

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/11/2025

Date: March 11, 2025

To: President & Trustees

From: Pamela C. Hall, Office Manager

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	L. Engberg	J. Armesy	M. Anderson	A. Lee	M. Hanson	S. Flaherty
P. Hall	C. Spitzcock	D. Essling	B. Murphy	Murphy		

Battalion Chief C. Spitzcock led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- Resident Bernadine Murphy raised concerns about a \$3,194.00 ambulance bill for her daughter, which was not covered by her insurance due to coding issues.
- Deputy Chief M. Hanson offered to investigate the matter further, as it was the first time he had heard of such an issue with in-network insurance. B. Murphy stated that she has documentation of her communications with the insurance company and the billing company. Battalion Chief C. Spitzcock obtained her contact information so Deputy Chief M. Hanson can discuss with her after researching with EMS/MS.

President Comments:

- No comment

Attorney Comments:

- Attorney S. Flaherty stated that a brief executive session would be needed so he can inform the trustees of a personnel matter.

Chief M. Huneke Comments:

- a) Personnel Matters
 - Chief M. Huneke was not present at the meeting.
 - Deputy Chief M. Hanson noted that the BOF Academy currently has 17 candidates in training, with expectations of fast-track candidates emerging soon.
 - He also stated that three part-time staff members have been hired elsewhere for full-time positions, creating a need for additional hires.
 - Deputy Chief M. Hanson informed the Board of Trustees that an HR Consultant has been hired and is currently reviewing the job descriptions for administrative staff.
 - Deputy Chief M. Hanson also informed the Board of Trustees that plans are underway to redesign the reception area to improve visitor experience and workflow.
 - Deputy Chief M. Hanson noted that the 2025-2026 budget proposal will be presented at the meeting next month for review.

Deputy Chief M. Hanson Comments:

- a) Incident Reporting
 - Deputy Chief M. Hanson reviewed the incident report with the Board of Trustees. A copy has been placed on file.
 - Trustee J. Armesy inquired as to if the report can be revised to highlight incidents at Greenfields of Geneva. Deputy Chief M. Hanson stated that he will work with Data Specialist M. Walsh to revise the monthly report.

Battalion Chief Comments:

- a) Training & Operations Update
 - No update

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b) EMS & Safety Update

- Battalion Chief C. Spitzock informed the Board of Trustees that Battalion Chief T. Hall, FF/PM J. Homon, FF/PM S. Walter and FF/PM A. Oliver successfully revived a young man in cardiac arrest, who is now recovering well. There are plans to formally recognize the crew for their exemplary service once the family is contacted.

c) Support Services Update

- No update

Fire Marshal Comments:

a) Community Risk Reduction (CRR) Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)

- Deputy Chief M. Hanson reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.

CONSENT AGENDA

Consider any motions to remove any item from consent agenda and place that item under the new business or old business portion of the meeting as appropriate.

Motion to approve consent agenda items #1 through #5

- 1) Approve District Trustee Minutes for February 11th, 2025
- 2) Approve District Trustee Executive Session Minutes for February 11th, 2025
- 3) Approve Treasurers Report for February 2025
- 4) Approve the February bills in the amount of \$388,736.01
- 5) Approve Payroll Report for February 2025

M. Anderson made a motion to approve consent agenda items #1 through #5. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
- No report

Pension Board Report:

- Deputy Chief M. Hanson informed the Board of Trustees that John McCaffrey chose not to appeal the pension disability decision so that case is completed.

Old Business:

- 1) Kaneland CUSD 302 and Kaneville Fire Department Update
- Deputy Chief M. Hanson informed the Board of Trustees that Assistant Superintendent of Kaneland CUSD 302, Dr. Jackie Bogan, contacted the district and expressed concerns about staffing shortages and response times to the high school following the resignation of Kaneville Fire Chief K. Tindall and several firefighters.
 - Deputy Chief M. Hanson stated that he informed Dr. J. Bogan that agreements and/or a request for a change in service needs to be initiated by the school district. He noted that discussion was had regarding the establishment of auto aid agreements, with a commitment to expedite the process if requested by the school district. Further updates on the situation are expected in the coming meetings.

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- 2) Sugar Grove Annexation
 - No update
- 3) LaFox Development Update
 - No update
- 4) EMS/MC Billing Update
 - Deputy Chief M. Hanson stated that he will be following up with EMS/MC in regards to the resident complaint by B. Murphy.
- 5) Any old business matters
 - None presented

New Business:

- 1) ECFPD Pension Board Appointment
 - a) Motion to appoint a trustee to the ECFPD Pension Board
 - Deputy Chief M. Hanson stated that Trustee A. Lee is a replacement is needed for Trustee A. Lee. Chief M. Huneke wishes to retain a pension board position. He currently is the president of the pension board. FF/PM Eric Daffron will be nominated as a replacement.

L. Engberg made a motion to appoint Chief Michael Huneke to the ECFPD Pension Board. J. Armesy seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) OMA & FOIA Officer; Annual compliance
 - a) Motion to appoint an OMA & FOIA Officer
 - Deputy Chief M. Hanson informed the Board of Trustees that Chief M. Huneke has completed the training to meet the annual compliance of becoming the OMA & FOIA Officer for the district.

