

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
08/11/2026

DATE: August 11th, 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	M. Anderson	J. Armesy	P. Panagakis	M. Huneke	M. Hanson
P. Hall	S. Flaherty	T. Hall	E. Daffron	W. Strom		

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

Public Comment:

- None

President's Report:

- Trustee Reynolds expressed his gratitude for all the crews hard work & noted a special thank you to FF/PM A. Shingledecker who conducted a special station tour.

Attorney Report:

- No report

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke noted that the auditors are scheduled to present their findings in person at the October 7th, 2026 trustee meeting.
- He also noted that the district will officially switch to PSI for billing services on September 1, 2026, and a temporary fluctuation in revenue is expected.
- Chief M. Huneke stated that the EMT-B class started with 23 students and is receiving positive feedback.

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

c) EMS & Safety updates

- Battalion Chief T. Hall informed the Board of Trustees that annual compliance testing for station fire alarms is in progress. Training is ongoing, including driveway drills and preparations for Elburn Days.
- It was also noted that the upcoming Fire Apparatus Engineer (FAE) class is completely full, with a waiting list.

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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 CRR Bureau report with the Board of Trustees. A copy has been placed on file.
- Deputy Chief M. Hanson informed the Board of Trustees that the district is organizing a commemorative breakfast and has contacted retired members and town leaders. He requested permission to hire a local photographer who has offered a reduced rate of approximately \$400.00. The board approved the request to hire Laura Gamper to photograph the 9/11 anniversary event.

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 July 14th, 2026
- 2) Approve District Trustee Executive Session Minutes for July 14th, 2026
- 3) Approve Treasurers Report for July 2026
- 4) Approve the July bills in the amount of \$501,219.87
- 5) Approve Payroll Report for July 2026

HR Operations Manager P. Hall stated that the reported amount on the agenda for the July bills was incorrect due to duplicate transactions listed. The corrected report was provided for review and a copy placed on file. The correct amount for the July 2026 bills is \$404,426.53.

M. Anderson 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

COMMITTEE REPORTS

- 1) Foreign Fire Insurance Board Report
 - FFI President E. Daffron presented the foreign fire request to the Board of Trustees for approval.
 - FFI President E. Daffron informed the Board of Trustees that the Foreign Fire Insurance Board approved various equipment purchases for the fire stations. The total expenditure requested was \$3,680.00.
 - A total of \$4,000.00 was approved for both FFI expenditures.
 - i. Three Mammoth belt squat attachments (not to exceed \$1,000.00).
 - ii. Three Roman chair back extension machines (not to exceed \$750.00).
 - iii. Yoga mats with wall hangers for all three stations (not to exceed \$750.00).
 - iv. Three stainless steel counter covers for kitchens to improve hygiene (not to exceed \$180.00).
 - v. Four modern, soft-style brush truck Indian packs for wildland fires (not to exceed \$1,000.00).

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J. Armesy made a motion to approve foreign fire expenditures with the amount not to exceed \$4,000.00. 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

2) Pension Board Report

- Chief M. Huneke reported that the pension fund's balance grew from approximately \$19 million to over \$25 million by April 30th due to strong market returns.

OLD BUSINESS

1) Sugar Grove Annexation

- Chief M. Huneke provided an update on the Sugar Grove TIF (Tax Increment Financing) district, noting a joint review board hearing has been called.

2) LaFox Development Update

- Chief M. Huneke stated that he is also following the LaFox development. He will re-engage with the developer, Shodeen, to recover the \$30,000 the district invested, solidify the Metra access and land donation agreements, and finalize the reimbursement agreement.

3) Possible action on property owner disconnection request

- W. Strom addressed the Board of Trustees stating that he seeking a disconnection from the district. He noted that a Montessori-style school is planned for a 1,900 sq. ft. farmhouse. The primary reason for the request is Elburn's fire code requires sprinklers for any size assembly use.
- The board discussed the formal request from the Strom family to disconnect a 791-acre property from the Elburn fire district and annex it into the Pingree Grove district. The primary motivation is to avoid Elburn's stringent fire code, which would require a sprinkler system.
- The board discussed that their duty is to uniformly apply the fire code and provide the highest level of safety for all residents and visitors, including vulnerable populations like students
- Trustee M. Anderson cautioned against giving away tax revenue as the cost would be passed to other taxpayers. They raised concerns about setting a precedent rule for sprinklers in assembly occupancies as a clear and consistent safety standard.
- After hearing from the property owner, the board discussed the financial, safety, and precedent-setting implications before ultimately voting on the request.

