
Attorney Brian O'Connor

22. Action from Closed Session. None.

23. Adjournment. Trustee Rogers made a motion to adjourn at 9:10 p.m. which was seconded by Trustee Grum. The Motion was approved by a unanimous voice vote. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Approved _____, 2016

Karl Snoblin
Board President

Robert Grum
Board Secretary