

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

1

**DISTRICT TRUSTEE MEETING**  
**07/08/2025**

**DATE:** July 8<sup>th</sup>, 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 | M. Hanson |
| S. Flaherty | P. Hall    | D. Czaruk |             |        |           |           |

Battalion Chief D. Czaruk led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

President's Report:

- No report

Attorney Report:

- No report

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke reminded the Board of Trustees that the swearing in ceremony for FF/PM J. Olson and therapy dog, Cinder, will take place at 6:00 pm after the meeting.
- Chief M. Huneke informed the Board of Trustees that Jonathan Olson has started working days for orientation and will begin working on shift on July 15<sup>th</sup>, 2025. There has been positive feedback so far on his knowledge of the EMS system and work performance.

Deputy Chief M. Hanson Comments:

b) Incident Reporting

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

Battalion Chiefs Comments:

a) Support Services

- No report

b) Training & Operations

- Battalion Chief D. Czaruk informed the Board of Trustees that a training session is scheduled with the Elburn Lions Club to improve incident command structure and emergency response organization at Elburn Days.
- Deputy Chief M. Hanson noted that collaboration with Kane County Office of Emergency Management will enhance communication and coordination during events. A geo-fenced area has been established for quicker alerts in case of emergencies, such as a lost child.

1

**DISTRICT TRUSTEE MEETING**  
**07/08/2025**

- 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.

**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 #4

- 1) Approve District Trustee Minutes for June 10<sup>th</sup>, 2025
- 2) Approve Treasurers Report for June 2025
- 3) Approve the June bills in the amount of \$347,628.74
- 4) Approve Payroll Report for June 2025

J. Armesy made a motion to approve consent agenda items #1 through #4. 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

**COMMITTEE REPORTS**

- 1) Foreign Fire Insurance Board Report
  - No report
- 2) Pension Board Report
  - Chief M. Huneke stated that the next pension board meeting is July 21<sup>st</sup>, 2025.

**OLD BUSINESS**

- 1) Kaneland CUSD 302 and Kaneville Fire Department Update
  - Chief M. Huneke stated that there is no status change.
- 2) Sugar Grove Annexation
  - Chief M. Huneke stated that there is no update on the Sugar Grove annexation.
  - He noted that he has a meeting with the new mayor this week.
- 3) LaFox Development Update
  - Chief M. Huneke informed the Board of Trustees that Studio 222 reviewed the survey and has concerns with the grade potentially being too steep for the Metra access and are waiting on feedback from the developer.

**DISTRICT TRUSTEE MEETING**  
**07/08/2025**

- 4) EMS/MC Billing Update
  - No update
- 5) Any old business matters
  - None

**NEW BUSINESS**

- 1) Ordinance #2025-02; Amending the Fire Prevention Code & Life Safety Code for ECFPD
  - a) Motion to approve Ordinance #2025-02; Amending the Fire Prevention Code & Life Safety Code for ECFPD
  - Chief M. Huneke presented Ordinance 2025-02, amending fire prevention and life safety codes to adjust the square footage to zero square feet requiring sprinkler systems in all educational and assembly facilities regardless of their size. The ordinance aims to prevent loopholes that could compromise safety in assembly and educational facilities.

M. Anderson made a motion to approve Ordinance #2025-02; Amending the Fire Prevention Code & Life Safety Code for ECFPD. 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

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

**Good of the Organization:**

- Chief M. Huneke provided a vehicle status update. Engine 1032 is back in service.
- He noted that there are ongoing service delays due to industry-wide issues affecting repair timelines. The warranty issue with the engine's pump has been resolved, but further service challenges persist.
- Chief M. Huneke noted that State Representative D. Ugaste sent a letter with positive feedback for participating in the Kids Fair event, where they introduced our new therapy dog, Cinder. A copy has been placed on file. The event was successful in engaging the community and promoting the department's presence.

At 4:48 pm, M. Anderson 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