

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
03/10/2026

DATE: March 10th, 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	T. Freeman			

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 report to the Board of Trustees. He noted that his firm is currently tracking approximately 100 bills, with more clarity expected by the end of March regarding which will gain traction. He also stated that the legislative session is meeting less frequently than in previous years, impacting the tracking process.

Chief M. Huneke Comments:

a) Personnel Matters

- Tom Freeman introduced himself as the incoming fire marshal, replacing Lisa, and expressed enthusiasm for working with the team. The Chiefs acknowledged the importance of Tom's experience and the potential for mentorship and development within the organization.

b) Trustee Compensation

- Chief M. Huneke reported that, as requested by Trustee Reynolds, he reviewed trustee compensation. He noted that current legislation does not permit any additional compensation beyond what is already provided. The trustees are currently receiving the maximum allowable amount.

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.
- Deputy Chief M. Hanson also informed the Board of Trustees that there are still concerns with the billing process and customer service issues with EMS|MC, particularly regarding United Healthcare's lack of payments.
- The Chiefs discussed the potential benefits of hiring a billing specialist to improve billing transparency and customer service.

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Battalion Chiefs Comments:

a) Support Services

- Battalion Chief T. Hall updated the Board of Trustees on building maintenance noting a minor roof leak at Station #1 and water filtration system installation for the drinking water at Station #1. He also noted that he is working through annual contracts with vendors.

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.)
- No report

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 February 3rd, 2026
- 2) Approve Treasurers Report for February 2026
- 3) Approve the February bills in the amount of \$2,718,864.37
- 4) Approve Payroll Report for February 2026

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

COMMITTEE REPORTS

1) Foreign Fire Insurance Board Report

- Deputy Chief M. Hanson presented the foreign fire request to the Board of Trustees for approval.
 - i. Jacobs Ladder gym machine in the amount of \$5,999.00

J. Armesy made a motion to approve foreign fire expenditures in the amount of \$5,599.00. 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

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- 2) Pension Board Report
 - Chief M. Huneke informed that Board of Trustees that pension board meeting and G. Algrim divestiture hearing to refund his pension contributions are scheduled for April 20th, 2026.

OLD BUSINESS

- 1) Sugar Grove Annexation
 - Chief M. Huneke stated that he met with Sugar Grove's village administrator, Scott Koeppel, and he confirmed that Crown is moving forward with the housing development south of the power lines.
 - Chief M. Huneke also noted the importance of early involvement in fire prevention discussions.
- 2) LaFox Development
 - a) Attorney IGA Update and discussion
 - i. Motion to approve intergovernmental agreement
 - Attorney S. Flaherty stated that his firm is working on an agreement with the developer for property donation, contingent on costs being manageable for new investors. Megan Lamb is reviewing the original agreement with engineers to ensure proper water access connections are included.
 - He also stated that there is a need for a separate agreement with Metra to facilitate the development process.
 - b) TIF Public Hearing April 7th, 2026
 - Chief M. Huneke stated that the joint review board meeting discussed the formation of a TIF district, which passed with votes from Blackberry Township, the school district, and Campton Hills.
 - Concerns were raised by the library district regarding the fairness of using tax dollars from other bodies to fund developments in Campton Hills. It was noted that the village board can proceed with the TIF district regardless of the JRB's advisory vote.
 - Meetings with village trustees indicate strong support for public safety initiatives related to the new station site.
- 3) Fire Marshal Succession Plan
 - a) Motion to ratify hiring Thomas Freeman for the position of Fire Prevention Bureau Program Manager

M. Anderson made a motion to ratify hiring Thomas Freeman for the position of Fire Prevention Bureau Program Manager. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Any old business matters

- None

NEW BUSINESS

- 1) OMA & FOIA Officer; Annual compliance
 - a) Motion to appoint an OMA & FOIA Officer
- Chief M. Huneke informed the Board of Trustees that he has completed the training to meet the annual compliance of becoming the OMA & FOIA Officer for the district.

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L. Engberg made a motion to appoint Fire Chief Michael Huneke as the OMA & FOIA Officer. 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) 2026-2027 ECFPD Board of Trustees Meeting Dates

a) Motion to approve the 2026-2027 ECFPD Board of Trustees Meeting Dates

- HR Operations Manager P. Hall presented the Board of Trustees with the meeting schedule for their review. The February meeting was changed to February 2nd instead of February 9th. The Board of Trustees agreed to schedule the remainder of the monthly meetings for the fiscal year 2026-2027 on the second Tuesday of the month. A meeting notice was presented, signed and will be posted for public viewing.

A. Lee made a motion to approve the 2026-2027 ECFPD Board of Trustees Meeting Dates. 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) Intergovernmental Agreement with Village of Elburn; 2025-1211 Fire District IGA

a) Motion to approve the 2025-1211 Fire District Intergovernmental Agreement

- Chief M. Huneke presented the intergovernmental agreement with the Village of Elburn to the Board of Trustees for review.