J. Armesy made a motion to appoint Fire Chief Michael Huneke as the OMA & FOIA Officer. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 3) 2025-2026 ECFPD Board of Trustees Meeting Dates
 - a) Motion to approve the 2025-2026 ECFPD Board of Trustees Meeting Dates
 - Office Manager P. Hall presented the Board of Trustees with the meeting schedule for their review. The Board of Trustees agreed to schedule the monthly meetings for the fiscal year 2025-2026 on the second Tuesday of the month. A meeting notice was presented, signed and will be posted for public viewing.

M. Anderson made a motion to approve the 2025-2026 ECFPD Board of Trustees Meeting Dates. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

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4) IPRF Workers Compensation Renewal

- a) Motion to approve the workers compensation renewal with IPRF in the amount of \$290,238.00
- Deputy Chief M. Hanson presented the Board of Trustees with the IPRF renewal proposal for their review. He noted that with less injuries in the past year and competitive pricing requested, the premium has decreased by over \$93,000.00.

M. Anderson made a motion to approve the workers compensation renewal with IPRF in the amount of \$290,238.00. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

5) Surplus Equipment

- a) Motion to approve the sale of &/or the disposal of surplus equipment
- Deputy Chief M. Hanson stated that the 2010 F150 Pick-up Truck, Fleet #1015, and the 2012 Tahoe, Fleet #1017, need to be surplusd after the two new pickup trucks go into service.

L. Engberg made a motion to approve the sale of &/or the disposal of surplus equipment. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

6) 2025-2026 Chassis on a remounted Medtec Conversio

- a) Motion to approve the ambulance remount order with Foster Coach in the amount of \$223,664.00
- Deputy Chief M. Hanson presented the Board of Trustees with a proposal from Foster Coach of a remount option for an ambulance for review and discussion. A copy has been placed on file.
- Deputy Chief M. Hanson noted that a remount will be a savings of over \$140,000 compared to a new ambulance.
- Trustee A. Lee inquired as to if the district has researched other companies. Deputy Chief M. Hanson stated yes.
- Trustee M. Anderson amended the original motion from approving the ambulance remount order with Foster Coach in the amount of \$223,664.00, to the cost not to exceed \$225,000.00

J. Armesy made a motion to approve the ambulance remount order with Foster Coach with the amount not to exceed \$225,000.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

7) ECFPD Softball Tournament & Pancake Breakfast Fundraiser; June 21st, 2025

- Deputy Chief M. Hanson informed the Board of Trustees that the district is planning on hosting a softball tournament & pancake breakfast fundraiser on Saturday, June 21st, 2025 at Elburn Lions Community Park.
- Deputy Chief M. Hanson stated that the pancake breakfast proceeds will benefit the ECFPD Cadet Program and the softball tournament will benefit Project Fire Buddies. The event will include various activities and is expected to attract community participation.
- Office Manager P. Hall stated that the pancake breakfast will be held from 7:00 am – 10:00 am with the cost being a free will donation. The softball tournament registration will begin at 8:00 am. The first game will start at 9:00 am, with the last game at 7:20 pm. 12 teams of a minimum of 10 players will be playing at a cost of \$550.00 per team.

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- 8) Run for Tomorrow 5K Fundraiser; September 14th, 2025
- Deputy Chief M. Hanson informed the Board of Trustees that the district is planning on hosting a 5K fundraiser on Sunday, September 14th, 2025 to raise awareness of suicide prevention.
- 9) Badge Wall & Service Plaques
- Deputy Chief M. Hanson stated that the district is considering replacing some of the displays in the museum with a badge wall to honor past firefighters, with the union covering over 50% of the costs. Plans include displaying photos from the academy and enhancing the station's decor with historical images.
- 10) Any other new business matters or consideration of items removed from the consent agenda
- None presented

Good of the Organization:

- Trustee J. Armesy noted the recognition given recently in the administrative weekly report with specific email communication involving key personnel, including SFVEMSS Coordinator Steph Hanson and Delnor Charge Nurse Steve Alberty. District personnel were commended for their commitment to implementing the discussed strategies effectively and providing additional support and care for the patient.
- He acknowledged the positive direction and efforts of the team, highlighting the importance of leadership from individuals like Chief M. Huneke and Deputy Chief M. Hanson.
- Discussion was also held in regards to the availability of ten candidates for EMT paramedic positions, indicating a proactive recruitment effort. It was emphasized that the recruitment process needs to be monitored closely to ensure that qualified candidates are selected.

Executive Session:

At 4:58 pm, Office Manager P. Hall called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity); and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 4:58 pm, a motion to go into executive session was made by M. Anderson. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

At 5:04 pm, the executive session ended with a motion made by M. Anderson. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after executive session:

- None

At 5:05 pm, M. Anderson made a motion to adjourn the meeting. A. Lee seconded the motion. The meeting was adjourned by unanimous consent.

Respectfully Submitted,
Pamela C. Hall, Office Manager
Elburn & Countryside Fire Protection District