

Rockland Fire Protection District  
Board of Trustees

Minutes of Regular Meeting  
Monday, December 12, 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	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 November 4, 2016, special meeting open session were reviewed. Minutes from the November 14, 2016, regular meeting open session and closed sessions prepared by Attorney O'Connor and were reviewed by the Board.

Motion by Trustee Rogers, second by Trustee Grum, to approve the November 4, 2016, special meeting open session minutes as presented. No further discussion. Minutes were approved on a unanimous voice vote.

Motion by Trustee Rogers, second by Trustee Grum, to approve the November 14, 2016, regular meeting open session minutes and to approve and release for inspection the closed session 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 Ed Whitehead

- i. Announced and presented to President Snoblin and the Board petitions allegedly signed by not less than 10% of the electors of the District requesting that a proposition for the election of trustees be submitted to the electors of the District at the Consolidated Election to be held April 4, 2017 in accordance with Section 4a of the Fire Protection District Act [70 ILCS 705/4a].
- ii. Attorney O'Connor reviewed for all present the process involved with certifying the petitions to the Lake County Clerk who serves as the Local Election Official.
- iii. Attorney O'Connor took control of the original petitions with copies of the petitions provided by Mr. Whitehead being retained by Secretary Grum.

- b. No further public comment was offered.
5. Attorney's Report. Attorney O'Connor briefly reviewed activities in the veto session of the General Assembly in Springfield and upcoming legislative calendar beginning in January 2017.
  6. Chief's Report. Chief Harlow offered the following comments.
    - a. D/C Issel. Chief Harlow requested Attorney O'Connor prepare the documents (e.g., letter, ordinance) to authorize Deputy Chief (D/C) Issel to install and operate emergency response lights and sirens on his personal vehicle.
    - b. Santa Run. Chief Harlow advised the Santa Run was scheduled this weekend.
    - c. Equipment. Chief Harlow advised of engine repairs performed by Wirfs Industries in McHenry and updates from the District's radio vendor (MPC).
    - d. Snow-plowing and salting contract. Trustee Rogers continues to work this.
    - e. Florescent light replacement. Trustee Rogers continues to work this.
    - f. Member training. 2 members are at the NIPSTA (Northeastern Illinois Public Safety Training Academy) fire academy for training.
    - g. Chiefs' meeting. Chief Harlow to meet as part of Lake Forest Joint Fire and EMS Task Force looking for cost savings opportunities. Updates to follow.
    - h. VISA Card. Chief Harlow noted it was time to update the name on the District's COSTCO/VISA card. The District will retain the COSTCO/VISA as its availability simplifies procurement of routine supplies.
    - i. Risk assessment. Chief Harlow advises that the District's insurers would be at the District Wednesday afternoon to conduct a review of the District's risk assessment policies.
  7. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of November 30, 2016.
    - a. Status of funds:
 

LF Bank and Trust -	\$ 31,145.54
Northern Trust-Station Reserve -	\$ 36,357.42
Northern Trust-Capital Investment -	\$162,032.25
Northern Trust-Checking -	\$353,373.67
Petty Cash -	<u>\$ 29.05</u>
Total -	\$582,939.93
    - b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report. Most line items were within estimates.

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

8. 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 \$64,017.84. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

Motion by Trustee Grum, seconded by Trustee Rogers, for President Snoblin to attend the Northern Illinois Alliance of Fire Protection District annual conference, January 26-27-28, 2017, in Oak Brook with the District paying the registration fee estimated to be \$25.00 for that conference attendance. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Payments approved.

9. Ord. 2016-02 Making and Assessing Tax Levy for 2016. Attorney O'Connor reviewed the 2016 Tax Levy Ord. 2016-02. He noted the amounts levied had not changed from the Board's Truth-in-Taxation determination made last month. Attorney O'Connor advised he would file the Levy Ord. 2016-02 with the Lake County Clerk as required by law.

There being no further discussion, motion made by Trustee Grum, seconded by Trustee Rogers to approve the 2016 Tax Levy Ord. 2016-02 as presented. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; Ord. 2016-02 approved.

10. Update on Joint Services with Lake Bluff. Trustee Rogers and Chief Harlow advised they expected no new developments until receipt of the Lake Bluff ICMA study. Future updates to follow.
11. Update on Investigation of Contracting Services and/or Consolidation. Trustee Grum offered no update.
12. Update on Rescue Services for Hilltop Property. Trustee Snoblin offered no update.
13. Update on Lake Forest Joint Fire and EMS Task Force. Trustee Snoblin advised that he and Chief Harlow would continue to participate in anticipated monthly meetings to follow.
14. Discussion on Ambulance Contract. Trustee Grum reported he had met with Chief Carani in regards to the ambulance service proposal including the impact of the Hilltop Development. Trustee Grum reported that Chief Carani would revise and resubmit the proposal. Efforts to continue.
15. 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 Wintrust (Lake Forest Bank & Trust), First American and Harris Bank were approached about refinance proposals.
- c. Trustee Rogers reported that only Wintrust submitted a proposal.
- d. Trustee Rogers reported that Wintrust’s reported interest rate for refinance was 2.8% for \$647,000 (approx.) balance.
- e. Attorney O’Connor was asked to contact Wintrust for he needed “Opinion of Counsel” letter for the refinance packet, with the Wintrust contact being Steve Milota.
- f. There being no further discussion, motion made by Trustee Rogers, seconded by Trustee Grum to approve refinance with Wintrust in accordance with terms described and subject to final review and approval of refinance packet. Roll call vote: Rogers – yes, Grum – yes, Snoblin – yes. Motion passed; refinance with Wintrust approved.
- g. Additional and further details to follow.

16. Non Agenda Items. None.

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

18. Adjournment. Trustee Grum made a motion to adjourn at 7:15 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Brian J. O’Connor  
District Attorney

Approved \_\_\_\_\_, 2016

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Karl Snoblin  
Board President

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Robert Grum  
Board Secretary