

Rockland Fire Protection District  
Board of Trustees

Minutes of Special Meeting  
Monday, October 21, 2015  
Knollwood Fire Department, Meeting Room  
14 Skokie Highway, Lake Bluff, IL. 60044

1. Call to Order and Roll Call. President Whitehead called the meeting to order at 6:31 p.m. Roll call was taken with the following attendance noted:

Trustee/President Ed Whitehead	Chief Jon Harlow
Trustee/Treasurer Karl Snoblin	Capt. Mike Gernenz
Trustee/Secretary Dan Rogers	Attorney Brian O'Connor

Quorum acknowledged.
2. Consideration of Minutes. Minutes from the September 14th regular meeting were reviewed. Motion by Trustee Rogers, second by Trustee Snoblin, to approve the minutes. No further discussion. Minutes were approved on a unanimous voice vote.
3. Public Comment. No members of the public were present.
4. Discussion and Motion to pass Electric and Gas contract. Treasurer Snoblin briefly reviewed the Direct Energy electric and Santana gas contracts being considered, noting each was for a term of 24 months beginning October 1, 2015. After brief discussion, motion made by Trustee Rogers, seconded by Trustee Whitehead to approve the Direct Energy electric and Santana gas contracts as presented. Roll call vote: Whitehead – yes; Rogers – yes; Snoblin – yes. Motion passed.
5. Discussion and Motion to pass District Purchasing Policy. Treasurer Snoblin briefly reviewed revised policy containing many good suggested by Chief Harlow and Deputy Chief Kositzki, as well as some very recent suggestions by Attorney O'Connor. Final action tabled to the November meeting. No action taken.
6. Attorney's Report.
  - a. Attorney O'Connor provided copies of court documents approving the District's annexation of the Sanctuary Subdivision access road to Waukegan Road for the District's files.
  - b. Attorney O'Connor mentioned upcoming IAFFPD Trustee Certification training hosted by Barrington Countryside FPD, and the NIAFFPD annual conference to be held January 29 and 30, 2016.
7. Chief's Report. Chief Harlow:
  - a. Reported that the pump packings on the ladder truck would need repairs for which a mechanic would come to the station.
  - b. Provided the Board an update on the pick-up truck.

- c. Provided the Board an update on Dispatching based on comments from Chief Steingart. Chief Harlow noted the pending switch to StarCom radio system, and the associated cost with each radio costing about \$48/month. Chief Harlow explained that Chief Steingart was pursuing a “regional grant” for the equipment, \$8,200 for mobile radios. Chief Harlow said he’d keep the Board updated on developments as they occur.
- d. Provided the Board and update on training. He said the District had participated in 3 active shooter drills, at Abbott, Vernon Hills High School, and Newport Grade School. As part of the anticipated response Chief Harlow advised he was researching procurement of 6 ballistic vests to be retained on District vehicles (3 on engine, 3 on rescue) for member protection in the event of a response to an active shooter incident. Chief Harlow advised ballistic vests cost about \$200 each. Chief Harlow advised that the District had been working very closely with Lake Bluff police and fire for this training.
- e. Discussed options on a closed circuit TV (CCTV) surveillance system identified by Dan Hampton. Board consensus to pursue options for a CCTV system for District security and safety.
- f. Advised of neighbor’s request for repair of the fence which Chief Harlow would further pursue with John Pearson.
- g. Advised the Board he was pursuing options for snow plowing if the station for approval and budget update.
- h. Advised the Board of approval of the IGA on automatic response with City of North Chicago Fire Department.
- i. Advised the Board of cost-saving initiatives from Chiefs, such as the purchases of firefighter foam and other equipment from an approved list.

8. Deputy Chief’s Report. The Deputy Chief was unable to attend the meeting.

9. Treasurer’s Report. Trustee Snoblin provided the following updates to the District’s financial position as of September 30, 2015.

a. Status of funds:

LF Bank and Trust	\$ 31,052.26
Northern Trust-Station Reserve	\$ 36,346.79
Northern Trust-Capital Investment	\$136,989.01
Northern Trust-Checking	<u>\$339,699.00</u>
Total	\$544,087.06

b. Trustee Snoblin presented the written Budget Tracking update through September 30th of fiscal year 2015-2016. Trustee Snoblin commented on several line items including the Quartermaster line under Operations, Motor Vehicle and SCBA lines under Support as being high. General discussion ensued concerning cost and expense management and options for savings.

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

10. Approval of Outstanding Invoices. Treasurer Snoblin review for the Board the list of checks needing approval, adding explanatory comments where appropriate. There being no further discussion a motion was made by Trustee Rogers and seconded by Trustee Whitehead to approve the payment of outstanding warrants in the amount of \$38,796.03. Roll call vote: Whitehead – yes; Snoblin – yes; Rogers – yes. Motion Passed.
11. Non-Agenda Items. None offered or raised.
12. Department Member Update. None. Chief Harlow mentioned there would be an employee list next month (November 2015) and new probationary firefighters starting in January 2016.
13. Closed Session. None needed.
14. Adjournment. Trustee Rogers made a motion to adjourn which was seconded by Trustee Snoblin. The Motion was approved by a unanimous voice vote. Meeting adjourned at 8:17 p.m.

Respectfully submitted,

Brian O'Connor  
District Attorney

Approved \_\_\_\_\_, 2015

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Ed Whitehead, Board President

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Dan Rogers, Board Secretary