

Elburn & Countryside Fire Protection District
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DISTRICT TRUSTEE MEETING
08/12/2025

DATE: August 12th, 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	T. Lange					

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

Public Comment:

- None

President's Report:

- No report

Attorney Report:

- Attorney S. Flaherty updated the Board of Trustees on a new law that goes into effect January 1, 2026 for lift assists. He stated that the law allows for 6 free lift assists in a health care/assisted living facilities before fees can be charged. He noted that his firm is drafting an ordinance for the trustees to review at their September or October meeting.

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke informed the Board of Trustees that the tower ladder's cab has been painted; all components on track for final delivery by end of October. The new Battalion car is operational and the utility truck is having lights installed. The new Medic is ready for state inspection to begin frontline service.
- Chief M. Huneke informed the Board of Trustees that the majority of new fire signs have been installed with ongoing efforts to catch up on requests.
- Discussion was held in regards to making fire signs on-site. Chief Huneke stated that there are blank signs available for immediate use, but permanent signs are preferred for clarity. He also noted that GIS mapping ensures accurate location tracking, reducing reliance on physical signs.
- Chief M. Huneke informed the Board of Trustees that the district is prepared for Elburn Days. He noted that the incident action plan has being improved for better emergency communication during Elburn Days. Geofencing system will send alerts for park evacuations and missing children. Pre-planning includes coordination with National Weather Service for storm notifications.
- Chief M. Huneke presented the Board of Trustees with an employee financial planning survey for their review. The survey is to assess employees' understanding of pensions and financial preparedness. It aims to identify the need for financial planning support for employees struggling with debt and is an initiative to ensure employees are financially secure as they approach retirement.
- Chief M. Huneke informed the Board of Trustees that the BOF Academy schedule shifted to Mondays and Wednesdays (8 AM-4 PM), Fridays (8 AM-noon). Change aims to increase participation from staff with family

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commitments during evenings/weekends. He also noted that the EMT-B Class will begin in September after Labor Day.

Deputy Chief M. Hanson Comments:

b) Incident Reporting

- 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

- Chief M. Huneke updated the Board of Trustees on station projects and building maintenance issues. He stated that the Station #1 administrative conference room is complete with new chairs and TV/video equipment. The Station #1 reception area remodel has begun with the new glass window and computers. Station #2 and #3 sealcoating is complete. The gear washer has been installed. Landscaping has been completed including trimming of shrubs & trees and Station #4 property will be cleaned up soon.

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.

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 July 8th, 2025
- 2) Approve Treasurers Report for July 2025
- 3) Approve the July bills in the amount of \$708,965.58
- 4) Approve Payroll Report for July 2025

M. Anderson made a motion to approve consent agenda items #1 through #4. 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

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COMMITTEE REPORTS

- 1) Foreign Fire Insurance Board Report
 - FFI Treasurer T. Lange presented the foreign fire request to the Board of Trustees for approval. He also noted that the Foreign Fire Insurance Board will have a special meeting on September 11th, 2025.
 - A total of \$25,500.00 was approved for various items including grill lids, vacuum sealers, coolers and three solo stoves.
 - i. Two Blackstone grill lids, not to exceed \$400.00
 - ii. Vacuum sealer, not to exceed \$200.00 including bags
 - iii. Two Milwaukee pack-out coolers, not to exceed \$300.00
 - iv. Solo stove smokeless fire pits for each station, not to exceed \$1,650.00

A. Lee made a motion to approve foreign fire expenditures with the amount not to exceed \$25,500.00. 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
 - No report

