

Rockland Fire Protection District  
Board of Trustees

Minutes of Regular Meeting  
Monday, March 13, 2017  
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/Treasurer Dan Rogers  
Trustee/Secretary Robert Grum

Chief Jon Harlow  
Deputy Chief Mike Issel  
Attorney Brian O'Connor

ABSENT – Trustee/President Karl Snoblin

Quorum acknowledged.

Others present – Members of the Public and Department:

Patricia Issel  
Martin L. Netzer  
Joan Barott  
Jon Saesan  
Beth Issel  
Chris Prager  
Moe Knesley  
Ed Whitehead  
Tim Hughes

Alex Hanna  
Beth Hanna  
Ryne Clement  
Joe McKay  
Scott Herrick  
Andy Block  
Marcin Maliinowski

Motion by Trustee Grum, seconded by Trustee Rogers to appoint Trustee Rogers as President *pro tem*. No discussion. Motion approved on a unanimous voice vote.

2. Pledge of Allegiance. Recitation led by President Rogers.
3. Consideration of Minutes. Minutes from the Special and Regular Meetings on February 13, 2017, prepared by Attorney O'Connor were reviewed by the Board. Motion by Trustee Grum, seconded by Trustee Rogers to approve minutes as presented. No discussion. Motion approved on a unanimous voice vote.
4. Public Comment. President pro tem Rogers opened the meeting to comments from the public [5 ILCS 120/2.06(g)]. No further public comment was offered.
5. Attorney's Report. Attorney O'Connor advised all that the Lake County Clerk had published notices (in English and Spanish languages) of the Referendum Question appearing on the ballot at the Consolidated Election to be held April 4, 2017.

**ROCKLAND FIRE PROTECTION DISTRICT**

Proposition To Elect The Trustees Of The Rockland Fire Protection District  
Shall the trustees of the Rockland Fire Protection District be elected, rather than appointed?

Additionally, copies of the notices were also posted at the District.

6. Chief's Report. Chief Harlow offered the following comments.

- a. Tim Wirf and Vehicle Maintenance. Chief Harlow reported Wirf's had completed the ladder tests and repairs. The ladder repair wasn't as serious as initially believed – ladder elevating hydraulics were leaking causing the pump to appear to be leaking which it wasn't. Total repairs were less than \$5,000. Wirf's identified a number of additional items, 90% of which District members will correct in house.
- b. Sheridan at Green Oaks. Members will begin walk-throughs of the facility for familiarization starting Monday, March 20. All agreed that the District will continue to respond even after the 2 parcels are transferred to Libertyville FPD.
- c. Insurance. Chief Harlow and D/C Issel advised they continued to work on the insurance issue and would provide further updates.
- d. Ambulance Calls. Chief Harlow advised that recently the District had 2 almost simultaneous ambulance calls, each for patient seizures requiring ALS response. The District's ALS-engine with crew was on scene about 10 minutes prior to the Libertyville F.D. ambulance which responded from L.F.D. Station 1. Chief Harlow noted the import of quick response in critical care required emergency medical response situations.

D/C Issel had nothing further to add or report.

7. Treasurer's Report. Trustee Rogers provided the following updates to the District's financial position as of February 28, 2017.

a. Status of funds:

LF Bank and Trust - Capital	\$ 36,360.35
LF Bank and Trust - Checking	\$ 12,281.00
LF Bank and Trust - Reserve	\$173,257.28
Northern Trust-Station Reserve -	\$ 0.00
Northern Trust-Capital Investment -	\$ 0.00
Northern Trust-Checking -	\$194,173.48
Petty Cash -	\$ <u>29.05</u>
Total -	\$416,101.16

Trustee Rogers noted the District continue the process of transferring its accounts from Northern Trust (former mortgage holder) to Lake Forest Bank & Trust (new note holder) per Board direction at the meeting January 9, 2017.

- b. Trustee Rogers reviewed and provided an overview of District progress vis-à-vis the Budget Tracking report. Most line items were within estimated ranges for anticipated expenditures for this point in the District's fiscal year.

Motion made by Trustee Grum, seconded by Trustee Rogers to approve the Treasurer's Report as presented. Roll call vote: Rogers – yes, Grum – yes, Snoblin – absent. 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 Grum, seconded by Trustee Rogers to approve the payment of outstanding warrants (invoices) in the amount of \$29,109.01. No further discussion. Roll call vote: Rogers – yes, Grum – yes, Snoblin – absent. Motion passed; Payments approved.

9. Lighting Project Presentation. D/C Issel reported that he continued to check with vendors for options to improve lighting at reduced costs, and he expected to be able to provide further details at the April meeting.

10. Update on Rescue Services for Hilltop Property & Discussion and Action on Disconnection/Annexation of Sheridan at Green Oaks Properties.

- a. Attorney O'Connor provided a revised draft of the ordinance by which the District would disconnect the 2 improved Green Oaks parcels for annexation by Libertyville FPD. Attorney O'Connor explained he was communicating regularly with property owners' attorney Bob Kenny as well as Libertyville FPD attorney Brett Henne. Attorney O'Connor explained that he had shared the revised draft disconnection ordinance with both attorneys.
- b. Attorney O'Connor reminded all that the disconnection procedure required adoption of the ordinance after a public hearing on the matter, tentatively set for the District's meeting June 12, 2017. Attorney O'Connor noted that notice to the property owners needed to be sent by certified mail at least 60 days prior to the public hearing. Attorney O'Connor explained a sample of the notice was included in the disconnection ordinance.

Attorney O'Connor requested the Board's consensus to send notices to the owners, which he intended to send by certified mail March 14. Trustees Rogers and Grum concurred with sending the notices.

11. Update on Joint Services with Lake Bluff. Trustee Rogers advised that he had been working with Drew Irvin (Village Administrator) on options seeking cost savings for services. He expected the next steps would involve the Fire Chiefs working on proposals for join/shared staffing. Further updates to follow.
12. Update on Investigation of Contracting Services and/or Consolidation. Trustee Grum advised there was no update other than action with Lake Bluff (preceding), Lake Forest and the Ambulance Contract (following).

13. Update on Lake Forest Joint Fire and EMS Task Force. Chief Harlow advised that he and Trustee Snoblin had met with Bob Kiely (Lake Forest City Manager) and Chief Pete Siebert (Fire Chief). Discussion focused on Lake Forest ideas and concepts for cost saving measures in providing services to the communities. Chief Harlow noted Lake Forest's proposals evolved into five options ranging from Lake Forest providing all-inclusive services (fire, EMS, technical rescue, etc.) to variations of shared services. Chief Harlow reported two options were discounted: maintaining status quo (which Chief Harlow noted served no one's interest) and having Lake Forest provide ambulance service to the District at a per call rate (the District's arrangement prior to arranging for service with Libertyville F.D. Chief Harlow explained one option considered envisioned Lake Forest providing ambulance service to the District on an annual flat fee rate for a prolonged (10 year) term. Chief Harlow explained he anticipated additional details (cost figures) from Chief Siebert next week. Further updates to follow.
  
14. Discussion and/or Action on Ambulance Contract. Trustee Grum and Attorney O'Connor reported that the draft contract continues to be finalized, with anticipated action by the Board at the April 10, 2017, meeting. At the Board's request Attorney O'Connor stated he would email the Trustees and Chief Officers a clean copy of the contract.
  
15. Non Agenda Items. None.
  
16. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.
  
17. Adjournment. Trustee Grum made a motion to adjourn at 7:07 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Brian J. O'Connor  
District Attorney

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

\_\_\_\_\_  
Dan Rogers  
Board President *pro tem*

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