

Rockland Fire Protection District
Board of Trustees

Minutes of Special Meeting
Friday, March 20, 2020
Rockland Fire Protection District, Meeting Room
14 Skokie Highway, Lake Bluff, Illinois 60044

1. Call to Order and Roll Call. President Malinowski called the meeting to order at 6:00 p.m. Roll call was taken with the following attendance noted:

Trustee/President Marcin Malinowski Attorney James G. Wargo
Trustee/Secretary Amy Bernstein
Trustee Dave Andersen
Treasurer Karl Snoblin

Quorum acknowledged.

Others Present Lake Bluff Fire David Graf and Lake Bluff Village Administrator Drew Irvin participated in the meeting via telephone.

2. Pledge of Allegiance. Recitation led by President Malinowski.
3. Public Comment. President Malinowski called for public comment. No public comment.
4. Discussion/action on leasing and use of the Rockland FD Building [14 Skokie Highway, Lake Bluff, IL 60044] to the Village of Lake Bluff [Village of Lake Bluff Fire Department]. Lake Bluff Fire Chief David Graf and Village Administrator Drew Irvin participated in the discussion via telephone. Chief Graf opened the discussion to express the Village's interest in using the Rockland FD Building for quarantine purposes during the pending COVID-19 pandemic. Specifically, the Village would like to utilize the fire station as a quarantine building for Village public safety employees who have been exposed to or diagnosed with COVID-19. Chief Graf advised that the Village's attorney prepared a proposed agreement between the District and the Village. Administrator Irvin provided additional comments regarding the Village's use of the fire station and believes that it is a good idea.

A discussion occurred regarding the use of the building by the Village and the District's possible need for access to the fire station during the occupancy period. The Board discussed the current amenities existing in the fire station, including kitchen, bunkroom with capacity of four beds, two restroom and shower facilities on the second floor, a first-floor bathroom, and a bank of lockers.

Chief Graf explained that the Village would like to taken an inventory of the station to determine any necessary changes to the building to make it ready for occupancy by the Village. The Village would also provide updates as to who is using the building.

Attorney Wargo inquired with Chief Graf regarding the two classes of firefighters the Village anticipates housing at the fire station, including those firefighters who have been exposed to COVID-19, who may or may not have COVID-19, and those employees with a confirmed diagnosis of COVID-19. Chief Graf clarified that there would be three categories of firefighters that would utilize the station, pre-knowledge, quarantine because of exposure, and those diagnosed with COVID-19.

Chief Graf indicated that the Village would like to determine whether the HVAC system for the first and second floor are on the system to determine the potential to separate employees under quarantine without a diagnosis of COVID-19 and those employees with a diagnosis of COVID-19. Chief Graf explained that one of the purposes of the planned inventory of the station would help better determine whether the Village will be able to separate different classes of impacted employees at the fire station. Chief Graf indicated that it may be that the Village will be unable to separate different classes of impacted employees at the station.

Attorney Wargo also asked a question regarding security concerns with the use of the building.

Administrator Drew commented regarding the modifications that were made by the District to the proposed lease agreement, including the change in the required notice to terminate from 60 days to 15 days. Chief Graf indicated that the Village would need more than 15 days to have the station cleaned and sanitized after occupancy.

Administrator Drew also raised a question regarding the required insurance coverage. Attorney Wargo responded that the Village's standard insurance coverage amount would likely be sufficient coverage.

Administrator Drew also clarified that it is the intent of the Village to make the station available for other Village public safety employees such as police officers. The Board understood that the station would be made available to all of the Village's public safety personnel.

A further discussion occurred regarding the rate to be charged to the Village for the use of the station. This discussion included the building's utility costs and mortgage expenses. The Board agreed to base the rate on a cost basis only. In other words, the rate would be no charge, but the Village would be responsible for the utilities and other costs related to operating the building during the period of use by the Village. Administrator Drew agreed that those terms sounded fair.

A further discussion occurred regarding the term of the lease. Attorney Wargo made a modification to the lease to include a thirty (30) day term as the Village's proposed lease did not include a term period. A further discussion occurred regarding the term. Chief Graf commented that he was okay with a thirty (30) day term with extensions by mutual agreement but inquired as to the process for extending the lease term. Chief Graf requested that the term language be modified to authorize the Board President to extend the term of the lease.

A discussion occurred regarding the motion to approve the agreement and the necessary changes. Trustee Malinowski then identified the necessary changes that would be made to the agreement as discussed during the meeting. Specifically, Section I(B) to be modified to include language that the Board President is authorized to extend the term of the lease. Section E regarding insurance to be modified to provide that the Village shall carry insurance coverage of not less than \$5,000,000. With respect to Section VI regarding termination, the notice of termination to be modified to provide 30 days' written notice. Chief Graf added that the discussed rate should also be included.

Motion by Trustee Andersen, seconded by Trustee Bernstein, to approve the Intergovernmental Agreement with the Village of Lake Bluff and authorize the Board President to sign with the revisions discussed during the meeting subject to final approval by the District's legal counsel. No further discussion. Roll call vote: 3 Aye (Andersen, Bernstein, Malinowski), 0 Nay. The motion passed.

After the vote, Chief Graf thanked the Board for working with the Village on the lease. Trustee Malinowski stated that he was glad that the Board could help the Village with this matter.

5. Other items as may be lawfully brought before the Board. Trustee Andersen advised the Board that a sewer rodding company may have interest in renting the station on a short-term basis.
6. Adjournment. There being no further business, Trustee Malinowski made a motion to adjourn the meeting at 7:01 p.m. which was seconded by Trustee Andersen. Voice vote: The Motion was approved by a voice vote: 3 Aye (Andersen, Malinowski, Bernstein), 0 Nay. Meeting adjourned at 7:01 p.m.

Respectfully submitted,

James G. Wargo
District Attorney

Approved _____, 2020

Marcin Malinowski, Board President

Amy Bernstein, Board Secretary