M. Anderson made a motion to deny the Strom property disconnection request. 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

4) Any old business matters

- None

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NEW BUSINESS

- 1) BS & A Conference-October 5-8, 2026; P. Hall & M. Morris
 - a) Motion to approve conference, travel & lodging expenses for BS & A Conference
- Chief M. Huneke requested approval for P. Hall and M. Morris to attend the BS&A conference in Florida from October 5-8, 2026, with expenses not to exceed \$7,500.
- He explained that the training is beneficial due to ongoing issues with the BS & A system. He also noted that Merry plans to retire next year and that he may later seek approval to use the firm SIKICH, which has BS&A expertise, to support the transition.

M. Anderson made a motion to approve conference, travel & lodging expenses for BS & A Conference with the amount not to exceed \$7,500.00. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) FY 25-26 ECFPD Audit
 - a) Motion to approve SIKICH audit preparation services in the amount of \$11,044.00
 - b) Motion to approve Lauterbach & Amen audit services in the amount of \$7,900.00
- Chief M. Huneke requested approval for annual audit expenses.

M. Anderson made a motion to approve SIKICH audit preparation services and Lauterbach & Amen audit services, for a total amount of \$18,944.00. 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) Station Projects
 - a) Motion to approve Station #1 projects in the amount of \$43,180.00
 - b) Motion to approve Station #2 projects in the amount of \$6,225.00
 - c) Motion to approve Station #3 projects in the amount of \$4,431.00
- Battalion Chief T. Hall presented proposals for Station #1, Station #2 and Station #3 projects for the boards review. Copies have been placed on files.
- Th proposals include several station maintenance and repair projects including generator servicing, a multi-year brickwork repair plan to address water infiltration, and an ADA-compliant door repair at Station 1.

J. Armesy made a motion to approve Station #1, Station #2 and Station #3 projects, for a total amount of \$53,836.00. P. Panagakis 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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- 4) Policy #215; Procurement & Fiscal Stewardship
- a) Motion to approve Policy #215; Procurement & Fiscal Stewardship
- Chief M. Huneke presented Policy # 215; Procurement & Fiscal Stewardship for the boards' review. A copy has been placed on file. The policy governs the district's procurement processes. The proposed update aims to modernize outdated financial thresholds and establish clearer, tiered guidelines for purchases.
 - Chief M. Huneke noted that the current policy's \$5,000.00 threshold for board approval is outdated. The statutory rule for a formal RFP is \$20,000.00
 - Proposed Solution: A new, tiered system for procurement:
 - a) \$0 - \$1,000.00: Best value.
 - b) \$1,000.00 - \$5,000.00: One written quote.
 - c) \$5,000.00 - \$10,000.00: Three quotes.
 - d) \$10,000.00 - \$20,000.00: Three formal written quotes.
 - e) Over \$20,000.00: Formal RFP/competitive bid process.

L. Engberg made a motion to approve Policy #215; Procurement & Fiscal Stewardship. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 5) Job Descriptions
- 6) Executive Leadership Team Manual
- Chief M. Huneke informed the Board of Trustees that a comprehensive plan is being rolled out to prepare for future leadership changes, including the retirements of the Deputy Chief in 2028 and the Chief around 2031-2032. The plan involves creating acting deputy and battalion chief programs, starting new testing processes, and developing draft job descriptions for future executive positions to build a robust leadership structure.
 - Chief Huneke presented draft job descriptions for future Deputy Chief of Administration and Deputy Chief of Operations roles, which include educational and residency qualifications for the board to review. He stressed that they are drafts only so they are flexible and will be adapted.
 - Chief M. Huneke also shared a draft "Executive Leadership Team Manual" via email to the board outlining guiding principles and expectations, which includes future positions like a fire prevention officer, training officer, and EMS officer to prepare for growth.
- 7) EMT Class Tuition
- Chief M. Huneke noted that the paramedic reimbursement policy is largely unused, and the district risks losing the investment when recipients leave. He also raised a case of an EMT student facing financial hardship.
 - Discussion was held in regards to the effectiveness of the paramedic school reimbursement policy, which is seen as outdated. The discussion explored reallocating these funds toward continuing education for current employees and establishing a potential needs-based scholarship for EMT students.

EXECUTIVE SESSION

At 5:34 pm, Deputy Chief M. Hanson called an 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)

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At 5:34 pm, a motion to go into executive session was made by M. Anderson. 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

At 5:39 pm, the executive session ended with a motion made by J. Armesy. 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

Action taken after executive session:

- No action taken

- 8) Any other new business matters or consideration of items removed from the consent agenda
- None presented

Good of the Organization:

- No comment

At 5:40 pm, L. Engberg made a motion to adjourn the meeting. M. Anderson seconded the motion. The meeting was adjourned by unanimous consent.

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