

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

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DISTRICT TRUSTEE MEETING
01/13/2026

DATE: January 13, 2026 **TIME:** 4:30 PM

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	M. Hanson
P. Hall	S. Flaherty	T. Hall				

Battalion Chief T. Hall led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

President's Report:

- No report

Attorney Report:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees. He noted that starting in 2026, employers will need to calculate which portions of overtime pay are taxable due to new federal law changes.
- A client alert will be issued, and discussion will be held in regards to the complexities involved. Employers will face challenges in determining the taxable amount based on actual hours worked versus paid hours.

Chief M. Huneke Comments:

a) Personnel Matters

- No comments

b) Other

- Chief M. Huneke reminded the Board of Trustees that the next trustees meeting was rescheduled to February 3rd, 2026. He also noted that for the March meeting, the financials will be provided to the board for review on the day of the meeting, March 10th, and not beforehand as usual.
- Chief M. Huneke informed the Board of Trustees that the repairs on the brush truck damaged in a fire are underway, with wiring being replaced and a new radiator expected soon. The decision to file an insurance claim will depend on the total cost of repairs. He also noted that the ladder truck will be shipped on Thursday and will go to FSI first before the final inspection is completed. After delivery, E-One will provide on-site training for 3 days.
- Chief M. Huneke stated that meetings with Greenfields and Markland confirmed that they are aware of the ordinance regarding lift assists and will monitor their practices. The fire department will not charge for the independent living assisting residents with lift assists as it is deemed a community service.
- Chief M. Huneke stated that there are ongoing issues with insurance companies regarding billing for ambulance services, with a consensus to maintain current practices. The board agreed to continue directing citizens to resolve coverage issues with their insurance providers.

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- HR Operations Manager P. Hall provided an update on the new accounting system stating that the transition to the BS & A system is progressing, with data extraction from Peachtree completed. Training for employees on the new system is scheduled for early February.

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. He noted that the department handled approximately 2,593 calls in the past year, with December being particularly busy.
- Deputy Chief M. Hanson informed the Board of Trustees that the annual report is being prepared, and significant service updates were shared regarding operational efficiency.

Battalion Chiefs Comments:

a) Support Services

- Battalion Chief T. Hall reported that boiler #2 has been replaced.
- Battalion Chief T. Hall also stated that annual agreements and contracts are under review, and comparison quotes have been requested.

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 December 9th, 2025
- 2) Approve Treasurers Report for December 2025
- 3) Approve the December bills in the amount of \$318,104.44
- 4) Approve Payroll Report for December 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.

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Roll Call Vote

5 Ayes
0 Nays
0 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
 - Concerns were raised about a TIFF meeting regarding development in Campton Hills, which may primarily benefit the school district at the fire district's expense.
 - The board discussed the implications of increased service demands due to potential new housing developments without adequate funding mechanisms. The village does not tax, leading to a financial burden on existing taxpayers due to new developments.
 - Approximately \$20,000 has been invested in development engineering for a lot that is not yet owned, with ongoing negotiations with the village and county regarding access and grading issues.
- 3) Fire Marshal Succession Plan
 - Chief M. Huneke stated that the district has received 16 to 20 applications for the fire marshal position, with interviews planned for late January.
- 4) Any old business matters
 - None

NEW BUSINESS

- 1) NIAFPD Annual Conference; February 6-7, 2026
 - a) Motion to approve participation at the NIAFPD Conference including registration fees, travel and lodging expenses
- Chief M. Huneke informed the Board of Trustees that the expenses associated with the NIAFPD Conference need to be approved. Attorney S. Flaherty noted that the trustees are required to complete three hours of trustees training annually.

M. Anderson made a motion to approve participation at the NIAFPD Conference including registration fees, travel and lodging expenses. 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

- 2) Surplus equipment; Boat, trailer & rescue alive sled
- a) Motion to approve the destruction &/or sale of surplus equipment
- Chief M. Huneke stated that the District has purchased a new inflatable rescue boat. The existing inflatable rescue boat with removable motor is proposed to be declared surplus. The new inflatable boat is designed for better efficiency and storage compared to the current boat. The department aims to streamline operations by disposing of outdated equipment.
 - Discussion was held regarding offering the surplus boat and motor to the Kaneville Fire Department contingent upon their need for an ice rescue boat. Consensus was reached to sell the boat and motor to Kaneville Fire Department for \$1.00 if they express a need, subject to execution of a hold harmless agreement approved by District counsel.

