

Elburn & Countryside Fire Protection District
200 East Route 38
Elburn, IL. 60119
Office: 630-365-6855 Fax: 630-448-1254

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DISTRICT TRUSTEE MEETING
05/13/2025

DATE: May 13th, 2025
TO: President & Trustees
FROM: Pamela C. Hall, HR Operations 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. Huneke	S. Flaherty
P. Hall	M. Linden					

Chief M. Huneke led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- Bernadine & Tom Murphy addresses the Board of Trustees to express their frustration over an ambulance bill that was not reimbursed by UnitedHealthcare.
- Chief M. Huneke acknowledged ongoing issues with UnitedHealthcare's billing practices and committed to following up with the billing company to resolve the matter.
- It was noted that other residents have faced similar issues with UnitedHealthcare, indicating a broader problem with insurance reimbursements for ambulance services.

President's Report:

- No report

Attorney Report:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees.
 - i. House Bill 2409 aims to eliminate PFAS chemicals in firefighting gear, but the deadline for compliance is January 1, 2027, which may limit gear availability.
 - ii. House Bill 3388 proposes to expand the definition of fire department vehicles to include off-highway vehicles, watercraft, and drones, which would benefit various departments.
 - iii. House Bill 2336 allows nursing homes to bill for lift assists after the sixth call per year, making progress in the legislative process.

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke informed the Board of Trustees that M. Morris submitted a notice of intent to retire in June 2027, prompting discussions about redesigning administrative roles to create two part-time positions for better redundancy. The board will consider ideas for staffing changes in the upcoming months as they prepare for the transition.
- Chief M. Huneke stated that plans for a ceremony to "swear in" service dog, Cinder were discussed, with the potential for rescheduling due to a lack of participation in a previously planned softball event. The board aims to ensure community events are well-staffed and engaging, postponing events until they can be executed effectively. It was noted that the pancake breakfast will take place at the station in Fall 2025.

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- Chief M. Huneke informed the Board of Trustees that the Engine was struck by a tow truck at the scene of an accident last week. The engine is still in service with front bumper damage. The fire department has filed an insurance claim and is awaiting an estimate for repairs, with no injuries reported during the incident.
- Chief M. Huneke also noted the E-One “tower” ladder is in production and has an anticipated delivery date of October 2025.

Deputy Chief M. Hanson Comments:

b) Incident Reporting

- Deputy Chief M. Hanson was not present due to attending the I-Chiefs Symposium.
- Chief M. Huneke reviewed the incident report with the Board of Trustees. A copy has been placed on file.

Battalion Chiefs Comments:

a) Support Services

- Battalion Chief T. Hall was not present due to attending the I-Chiefs Symposium.

b) Training & Operations

- No report

c) EMS & Safety updates

- No report

Fire Marshal Comments:

a) Community Risk Reduction (CRR) Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)
- Chief M. Huneke reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Trustee J. Armesy inquired about construction taking place at the intersection of Route 64 & Route 47. Chief M. Huneke stated that he will be scheduling a meeting with representatives from Lily Lake to obtain updated information on the project.

CONSENT AGENDA

Consider any motions to remove any item from the 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 April 8th, 2025
- 2) Approve District Trustee Executive Session Minutes for April 8th, 2025
- 3) Approve Treasurers Report for April 2025
- 4) Approve the April bills in the amount of \$385,897.94
- 5) Approve Payroll Report for April 2025

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

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

COMMITTEE REPORTS

1) Foreign Fire Insurance Board Report

- A total of \$15,355.00 was approved for various items including eight standing desks, workout equipment, four halogen bars, and three solo stoves for fire stations.
 - i. Standing desks will be adjustable height, not to exceed \$10,250.00
 - ii. Workout equipment, not to exceed \$1,705.00
 - iii. Halogen bars for front mount engines, not to exceed \$1,200.00
 - iv. Memorial Day barbecue sponsorship, not to exceed \$400.00
 - v. Solo stove smokeless fire pits for each station, not to exceed \$1,800.00

A. Lee made a motion to approve foreign fire expenditures with the amount not to exceed \$15,355.00. 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

2) Pension Board Report

- Chief M. Huneke noted that the pension board will meet for their quarterly meeting next Monday.

OLD BUSINESS

1) Conference room chairs

- a) Motion to ratify the purchase of conference room chairs in the amount of \$5,675.49
- Chief M. Huneke stated that the conference room chairs purchase needs to be ratified.

J. Armesy made a motion to ratify the purchase of conference room chairs in the amount of \$5,675.49. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

2) Art-work

- a) Motion to ratify the purchase of art-work in the amount of \$4,277.00
- Chief M. Huneke stated that the art-work purchase needs to be ratified.

A. Lee made a motion to ratify the purchase of art-work in the amount of \$4,277.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 3) FY 2025-2026 Total Compensation Report Revision
- a) Motion to approve the revised FY 2025-2026 Total Compensation Report
- Chief M. Huneke presented the Board of Trustees with a revised FY 2025-2026 total compensation report. He stated that the previously approved total compensation report was revised to correct a few errors and accruals. A copy has been placed on file.

