

Rockland Fire Protection District  
Board of Trustees

Minutes of Special Meeting  
Tuesday, September 18, 2018  
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 5:31 p.m. Roll call was taken with the following attendance noted:

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

Quorum acknowledged.

Others present – members of the Fire Department and Public.

2. Pledge of Allegiance. Recitation led by President Rogers.
3. Consideration of Minutes. Attorney O'Connor advised that he and Attorney Kelly had not yet finalized minutes from the special Board meetings of August 21, August 23, and August 31, 2018, and asked that consideration be tabled to the regular October 2018 Board meeting. Consensus of the Board to table consideration of these special meeting minutes to the regular October 2018 Board meeting.

Motion by Trustee Grum, seconded by Trustee Snoblin, to approve the minutes of the regular meeting of August 13, 2018. Trustees had reviewed the minutes. No further discussion. Voice vote: 3 Aye (Grum, Rogers, Snoblin), 0 Nay. The motion passed.

4. Public Comment. President Rogers opened Public Comment. Please note that all names are spelled phonetically.
  - a. Teresa Caringello, a Lake Forest resident.
    - i. Asked about Service Agreement payments by the District with the current Budget & Appropriations Ordinance.
    - ii. Expressed opinion that she was disgusted and it was disgraceful to agree to the Service Agreement.
    - iii. Expressed opinion that the Board's agreement with the Service Agreement was politically motivated.
    - iv. Expressed her thanks for the service and efforts of the District's firefighters and Chief Officers.
  - b. Nicki Snoblin, a Knollwood resident.
    - i. Asked the Board about disposal of District historical materials (photos, trophies) many of which were association or individual items.
    - ii. Asked about District documentation retention which Attorney O'Connor reminded all was governed by State law (the Local Records Act).
  - c. Fire Chief Jeff Steingart, Countryside FPD.
    - i. Stated he had been coordinating with Chiefs Carani and Seibert concerning transfer of 9-1-1 dispatching functions.

- ii. Stated that Countryside FPD was seeking part-time paid-on-premises firefighters with applications available as well as available positions with Metro Paramedic Services.
  - d. Pat Issel, a Knollwood resident.
    - i. Asked about District Board meeting dates, times, places, which Attorney O'Connor reminded all that the meeting schedule for CY 2018 had been approved and posted, with the meeting schedule for CY 2019 likely to be considered by the Board at the December 2018 meeting.
    - ii. Asked about the impact of trustee elections scheduled for April 2019, which Attorney O'Connor confirmed conversations with the County Clerk that elections for 3 trustees (one 6-year term, one 4-year term, one 2-year term) would take place, with the elected trustees to take office in May 2019, as provided in the Fire Protection District Act.
  - e. Nicki Snoblin, a Knollwood resident. Asked the Board about direction regarding the District's website, including maintenance, upkeep, etc., as well as disposition, which President Rogers noted would be needed for some time to come and she would receive further direction from the Board.
  - f. Marsin Mallinowski. Asked about disposition of property of the former association. General discussion followed. Consensus of Board was that property of the former association would revert to the former association, but that a detailed inventory of the property to be removed was to be provided to ensure no District-owned property was inadvertently taken.
  - g. Fire Chief Rich Carani, Libertyville Fire Department. Announced that he had spoken with Fire Chief John Christian of Grayslake FPD, and that Chief Christian asked Chief Carani to announce that Grayslake FPD was currently seeking firefighters for service in a part-time paid-on-premises basis.
  - h. Fire Chief Pete Siebert, Lake Forest Fire Department. Announced that Lake Forest Fire Department was currently seeking firefighters for service in a part-time paid-on-premises basis.
5. Attorney's Report. Attorney O'Connor had no significant updates to report.
6. Treasurer's Report. Treasurer Bryan reviewed the District's financial position as of August 31, 2018 is as follows:

|                              |                     |
|------------------------------|---------------------|
| LF Bank and Trust – Capital  | \$ 36,409.85        |
| LF Bank and Trust – Checking | \$223,221.00        |
| LF Bank and Trust – Reserve  | \$274,158.49        |
| Petty Cash                   | <u>\$ 29.05</u>     |
| <b>TOTAL</b>                 | <b>\$533,818.39</b> |

Treasurer Bryan reviewed the profit & loss/budget tracking report now that the Board had approved the FY2018-2019 Budget and Appropriations Ordinance.

No further discussion. Trustee Grum made a motion to approve the Treasurer's Report as presented. Trustee Snoblin seconded the motion which passed on a roll call vote: 3 Aye (Grum, Rogers, Snoblin), 0 Nay. The motion passed.

7. Approval of Outstanding Invoices. Treasurer Bryan reviewed the list of outstanding invoices for the Trustees, with limited discussion.