A. Lee made a motion to approve the destruction &/or sale of surplus equipment. 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) Resolution # 2026-R-01; Amending the EMS Fee Schedule
- a) Motion to approve Resolution #2026-R-01 amending the EMS fee schedule effective February 1, 2026
- Chief Huneke proposed a resolution to update EMS fees based on CPI, with rates set to increase on February 1, 2026. The last fee adjustment was not made last year, making this the second consecutive year without an increase.

J. Armesy made a motion to approve Resolution #2026-R-01 amending the EMS fee schedule effective February 1, 2026. 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

- 4) Resolution # 2023-R-09; Impact Fees CPI increase
- a) Motion to increase impact fees effective May 1, 2026
- Chief M. Huneke noted that Resolution #2023-R-09 has a clause for an automatic increase of impact fees based on the CPI. The fee adjustment was not noted in the minutes last year so he is seeking approval to increase impact fees effective May 1, 2026.

A. Lee made a motion to approve increase impact fees effective May 1, 2026 L. Engberg 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

- 5) Resolution # 2026-R-02; Amending Plan Review Fees effective
- a) Motion to approve Resolution #2026-R-02 amending plan review fees effective February 1, 2026
- Discussion was held regarding plan review fees, effective February 1. Fire Marshal L. Schopp has reviewed the current plan review fee structure with the goal of maintaining consistency between fees charged by the District and those charged by a third-party reviewer.
 - As the District transitions away from internal plan reviews and may utilize third-party reviewers for larger or specialized projects, it was determined that aligning the fee structure would prevent inconsistencies.
 - The proposed fee adjustment represents an increase; however, the intent is to align fees with current third-party review costs to ensure consistency and fairness.

M. Anderson made a motion to approve Resolution #2026-R-02 amending plan review fees effective February 1, 2026. 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

- 6) Resolution # 2026-R-03; 401a Participation Agreement
- a) Motion to approve Resolution # 2026-R-03; 401a Participation Agreement
- Chief M. Huneke presented Resolution #2023-R-03 regarding the 401(a) Participation Agreement for review by the Board of Trustees.
 - The agreement is for a self-funded, tax-deferred savings plan, and Michael Huneke would be the only eligible employee for participation in this plan.

A. Lee made a motion to approve Resolution # 2026-R-03; 401a Participation Agreement. 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

- 7) C. Mulvihill Legal Proceedings; Representative
- a) Motion to approve Chief Michael Huneke as the corporate representative for the legal proceedings for Christopher Mulvihill
- Chief Huneke explained that for the ongoing litigation involving Chris Mulvihill, the Board should approve a corporate representative to act on behalf of the District during legal proceedings. He stated that this would allow him to participate in depositions and other legal processes as the District's representative.

M. Anderson made a motion to approve Chief Michael Huneke as the corporate representative for the legal proceedings for Christopher Mulvihill. L. Engberg 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

- 8) Any other new business matters or consideration of items removed from the consent agenda
- Chief M. Huneke stated that there is a proposal for an emergency access gate for the Still Meadows subdivision to ensure safety and quick response times. Recent data showed 85 incidents in the area over the past five years, highlighting the need for reliable access. The fire department's position is to advocate for safety and access, despite lacking authority to enforce these changes.

EXECUTIVE SESSION

At 5:12 pm, Chief M. Huneke called an executive session pursuant to Section (2)(c)(2) of the 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).

At 5:12 pm, a motion to go into executive session was made by M. Anderson. 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

At 5:43 pm, the executive session ended with a motion made by M. Anderson. 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

Action taken after executive session:

- None

Good of the Organization:

- Trustee M. Anderson thanked district personnel for attending his retirement party.

At 5:44 pm, M. Anderson 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