M. Anderson made a motion to approve the 2025-1211 Fire District Intergovernmental Agreement. 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

4) ECFPD Purchasing & Procurement Policy #215 revisions

a) Motion to approve ECFPD Purchasing & Procurement Policy #215

- Tabled until next month

5) Lease Agreement; Keifer Brothers Farms

a) Motion to approve a lease agreement for farming the Station # 4 property

- Chief M. Huneke informed the Board of Trustees that the annual lease is up for the Station #4 property. He noted that Keifer Brothers wishes to retain the lease at a cost of \$1.00 annually.

J. Armesy made a motion to approve the 2026-2027 Station #4 Lease Agreement as amended. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

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5 Ayes
0 Nays
0 Absent

6) Three Year Lawn Maintenance Contract

a) Motion to approve three-year lawn maintenance contract with Horticultural Specialties, Inc in the amount of \$18,380.00 annually

- Battalion Chief T. Hall presented the lawn maintenance contract to the Board of Trustees for review. The three-year lawn maintenance contract was discussed, with a requirement for the contractor to acknowledge the prevailing wage rate ordinance before final approval. The language will be changed in the contract noting the prevailing wage rate requirement.

L. Engberg made a motion to approve three-year lawn maintenance contract, subject to the addendum regarding prevailing wage compliance, with Horticultural Specialties, Inc in the amount of \$18,380.00 annually. 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) Yearly Preventative Maintenance Contract for all stations' HVAC and plumbing systems

a) Motion to approve yearly preventative maintenance contract with Fox Mechanical in the amount of \$13,030.00

- Battalion Chief T. Hall presented the preventative maintenance contract to the Board of Trustees for review. The maintenance contract was discussed, with a requirement for the contractor to acknowledge the prevailing wage rate ordinance before final approval. The language will be changed in the contract noting the prevailing wage rate requirement.

J. Armesy made a motion to approve yearly preventative maintenance contract, subject to the addendum regarding prevailing wage compliance, with Fox Mechanical in the amount of \$13,030.00. 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

8) Surplus Equipment

a) Motion to approve the sale of &/or the disposal of surplus equipment

- Deputy Chief M. Hanson informed the Board of Trustees that the district has two command boxes and an elliptical exercise machine that are surplus equipment and can be sold. All items will be placed up for auction on the state I-Bid site.

A. Lee made a motion to approve the sale of &/or the disposal of surplus equipment. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

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5 Ayes
0 Nays
0 Absent

9) Turnout Gear

a) Motion to approve the purchase of five sets of turnout gear in the amount of \$19,525.00

- Chief M. Huneke informed the Board of Trustees that five sets of turnout gear are needed for personnel exceeding the 10-year expiration date, costing approximately \$19,525.00. A 10-year rotation plan for turnout gear is being developed to manage future needs effectively. He also noted that the department is considering a rental program for turnout gear to reduce costs associated with purchasing new gear for part-time staff.

M. Anderson made a motion to approve the purchase of five sets of turnout gear in the amount of \$19,525.00. 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

10) Full time Firefighter/Paramedic position

a) Motion to approve hiring a Full time Firefighter/Paramedic

- Chief M. Huneke proposed hiring an additional firefighter to cover staffing gaps due to maternity leaves and injuries. The budget is projected to support the hiring of this individual to maintain operational readiness. He also noted that the department aims to staff Medic 351 full time by May 1st of the following year.
- The position will be offered to the first person on the list of eligible candidates, Cole Davey.

J. Armesy made a motion to approve hiring a Full time Firefighter/Paramedic. 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

11) Northern Illinois Fire Protection Districts Conference – Follow up Discussion

- Chief M. Huneke noted that the Attorney S. Flaherty's presentation on referendums at the NIAFPD Conference was excellent. The board discussed the potential need for a bond referendum to address future facility and equipment needs.
- Consideration was given to how a bond could support staffing and equipment improvements across the district.
- The importance of strategic planning for future referendums was emphasized to ensure community support and understanding.

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

- Chief M. Huneke updated the Board of Trustees on the Zak Martinez t-shirt sales noting that 498 shirts have been sold with a profit of \$7,700.00 so far.
- He also noted that new uniform options for the trustees & commissioners are being developed to enhance professional representation during community engagements.

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- Chief M. Huneke stated that comfort dog Cinder was called upon to engage with other local departments after recent traumatic calls.
- 13) Motion to approve a Joint Review Board (JRB) Representative for Fire District for the LaFox Development Area
- Chief M. Huneke informed the Board of Trustees that a JRB representative should be approved for the LaFox Development Area.

M. Anderson made a motion to approve Chief Michael Huneke as the Joint Review Board (JRB) Representative for Fire District for the LaFox Development Area. 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

Good of the Organization:

- No comment

At 5:44 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

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