OLD BUSINESS

- 1) Kaneland CUSD 302 and Kaneville Fire Department Update
 - Chief M. Huneke stated the new Kaneville Fire Chief, Brittiany Chase, was sworn in on August 11th, 2025. No other updates.
- 2) Sugar Grove Annexation
 - Chief M. Huneke stated that there is no update on the Sugar Grove annexation.
 - Chief M. Huneke noted that his meeting with the new mayor was rescheduled.
- 3) LaFox Development Update
 - Chief M. Huneke informed the Board of Trustees that a water study was completed in Campton Hills that indicates there may be a need for a \$25,000,000.00 water district and the potential need for a TIF. The district will continue to monitor the situation.
- 4) EMS/MC Billing Update
 - Chief M. Huneke informed the Board of Trustees that EMS|MC adjusted their billing percentage, resulting in underpayment issues with GEMT. He stated to expect adjustments in billing reports over the next few months due to the payments to be received to rectify the error.
- 5) Any old business matters
 - None

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NEW BUSINESS

- 1) American Eagle Bank Certificates of Deposit renewals
 - a) Motion to approve a 6-month CD in the amount of \$250,000.00 with American Eagle Bank
 - b) Motion to approve a 6-month CD in the amount of \$250,000.00 with American Eagle Bank
- Chief M. Huneke informed the Board of Trustees that the district has two certificates of deposits up for renewal in the amount of \$250,000.00 each. He proposed renewing them for six months each with a 4.05% APY.

M. Anderson made a motion to approve two 6-month certificates of deposits in the amount of \$250,000.00 each. 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) Station #5 Architectural and Civil Engineering Services Proposals
 - a) Motion to ratify the Architectural Pre-Design & Concept Planning for Station #5
 - b) Motion to ratify the Civil Engineering Preliminary Parcel Development Review for Station #5
- Chief M. Huneke presented the Board of Trustees with an architectural pre-design and concept plan for Station #5 for their review. A copy has been placed on file.
- Chief M. Huneke presented the Board of Trustees with the civil engineering preliminary parcel development and concept plan for Station #5 for their review. A copy has been placed on file.
- Discussion was held in regards to the site with an emphasis on due diligence to ensure the site is buildable and accessible, avoiding future complications. The trustees also requested the administration follow up with Campton Hills on the LaFox Development before proceeding.

J. Armesy made a motion to ratify the Architectural Pre-Design & Concept Planning and the Civil Engineering Preliminary Parcel Development Review for Station #5. 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

- 3) Station #1 reception area
 - a) Motion to approve office furniture for reception area in the amount of \$9,147.88
- Chief M. Huneke presented the Board of Trustees with a quote for office furniture for the Station #1 reception area in the amount of \$9,147.88 for their review A copy has been placed on file.
- Chief M. Huneke stated that this plan repurposes the reception area with new furniture and storage, avoiding full renovation. Installation includes assembly and anchoring of new furniture, deemed necessary for functionality.
- Discussion was held in regards to the cost of delivery/freight. Chief M. Huneke will inquire about receiving a discount.

M. Anderson made a motion to approve office furniture for reception area in the amount of \$9,147.88. J. Armesy 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

4) Transcend chairs/IPRF Grant

a) Motion to approve purchase of 3 transcend chairs with the amount not to exceed \$15,000.00

- Chief M. Huneke presented the Board of Trustees with a quote for transcend chairs for their review. A copy has been placed on file.
- Chief M. Huneke stated that the quote is for two chairs in the amount of \$20,373.60. Discussion was held in regards to acquiring a third chair for full ambulance coverage. The IPRF grant refund of \$15,722 will be used towards the purchase of the power load chairs.

A. Lee made a motion to approve the purchase of 3 transcend chairs with a net expenditure of \$15,000.00 less the IPRF grant. 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

5) Any other new business matters or consideration of items removed from the consent agenda

- None Presented

Good of the Organization:

- Chief M. Huneke presented a letter of appreciation from the city of St. Charles for the department's recent response to a river rescue incident.
- Chief M. Huneke noted that therapy dog, Cinder, was of assistance that morning on a traumatic call with children present. She immediately interacted with the children upon arrival and her presence was comforting for them. He also noted that black labrador retriever stuffed animals have been purchased to support children affected by traumatic calls by providing them as comfort items.

At 5:22 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, HR Operations Manager
Elburn & Countryside Fire Protection District