

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, December 11 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:

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

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. Motion by Trustee Grum, seconded by Trustee Snoblin to approve the minutes of the regular meetings of October 9 and November 13, 2017, and to approve and retain as confidential the closed session minutes of the November 13, 2017, meeting, Trustees had reviewed the minutes. No further discussion. The motion passed by a unanimous roll call vote.
4. Chief's Report. Chief Harlow reported on the following issues:
 - a. Chief Harlow reported nearing completion of the review of members' driver's license extracts. No issues have been noted.
 - b. Chief Harlow requested Board consent to purchase 4 or 5 sets of bunker gear, with the cost not to exceed \$5,000. Chief Harlow explained this was a budgeted expense, but exceeded the Chief's spending authority under the District's purchase policy. Attorney O'Connor noted the Board had already approved purchase when it approved the Budget & Appropriations Ordinance so consensus was appropriate. President Rogers asked for sensing of Trustees, all of whom agreed the purchase was necessary and proper. Direction to Chief Harlow to proceed with the purchase of bunker gear not to exceed \$5,000.
 - c. Chief Harlow reported receiving an email from Chief Carani (Libertyville FD) regarding ambulance service and timeliness of response to the District. Chief Harlow's data (from the Computer Aided Dispatch records) differs from the data Chief Carani sent (based on Fire House records) with the email. Chief Harlow advised he would re-review the ambulance service data for service to the District, and confer with Chief Carani to resolve data sources and any differences. The Board asked Chief Harlow to provide and updated report on Libertyville FD ambulance service to the District at the next (January 2018) meeting.
5. Closed Session. Motion by Trustee Grum, seconded by Trustee Snoblin, to enter closed session at 6:37 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.

6. **Reconvene in Open Session.** President Rogers reconvened the open session of the meeting at 7:36 p.m. Roll call was taken with the following attendance noted:

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

Quorum acknowledged.
Others present – members of the Fire Department and members of the Public.

7. **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 relate 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 dated announced.
 - e. Attorney O'Connor stated he would bring copies of the Board's rules on Public Comment to the next meeting (January 2018).
 - f. Attorney O'Connor having concluded his remarks, President Rogers opened the meeting to comments from the public. (5 ILCS 120/2.06(g)).
 - g. Mr. Mo Kniesly (sp?), a resident of the District, offered comments requesting the Board honor the results of the recent referendum at which the voters approved the election, rather than appointment, of District trustee, particularly as regards to continuation of services of/from/by the District.
 - h. Ms. Pat Issel, a resident of the District, offered comments about the Public Comment portion of the meeting, and about the Board's rules regarding same.

8. **Attorney's Report.**
 - a. Attorney O'Connor explained neither he nor the firm had any update on the pending amendment to the Property Tax Extension Limitation Law (PTELL) which would limit and property tax increase to 0%. Attorney O'Connor explained action was anticipated in January, and passage of this property tax freeze bill was likely after amendments.
 - b. Attorney O'Connor advised that at the Board's direction, he researched the motor vehicle accident (MVA) occurring on October 14, 2017, involving Engine 44 and a privately-owned vehicle (POV). Attorney O'Connor provided the Board a summary of his assessment. Attorney O'Connor noted that based upon conflicting statements and a lack of physical evidence, no assessment of fault for MVA could be made. The Lake County Sheriff's Office investigated the accident and no citations were issued. Attorney O'Connor recommended the Board withdraw the accident insurance claim with the District's carrier, and

that the Board direct the District’s attorney to act as escrow to forward the reimbursement on receipt of an executed settlement agreement from the POV driver. The reimbursement amount is based on invoices received by the POV driver and forwarded to the District. Motion by Trustee Rogers, seconded by Trustee Grum, that the Board withdraw the accident insurance claim with the District’s carrier, and that the Board direct the District’s attorney to act as escrow to forward the reimbursement on receipt of an executed settlement agreement from the POV driver. No further discussion. The motion passed by a unanimous roll call vote.

9. Ordinance 2017-05 Levying and Assessing Taxes for 2017. Attorney O’Connor reviewed amounts for the levy. There being no further discussion, Trustee Rogers made the motion, seconded by Trustee Grum, to approve Ordinance 2017-05 Levying and Assessing Taxes for 2017 as presented. The motion passed by a unanimous roll call vote. Attorney O’Connor to file the Levy Ordinance with the Lake County Clerk as required by law.
10. Treasurer’s Report. Treasurer Bryan reviewed the District’s financial position as of November 30, 2017 is as follows:

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|-------------------------------------|---------------------|
| LF Bank and Trust – Capital | \$ 36,374.05 |
| LF Bank and Trust – Checking | \$265,285.84 |
| LF Bank and Trust – Station Reserve | \$273,881.88 |
| Northern Trust – Checking | \$ 26,251.99 |
| Petty Cash | \$ 29.05 |
| TOTAL | \$601,822.81 |

Treasurer Bryan 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.

11. Approval of Outstanding Invoices. Treasurer Bryan reviewed the list of outstanding invoices and the amounts of various bills. Motion by Trustee Rogers, second by Trustee Grum to approve payment of outstanding invoices in the amount of \$31,540.59. No further discussion was requested. The Motion passed by a unanimous roll call vote.
12. Station Lighting Update. Chief Harlow reported that he was and would be working with Deputy Chief Issel to finish the lighting project. The lights are on hand, and the duty crews have been installing them. Chief Harlow reported that some lights are in place, and the quality of lighting from the new lights is vastly improved.
13. Update on Joint Service with Lake Bluff. Trustee Rogers had nothing to report. Chief Harlow to meet with Chief Graf for further discussions.
14. Update on Investigation of Contracting for Service/Consolidation. Trustee Grum had nothing to report. Trustee Snoblin asked about a Libertyville proposal for fire/ambulance service to be presented to the Libertyville Board at its meeting tomorrow night. Trustee Grum stated he had not seen the proposal nor had an opportunity to review it.

15. Non-Agenda Items.

- a. Trustee Grum asked about the District's driver safety and accident policy. Chief Harlow said there currently wasn't one, but that a committee of members was preparing one.
- b. Chief Harlow stated in the event of an accident crew(s) involved were directed to notify the Chief and the law enforcement authority having jurisdiction for the accident location.
- c. Chief Harlow mentioned he had researched use of a third-party vendor (LEXIPOL, which creates policies for police, fire and 911 centers nationally) to assist in the preparation/update of District policies. Chief Harlow explained he was seeking an estimate for costs for the service, to advise the Board and include in next fiscal year's budget.
- d. Trustee Grum, with concurrence of other Trustees, asked that the driver safety and accident policy.
- e. Trustee Rogers suggested driver safety and accident prevention refresher training for District members, given the history of safety matters occurring at the intersection of North Skokie Highway and West Washington Avenue.
- f. Trustee Snoblin addressed the Comcast cable. No final word received yet regarding high speed cable, but estimated use would increase Comcast cost by an estimated \$120/month. General discussion followed regarding alternative use of TDS for service. District is currently in year 2 of a 5-year contract. There are indications TDS will discount its cost/charges to the District to help offset the costs for high speed cable.

16. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department.

Chief Harlow reported no nominations, resignations, terminations but advised that the District had received applications for membership from 6 applicants. Chief Harlow expected further action on the applications in January.

17. Adjournment. Trustee Grum made a motion to adjourn the meeting at 8:08 p.m. which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Brian O'Connor
District Attorney

Approved _____, 2017

Dan Rogers
Board President

Robert Grum
Board Secretary