

**DISTRICT TRUSTEE MEETING**  
**11/18/2025**

**DATE:** Tuesday, November 18<sup>th</sup>, 2025 **TIME:** 4:30 PM  
**TO:** TRUSTEES, CHIEF OFFICERS, DISTRICT ATTORNEY & GENERAL PUBLIC  
**FROM:** Pamela Hall, HR Operations Manager  
**LOCATION:** Station #1, 200 East Route 38, Elburn, IL 60119

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> President T. Reynolds  | <input type="checkbox"/> Secretary L. Engberg          | <input type="checkbox"/> Treasurer M. Anderson |
| <input type="checkbox"/> Trustee J. Armesy      | <input type="checkbox"/> Trustee A. Lee                | <input type="checkbox"/> Chief M. Huneke       |
| <input type="checkbox"/> Deputy Chief M. Hanson | <input type="checkbox"/> HR Operations Manager P. Hall | <input type="checkbox"/> Attorney S. Flaherty  |

**PUBLIC COMMENT**

**PRESIDENTS REPORT**

**ATTORNEY REPORT**

- 1) Review lift assist ordinance proposal

**STAFF REPORTS**

- 1) Chief M. Huneke
  - a) Lauterbach & Amen Audit Presentation
  - b) Personnel Matters
- 2) Deputy Chief M. Hanson
  - a) Incident Reporting
- 3) Battalion Chief
  - a) Support Services, Training, Operations, EMS & Safety updates
- 4) Fire Marshal L. Schopp
  - a) Fire Prevention Bureau
    - i. Project Status (Plan Reviews, Inspections, Etc.)
    - ii. Public Education (Classes, Special Events, Etc.)

**CONSENT AGENDA**

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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 October 14<sup>th</sup>, 2025
- 2) Approve Treasurers Report for October 2025
- 3) Approve the October bills in the amount of \$1,490,306.68
- 4) Approve Payroll Report for October 2025

**COMMITTEE REPORTS**

- 1) Foreign Fire Insurance Board Report
  - a) Foreign Fire Insurance expenditure list
    - i. Motion to approve/ratify Foreign Fire Insurance Expenditures
- 2) Pension Board Report

**OLD BUSINESS**

- 1) Sugar Grove Annexation
- 2) LaFox Development Update
- 3) Fire Marshal Succession Plan
- 4) NPPFA Financial Advisor Agreement
  - a) Motion to approve NPPFA Financial Advisor Agreement
- 5) Any old business matters

**NEW BUSINESS**

- 1) Lauterbach & Amen Annual Audit Report
  - a) Motion to approve the annual audit report
- 2) Adoption of 2025 Levy Ordinance
  - a) Motion to adopt Ordinance #2025-03; Levy & Assessing Taxes for ECFPD
- 3) Health Insurance Renewal
  - a) Motion to approve Health Insurance Renewal
- 4) Capital Projects Funds Transfer
  - a) Motion to approve transferring operating funds in the amount of \$2,475,000.00 to the capital fund for capital projects
- 5) Ordinance #2025-04; Establishing reasonable fees for excessive lifts assist by ECFPD
  - a) Motion to adopt Ordinance #2025-04; Establishing reasonable fees for excessive lifts assist by ECFPD
- 6) Any other new business matters or consideration of items removed from the consent agenda

**EXECUTIVE SESSION**

- 1) Motion to go into 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); Section (2)(c)(2) of the

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

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Act (to discuss collective negotiating matters between the public body and its employees); and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

Call the regular meeting back in session.

- 2) Consideration of any motions resulting from the executive session

**GOOD OF THE ORGANIZATION**

**ADJOURNMENT**

RESPECTFULLY SUBMITTED,

PAMELA HALL

HR OPERATIONS MANAGER

ELBURN & COUNTRYSIDE FIRE PROTECTION DISTRICT