Motion by Trustee Grum, second by Trustee Snoblin to approve payment of outstanding invoices in the amount of \$74,103.62. No further discussion was requested. The Motion passed on a roll call vote: 3 Aye (Grum, Rogers, Snoblin), 0 Nay. The motion passed.

8. Nominations/Resignations/Terminations of Members of the Knollwood Fire Department. None.
9. Discussion/Action on the following items relating to the Services Proposal Agreement.

A. Employees including but not limited to Legal Paperwork, Last Checks, Other Matters, Walk-out, Helmets, Class A and Other Uniform Items, Uniform returns.

- a. Attorney O'Connor to prepare a notice of layoff (termination) effective Oct. 1, 2018.
- b. Last salary/compensation checks would include any unpaid periods through Sept. 30, 2018 (except shift personnel on duty until service transfer on October 1, 2018) as well as prorated annual stipends (75% of stipend, if any, for services from January through September 2018).
- c. Walk-out would be handled by Chief Harlow.
- d. In accordance with fire service tradition, issued firefighter helmets were allowed to be retained by firefighters to whom issued.
- e. Issued firefighter Class A and other uniform items were allowed to be retained by firefighters to whom issued.

B. Equipment Inventory including but not limited to Conduct of a Complete Inventory.

- a. District real (fire station) and personal property (vehicles with regularly assigned equipment, turn-out gear, SCBA, etc.).
- b. Mike Harvey offered to assist inventory effort with computer support.
- c. Inventory to begin Oct. 1, 2018, with Board receipt of detailed and itemized list property claimed by the association.

C. Truck 44 including but not limited to Grant Requirements.

- a. Trustees/Chief officers were investigating the status of the AFG Grant used for Truck 44, and clarify need to return funds to the Government on sale of Truck 44.
- b. Alternately, need not return funds if instead of selling Truck 44, the vehicle is donated to another fire department.

D. Equipment Surplus including but not limited to Appraisals and Surplus Declarations.

- a. Detailed inventory needs to be completed as first step.
- b. Appraisals to determine fair market value are needed, with suggested services available from "Command Fire Apparatus" and representative Denny Sylvania.
- c. Attorney O'Connor to prepare resolutions for Board declaration of surplus property after receipt of detailed inventory lists to be included with each corresponding resolution.

- E. Knox Keys including but not limited to Inventory of Keys.
  - a. Need list of Knox Box sites/locations.
  - b. Knox box equipment likely returned to Knox.
  - c. MABAS keys to MABAS.
  - d. Lake Bluff keys to Lake Bluff FD.
  
- F. North Chicago Agreement.
  - a. 2017 payment has been received from North Chicago.
  - b. Chiefs Carani and Siebert to meet with Fire Chief Dell Urban, North Chicago FD regarding follow-on agreement (if any).
  
- G. MABAS and SRT Notification. Notifications of changes of services effective Oct. 1, 2018, already sent.
  
- H. Adopt Fire and Life Safety Code including but not limited to Alarm Monitoring.
  - a. District will need to adopt the Fire and related codes (life safety, building, etc.) in use by Libertyville and Lake Forest FDs.
  - b. Attorney O'Connor to prepare on receipt of the list of codes to be adopted and exceptions to codes, if any, for each code.
  
- J. Resident Letters. Will be sent and signed by new service provider chiefs, Chief Carani and Chief Siebert.
  
- K. Station Rekey Oct. 1, 2018. Scheduled date.
  
- L. Station Use including but not limited to Rent.
  - a. Matt Baines, Real Estate, Inc., Barrington offered assistance to list station for lease (not sale).
  - b. Mr. Baines proposed a 5-10 year, triple net lease.
  - c. District would likely require use/control of some of station office space.
  - d. Mr. Baines to prepare listing proposal for attorney review, and then subsequent Board consideration at the October meeting.
  - e. Mr. Baines was not to emplace any listing signs until on/after Oct. 1, 2018.
  - f. Attorney O'Connor reminded the Board of a need for admin space for file and document retention and maintenance to comply with various laws (Local Records Retention Act, Freedom of Information Act, etc.).
  
- M. ESTB Radios including but not limited to Removal and Return. Lake County ETSB to retrieve its equipment.

10. Non-Agenda Items. Attorney O'Connor advised at this was a special meeting only items on the meeting agenda were properly eligible for discussion.
11. Adjournment. Trustee Snoblin made a motion to adjourn the meeting at 6:17 p.m. which was seconded by Trustee Grum. The Motion was approved by a voice vote: 3 Aye (Grum, Rogers, Snoblin), 0 Nay. Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Brian J. O'Connor  
District Attorney

Approved \_\_\_\_\_, 2018

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Dan Rogers, Board President

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Robert Grum, Board Secretary