M. Anderson made a motion to approve the revised FY 2025-2026 Total Compensation Report. 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

- 4) Kaneland CUSD 302 and Kaneville Fire Department Update
- Chief M. Huneke stated that meetings were held with the Interim Chief, Chief Kevin Peterson, of Kaneville Fire Department and the new Kaneland CUSD 302 Superintendent, Dr. Kurt Rohlwing, to discuss ongoing relationships and support for the Fox Valley Career Center Fire Science & EMT program.
 - Battalion Chief Spitzcock and others assisted in teaching an EMT class to ensure students could complete their training. The school is appreciative of the fire department's support and aims to strengthen collaboration moving forward.
 - Discussions included the fire department's commitment to respond to emergencies at local schools and the need for a definitive plan before the next school year.
 - The fire department has offered to provide an engine for emergency responses during school days, emphasizing the importance of being proactive in community safety.
- 5) Sugar Grove Annexation
- Trustee J. Armesy stated that the Planning Commission approved Area 1 of the Crown development, which includes 241 houses and an access lot for emergency services.
 - Chief M. Huneke stated that ongoing discussions with the Village of Sugar Grove and Crown regarding the development's impact and future plans are being monitored closely.
- 6) LaFox Development Update
- Chief M. Huneke stated that the Settlements of La Fox development has been revised and is mostly residential. He has met with the Campton Hills Village Administrator and Shodeen representatives to review our impact fee structure and potential station site needs.
- 7) EMS/MC Billing Update
- a) Motion to approve a "Settlement in Full" option up to 20% for district residents
- Chief M. Huneke requested the Board of Trustees approve a "Settlement in Full" option up to 20% for district residents.

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M. Anderson made a motion to approve a "Settlement in Full" option up to 20% for district residents. 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

- 8) Any old business matters
- None

NEW BUSINESS

- 1) Part-time Employee Wage Adjustments for Fiscal Year 2025-2026
- a) Motion to approve part-time employee wages for FY 2025-2026
- Chief M. Huneke presented the Board of Trustees with the new part-time employee hourly rates for the new fiscal year. Rates effective as of May 1st, 2025. A copy has been placed on file.

<u>Tier</u>	<u>Qualifications</u>	<u>FY 25/26 Hourly Rate</u>
APT or SPT Tier 1	FAE/FAO & Paramedic	\$20.85
APT or SPT Tier 2	FAE/FAO & EMT-B	\$20.35
APT or SPT Tier 3	FF/EMT-B	\$19.00
APT or SPT Tier 4	Recruit	\$15.00

A. Lee made a motion to approve part-time employee wages for FY 2025-2026. 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

- 2) Proposal of accounting software upgrading plan
- Chief M. Huneke informed the Board of Trustees that the administration would like to upgrade our accounting software to better meet the needs of the district. The district is currently using Peachtree/Sage and wish to switch to BS & A Software. The new software with start-up, implementation, training and a year of service is approximately \$40,000.00. The annual cost is approximately \$6,000.00 - \$8,000.00. The transition will take 6-9 months to complete.
 - Chief M. Huneke sought direction from the board on if they wished to see a demonstration from BS & A Software and if they approved with the administration proceeding with the upgrade. The Board of Trustees stated that the administration should move forward and no demonstration was needed.
- 3) Three-year Audit Engagement Agreement for FY 2025-2026, FY 2026-2027 & FY 2027-2028
- a) Motion to ratify the three-year audit engagement agreement with Lauterbach & Amen
- Chief. M. Huneke presented the Board of Trustees with the audit agreement from Lauterbach & Amen for their review. A copy has been placed on file.

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J. Armesy made a motion to ratify the three-year audit engagement agreement with Lauterbach & Amen. 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

4) 2025-2026 ECFPD Tentative Budget

a) Motion to approve the 2025-2026 ECFPD Tentative Budget

- Chief M. Huneke presented the 2025-2026 ECFPD Tentative Budget to the Board of Trustees for their review. A copy has been placed on file.
- Chief M. Huneke noted that the public notice was publicized on May 7th noting the public hearing to be held at the June 10th, 2025 meeting.

M. Anderson made a motion to approve the 2025-2026 ECFPD Tentative Budget. 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

5) Annual Preventative Maintenance Agreement

a) Motion to ratify an annual preventative maintenance agreement with Solutions Mechanical in the amount of \$13,830.00

- Chief M. Huneke presented the annual preventative maintenance agreement with Solutions Mechanical to the Board of Trustees for their review. A copy has been placed on file. He noted that the agreement covers everything mechanical.

J. Armesy made a motion to ratify an annual preventative maintenance agreement with Solutions Mechanical in the amount of \$13,830.00. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

6) Full-time Firefighter/Paramedic

a) Motion to approve hiring a full-time Firefighter/Paramedic

- Chief M. Huneke informed the Board of Trustees that the district has one open position for a full-time Firefighter/Paramedic that they wish to fill.

A. Lee made a motion to approve hiring a full-time Firefighter/Paramedic. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 7) Any other new business matters or consideration of items removed from the consent agenda
- None Presented

Good of the Organization:

- No comments

At 5:26 pm, J. Armesy made a motion to adjourn the meeting. L. Engberg seconded the motion. The meeting was adjourned by unanimous consent.

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

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