

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

1

DISTRICT TRUSTEE MEETING
12/9/2025

DATE: December 9th, 2025

TO: President & Trustees

FROM: Pamela 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
P. Hall	S. Flaherty	E. Daffron	R. Seggebruch	S. Walters	

Lt. R. Seggebruch led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

President's Report:

- Trustee T. Reynolds requested that a group be formed to assess equipment needs for the next 20 years.
- Trustee T. Reynolds inquired with his fellow trustees if they would consider moving the February meeting. The Board of Trustees all agreed to reschedule the February 10th meeting to February 3rd, 2026.

Attorney Report:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees. He noted that the Rock Falls Fire Department has a 31.5 million dollar judgement against them, which they are appealing. He stated that accountability on scenes is very important and encouraged on scene training.

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke stated that the recruit academy has recommended hiring 18 new members from a pool of 31 applicants. The candidates are described as highly qualified.

b) Other

- Chief M. Huneke informed the Board of Trustees that the final inspection of the tower truck revealed minor issues, primarily a waterway leak. He also noted that the truck can elevate 6 feet on jacks, showcasing impressive engineering.
- Chief M. Huneke stated that a meeting is scheduled to discuss the connection of Still Meadows to the new Shodeen development. The fire department opposes gates or barriers that could hinder emergency access.
- Chief M. Huneke informed the Board of Trustees that the chiefs are considering disbanding the CERT team due to lack of interest and training challenges. The fire department's focus will shift towards enhancing its own emergency response capabilities rather than supporting the CERT team.

Deputy Chief M. Hanson Comments:

a) Incident Reporting

- Lt. R. Seggebruch reviewed the incident report with the Board of Trustees. A copy has been placed on file.

1

DISTRICT TRUSTEE MEETING
12/9/2025

Battalion Chiefs Comments:

a) Support Services

- Lt. R. Seggebruch reported that staff have been actively cleaning and organizing spaces, creating more room for operations. He also noted that Chief M. Hanson is coordinating a community service day to further engage members in local initiatives.

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.
- Chief M. Huneke stated that groundwork for the Blackberry Creek subdivision is progressing quickly, with hydrants and sewer covers already installed.
- Plans for additional developments, including townhomes and apartment buildings, are under review.

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 November 18th, 2025
- 2) Approve District Trustee Executive Session Minutes for November 18th, 2025
- 3) Approve Treasurers Report for November 2025
- 4) Approve the November bills in the amount of \$389,765.55
- 5) Approve Payroll Report for November 2025

- A discussion arose regarding a property maintenance invoice that exceeded expectations, with clarification that bidding was not required due to state limits.
- The landscaping expense of \$5,214 was ratified after confirming the necessity of the work.

A. Lee 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

5 Ayes
0 Nays
0 Absent

DISTRICT TRUSTEE MEETING
12/9/2025

COMMITTEE REPORTS

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

OLD BUSINESS

- 1) Sugar Grove Annexation
 - No Report
 - Chief M. Huneke informed the Board of Trustees that Sugar Grove has passed an ordinance approving zero square footage for sprinkler systems in all commercial buildings.
- 2) LaFox Development Update
 - Discussion was held in regards to grading issues with a proposed station site on Shodeen property. It was noted that Shodeen will need to regrade to change the topography.
- 3) Fire Marshal Succession Plan
 - The need for a part-time fire inspector was discussed, with plans to post the job description soon.
 - The position will focus on plan reviews and inspections, aligning with practices from other local agencies.
- 4) Any old business matters
 - None presented

NEW BUSINESS

- 1) Accident, Health & Personal Injury Policy renewal
 - a) Motion to ratify the renewal of Accident, Health & Personal Injury Policy in the amount of \$17,528.00
- Chief M. Huneke informed the Board of Trustees that a motion to ratify the renewal of the accident health and personal injury policy at a cost of \$17,528.00 is needed. This renewal was previously discussed in detail.

J. Armesy made a motion to ratify the renewal of Accident, Health & Personal Injury Policy in the amount of \$17,528.00. 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

- 2) Station #4 landscaping expenses; Property Maintenance Specialist, LLC
 - a) Motion to ratify landscaping expenses in the amount of \$5,214.00
- Discussion was held during the approval of the consent agenda

DISTRICT TRUSTEE MEETING
12/9/2025

A. Lee made a motion to ratify landscaping expenses in the amount of \$5,214.00. 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

- 3) Employee Appreciation Gifts
- a) Motion to approve employee appreciation gifts
 - Discussion was held in regards to employee appreciation gifts from Ream's Elburn Market. The Board of Trustees agreed to \$60.00 per gift card.

M. Anderson made a motion to approve employee appreciation gifts. 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) Any other new business matters or consideration of items removed from the consent agenda
- Concerns were raised about a new business opening and its compliance with zoning regulations.
 - Ongoing discussions with the city administrator will address the need for sustainable growth that prioritizes safety.

Good of the Organization:

- No comments

At 5:15 pm, L. Engberg made a motion to adjourn the meeting. J. Armesy seconded the motion. The meeting was adjourned by unanimous consent.

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