

Elburn & Countryside Fire Protection District
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DISTRICT TRUSTEE MEETING
10/14/2025

DATE: October 14th, 2025

TO: President & Trustees

FROM: Maggie Walsh, Data Systems Analyst

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	A. Lee	M. Huneke	M. Hanson
B. Thomas	M. Walsh	C. Spitzcock	J. Babbitt	J. Hackman	

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

Public Comment:

- None

President's Report:

- No report

Presentation:

- 1) 457B Investment Presentation
 - Joel Babbitt and Jeff Hackman from the Illinois Public Pension Fund Association presented their services, which include education and lobbying for pension trustees. They have developed a deferred compensation plan and retirement healthcare funding, serving over 310 government units across multiple states.
 - The initiative to provide financial planning services aims to enhance financial well-being for full-time employees, complementing existing mental health and physical fitness programs. This program is unique as no other fire district currently offers similar financial planning services for their employees.
 - The financial planning service will cost \$1,800 per employee, to be shared equally among the union, the district, and a 2% fire tax fund. This comes to \$150 per month per employee, with an option for annual check-ins at \$100 thereafter.
 - The financial planning service aims to provide ongoing support, with employees encouraged to engage with planners multiple times a year. The goal is to ensure employees feel comfortable reaching out for guidance on financial matters as their situations evolve

Attorney Report:

- 1) Review Lift Assist Ordinance
 - Attorney B. Thomas informed the Board of Trustees that his firm is drafting an ordinance based on the new law that goes into effect January 1st, 2026 for lift assists. He advised that this item

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should remain on the agenda for the next Board of Trustees meeting as he anticipates the draft ordinance will be available for review at that time.

Chief M. Huneke Comments:

- a) Personnel Matters
 - The two pending employee cases are ongoing, with a meeting scheduled for October 30th to review documents and timelines. The discovery period for these cases will not conclude until May 2026, indicating a lengthy process ahead.
- b) Other
 - Chief Huneke informed the Board of Trustees that EMSMC made a change to the way refund notifications were made in January of this year. As a result, a large number of refunds were just discovered and processed in early October.

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.

Battalion Chiefs Comments:

- a) Support Services
- b) Training & Operations
 - No report
- c) EMS & Safety updates
 - Battalion Chief C. Spitzock provided the Board of Trustees with a recap of the October 11th, 2025 Open House.

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
 - Battalion Chief C. Spitzock 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 September 9th, 2025
- 2) Approve District Trustee Executive Session Minutes for September 9th, 2025

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- 3) Approve Treasurers Report for September 2025
- 4) Approve the July bills in the amount of \$367,126.77
- 5) Approve Payroll Report for September 2025

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

Roll Call Vote

4 Ayes
0 Nays
1 Absent

COMMITTEE REPORTS

- 1) Foreign Fire Insurance Board Report
 - No Report
- 2) Pension Board Report
 - No Report

OLD BUSINESS

- 1) Sugar Grove Annexation
 - No Report
- 2) LaFox Development Update
 - Deputy Chief M. Hanson informed the Board of Trustees that a public hearing will be held this week. Deputy Chief Hanson and T. Reynolds will attend.
- 3) Fire Marshal Succession Plan
 - The fire marshal succession plan is being developed, with job descriptions updated to reflect current responsibilities.
 - A third-party inspection company, along with a part-time Program Manager, is being considered to manage fire inspections. This will allow fire personnel to focus on emergency responses and day to day operations, while improving efficiency and the customer experience for business owners.

NEW BUSINESS

- 1) Pension Levy Funds
 - a) Motion to approve the release of FY 2025-2026 levy funds to the ECFPD Pension Fund in the amount of \$1,091,151.00
 - Chief M. Huneke explained that this is the amount levied for the pension fund and is seeking permission to move the funds from the operational account to the pension fund.

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A. Lee made a motion to approve the release of FY 2025-2026 levy funds to the ECFPD Pension Fund in the amount of \$1,091,151.00. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 2) VFIS Property, Casualty, Auto and Professional Insurance plus Bond Proposals and Options
- a) Motion to approve the expense for Property & Casualty Insurance.
- Chief M. Huneke provided the Board of Trustees with a comparison of insurance quotes, which revealed a significant cost difference, with a new quote of \$68,000 from Assured Partners compared to \$85,000 from VFIS.
 - Discussion was held in regards to the new policy providing broader coverage, a seamless workflow for worker compensation claims and a fixed premium for 3 years.

L. Engberg made a motion to approve the expense of Property & Casualty Insurance with Assured Partners in the amount of \$68,000.00. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 3) Tower Ladder Loan
- a) Motion to authorize loan agreement for the Tower Ladder truck
- The Board discussed securing a loan for \$2.3 million for the new tower ladder truck, with a plan to pay off \$1 million as soon as federal funding is received.

A. Lee made a motion to authorize the loan agreement for the Tower Ladder Truck. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- b) Motion to authorize President Thomas Reynolds and Chief Michael Huneke to enter into loan agreement

J. Armesy made a motion to authorize the loan agreement for the Tower Ladder Truck. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 4) Mid-point & Final Inspection Travel Expenses
- a) Motion to approve the travel expenses for Tower Ladder Truck inspections
- Chief M. Huneke explained that Lieutenant E. Daffron is currently traveling to E-One for the mid-point inspection. Chief M. Huneke and Lieutenant E. Daffron will travel to E-One in November for the final inspection of the Tower Ladder Truck.

A. Lee made a motion to approve the travel expenses for the Tower Ladder Truck inspections, not to exceed \$5,000.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 5) Worksite Wellness Occupational Health Services, LLC.
- a) Motion to approve agreement with Worksite Wellness Occupational Health Services, LLC
- Battalion Chief C. Spitzcock outlined the proposed agreement for occupational health services with Worksite Wellness Occupational Health Services, LLC. He explained that this provider would be able to provide occupational health services, drug screenings, and physicals as well as workers compensation injury services.

J. Armesy made a motion to approve the agreement with Worksite Wellness Occupational Health Services, LLC. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 6) Fox Mechanical Station 1 Boiler Replacement
- a) Motion to approve agreement with Fox Mechanical for the replacement of the boiler at Station 1.
- Chief M. Huneke presented the Board with an agreement for the replacement of the boiler at Station 1. A copy has been placed on file.

A. Lee made a motion to approve the agreement with Fox Mechanical for the replacement of the boiler at Station 1 in the amount of \$18,500.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

4 Ayes
0 Nays
1 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 5:22 pm, J. Armesy made a motion to adjourn the meeting. L. Engberg seconded the motion. The meeting was adjourned by unanimous consent.

Respectfully Submitted,
Maggie Walsh, Data Systems Analyst
Elburn & Countryside Fire Protection District