

Rockland Fire Protection District
Board of Trustees

Minutes of Regular Meeting
Monday, August 8, 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 Erik Kositzki
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 July 18, 2016, special meeting were reviewed.

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. Procedures for Public Comment. Attorney O'Connor reviewed Procedures for Public Comment recommended for adoption by the Board. Attorney O'Connor explained public comment was added to the Open Meetings Act to allow members of the public to voice issues to the Board, but noted that requirement was subject to reasonable Board rules to help ensure public comment did not impede the ability of the Board to conduct District business. Attorney O'Connor briefly reviewed each of the nine proposed Procedures for Public Comment.

Motion by Trustee Rogers, seconded by Trustee Grum to approved the Procedures for Public Comment as presented. There being no further discussion, the Procedures for Public Comment were adopted on a unanimous voice vote. Attorney O'Connor distributed copies of the Procedures for Public Comment to members of the District and public attending the meeting.

5. Public Comment. President Snoblin opened the meeting to comments from the public [5 ILCS 120/2.06(g)].
 - a. Resident Pat Issel offered comments related to last month's Board meeting.
 - b. Resident Nancy Hansen asked about wording on the meeting agenda.

- c. Resident Brian DuPuis offered comments suggesting the need for a special meeting for a more free-flowing exchange and discussion with District residents regarding fire suppression and prevention services.

There appeared to be a consensus of the Board that this might be a prudent action given community and resident interest, and was something the Board would investigate further.

Attorney O'Connor noted that the more open exchange of ideas might be accomplished by Board action to waive Item 5 of the Procedures for Public Comment.

- d. Resident Stacy Humber (sp?) offered comments about the “public comment” period. Attorney O'Connor explained the difference between “public comment” under the Open Meetings Act from a “public hearing” such as conducted by the Board prior to its adoption of the Budget & Appropriations at the July 18th special meeting.
 - e. No further public comment was offered.
6. Attorney's Report. Attorney O'Connor provided an update on pending fire service related legislation which was expected to be signed into law.
7. Chief's Report.
- a. Chief Harlow advised the Board of an engine fire in the fire station. The incident was reported to the District's insurance. The vehicle vendor has repaired the damage at no charge to the District.
 - b. The District is the site for MABAS Division 4 (Lake County) asset “Wildland 4.” It is available for District use as well as MABAS use.
 - c. Chief Harlow advised of a study being conducted by ICMA [International City/County Management Association] by Lake Bluff. The study was essentially an effectiveness/efficiency study involving several area communities, including Lake Bluff and other neighboring communities. Discussion by Board expressing interest in the study. Chief Harlow will continue to monitor.
8. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of July 31, 2016.
- a. Status of funds:
 - LF Bank and Trust - \$31,110.81
 - Northern Trust-Station Reserve - \$36,354.38
 - Northern Trust-Capital Investment - \$162,018.71
 - Northern Trust-Checking - \$224,973.71
 - Petty Cash - \$29.05
 - Total - \$454,486.66

- b. Trustee Rogers advised that he would follow-up on the Budget Tracking update given the Board's approval of the Budget & Appropriations Ordinance at the July 18th meeting.

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

9. Approval of Outstanding Invoices. The Board reviewed the list of checks needing approval. Trustee Rogers noted the outstanding invoices were for a two month period. Trustee Rogers reviewed the list of invoices item by item.

Motion by Trustee Grum, seconded by Trustee Rogers to approve the payment of outstanding warrants (invoices) in the amount of \$72,900.86. No further discussion. Roll call vote: Grum – yes; Snoblin – yes; Rogers – yes. Motion Passed.

10. Roles Responsibilities, and Authority. Topic suggested by Trustee Grum to clarify the hierarchy of Board organization and roles. Trustee Snoblin discussed proposed Sample Rules for the Board of Trustees prepared by Attorney O'Connor and emailed to the trustees.

Action on Sample Rules for the Board of Trustees was tabled to next meeting.

11. Joint Services with Lake Bluff. Topic suggested by Trustee Rogers. Discussion concerning the balance or imbalance of service by and between Rockland FPD and Lake Bluff. Consensus of the Board was to seek data on the costs of services provided and received and other offsets and re-visit the issue. Trustee Rogers and Chief Harlow to follow-up with Lake Bluff and update the Board as appropriate.

12. Investigation of Contracting Services and/or Consolidation. Topic suggested by Trustee Grum. Discussion flowed from and merged with Lake Bluff services discussion (prior). Consensus of awareness that the District has and will likely need to continue to contract for emergency ambulance service. Acknowledgement that action on contracting for other services or consolidating services was not foreseeable in the near-term. Consensus that the Board needed additional information and data on options and feasibility of contracting and/or consolidation.

Consensus of the Board was that Trustee Grum was to seek information, data and options with the City of Lake Forest, while Chief Harlow would similarly continue to work with the Village of Lake Bluff. Trustee Grum and Chief Harlow to update the Board as appropriate.

13. eDispatch. Topic suggested by Trustee Grum. General discussion of eDispatch: the program, offering, costs, etc. Chief Harlow explained District retained eDispatch through Lake Bluff. Trustees expressed an interest in eDispatch to ensure awareness of incidents or events in the District about which members of the public might inquire. Chief Harlow

explained the District has a policy on eDispatch for members. General review of eDispatch policy for trustees prepared by Trustee Grum. After general discussion, minor amendment to the trustees' eDispatch policy were offered and agreed to in principal.

Motion by Trustee Rogers, seconded by Trustee Grum, to approved the Trustees' eDispatch Policy as amended. No further discussion. Motion adopted on a unanimous voice vote.

14. Rescue Services for Hilltop Property. Topic suggested by Trustee Rogers. General discussion on need to better clarify the impact from the Hilltop facility, and to do so quickly. Chief Harlow noted at current rates of progress the facility could be up and running by March or April of 2017. Chief Harlow and Deputy Chief Kositzki explained the Hilltop owners and management appeared to be sensitive to the potential impact that Hilltop might have upon the District and its emergency ambulance services. Acknowledgement that cost was not necessarily up front, but rather service costs over the long term.

Consensus of the Board that President Snoblin and Chief Harlow meet with Nancy Cutter (Hilltop) and Village of Green Oaks staff to discuss implications and impacts Hilltop facility upon the District along with options as to how to assist the District in meeting the service challenges posed by Hilltop facility in the near-, mid- and long-term. President Snoblin and Chief Harlow to update the Board as appropriate.

15. Station Grounds Maintenance. Topic suggested by Trustee Rogers. General discussion on grounds maintenance at the Station noting District's fiscal condition.

Consensus that Trustee Rogers prepare a list of grounds maintenance items for consideration and action at the next Board meeting.

16. Non-Agenda Items.

- a. Trustee Rogers presented an update on research on the District's mortgage and loan for the fire station. Trustee Rogers confirmed earlier reports that Northern Trust, the current mortgage holder, had no interest in renewing the loan. Consensus approving Trustee Snoblin's plan to contact both Harris Bank and Lake Forest Bank and Trust about fire station refinance loan and mortgage options.
- b. Trustee Snoblin observed the time for a special board meeting about contracting and consolidation options might not yet be ripe. Trustee Snoblin observed that the Board should receive and review the ICMA study [Chief's Report, 7(c) above], and responses and information from Chief Harlow's efforts with Lake Bluff as well as Trustee Grum's efforts with Lake Forest.

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

18. Adjournment. Trustee Rogers made a motion to adjourn, seconded by Trustee Grum. The Motion was approved by a unanimous voice vote. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Approved _____, 2016

Karl Snoblin
Board President

Robert Grum
Board Secretary