

Elburn & Countryside Fire Protection District
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DISTRICT TRUSTEE MEETING
09/08/2026

DATE: September 8th, 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	C. Spitzcock	T. Freeman	J. Miller		

Deputy Chief M. Hanson led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

President's Report:

- No comment

Attorney Report:

- No report

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke noted that a sheriff praised the department as "the best" firefighters in the county. He highlighted their strong working relationship and professionalism.
- Chief M. Huneke stated that to reach 100% BS&A usage and eliminate mixed reports, the SIKICH team will be engaged for support.
- Chief M. Huneke also noted that the administrative team met to discuss replacing Payroll & Accounting Specialist M. Morris upon her retirement and begin plans to post two part-time positions in the fall.

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 some figures in the final report may be from the prior month; he will confirm and if needed, an updated report will be emailed to the trustees.
- Deputy Chief M. Hanson also noted that he will be attending the Western Illinois University job fair with FF/PM S. Darlak and FF/PM Z. Martinez to recruit for the fire medic program.
- Deputy Chief M. Hanson reminded the Board of Trustees of the 9-11 Ceremony noting that there will be a breakfast for retirees and active members on Friday morning. The 9/11 ceremony will begin at approximately 8:05 AM with an open house afterward, inviting the community to the station.

Battalion Chiefs Comments:

a) Support Services

b) Training & Operations

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c) EMS & Safety updates

- Battalion Chief C. Spitzcock informed the Board of Trustees that the EMT-B class is progressing well with no dropouts. He also noted that FF/PM John Olson and Lieutenant B. Ferguson are doing a great job leading the class.

Fire Marshal Comments:

a) Community Risk Reduction (CRR) Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal T. Freeman reviewed the CRR Bureau report with the Board of Trustees. A copy has been placed on file.
- Fire Marshal T. Freeman also noted that there is ongoing support for public education and prevention, including a recent “fun lunch” at Blackberry Creek School.

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 #6

- 1) Approve District Trustee Minutes for August 11th, 2026
- 2) Approve District Trustee Executive Session Minutes for August 11th, 2026
- 3) Approve Treasurers Report for August 2026
- 4) Approve the August bills in the amount of \$475,056.09
- 5) Approve Payroll Report for August 2026
- 6) Approve Resignation of Commissioner C. Thomas

M. Anderson made a motion to approve consent agenda items #1 through #6. 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

COMMITTEE REPORTS

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

OLD BUSINESS

- 1) Sugar Grove Annexation
 - Chief M. Huneke informed the Board of Trustees that the joint committee meeting was canceled after Blackberry Township raised legal concerns.

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- 2) LaFox Development Update
 - Chief M. Huneke stated that Shodeen sent follow-up questions, mostly answered. The draft agreement is with Kane County for sign-off, then to Metro. Chief M. Huneke stated that he continues to work with Shodeen to work out an agreement that the land parcel will be donated after grading and sewer/water installation, making it site-ready.
- 3) Job Descriptions - Deputy Chief of Administrative and Deputy Chief of Operations
 - Chief M. Huneke noted that draft job descriptions were circulated for board and membership feedback. They reflect a long-term vision and will be scaled to current needs.
- 4) Any old business matters
 - None

NEW BUSINESS

- 1) Executive Leadership Team Manual
 - Chief M. Huneke informed the Board of Trustees that formatting errors were found and will be corrected in the draft of the Executive Leadership Team Manual. He noted that Deputy Chief M. Hanson will be retiring in 22 months and is seeking feedback from the Board of Trustees.
- 2) Wildrose Farms 40W603 Hughes Rd. Elburn discussion
 - Fire Marshal T. Freeman stated that Wildrose Farms built a 5,000 sq. ft. structure at 40W603 Hughes Rd. without a permit and not to fire code. The issue was moved to executive session.
- 3) Settlement Agreement; C. Mulvihill
 - a) Motion to approve settlement agreement and release of all claims with Christopher Mulvihill
 - The Board of Trustees reviewed the settlement agreement and release of all claims from Christopher Mulvihill.

J. Armesy made a motion to approve settlement agreement and release of all claims with Christopher Mulvihill. 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

- 4) Fire Commissioner
 - a) Motion to Appoint a Commissioner
 - Chief M. Huneke recommended Brian McCarty to replace Christian Thomas as Fire Commissioner.

M. Anderson made a motion to approve Brian McCarty as a fire commissioner 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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- 5) CPR Class FVCC
- FF/PM J. Miller informed the Board of Trustees that the Fox Valley Career Center requested help teaching CPR to about 150 students in three groups. He notes that the estimated overtime cost to the district is approximately \$25,000.
 - Discussion focused on appropriate student fees, balancing public relations with fiscal responsibility. It was noted that a standard class fee is \$80/person; discounted rate for large groups is \$50; the per-card cost is \$5.
 - The item was tabled to gather more information from the Career Center and develop a solid proposal.
 - Attorney S. Flaherty also stated that an intergovernmental agreement may be needed.
- 6) Payment on Note for Tower Ladder
- a) Motion to approve additional payment on Tower Ladder loan
 - Chief M. Huneke requested approval for additional \$500,000 principal payment on the tower ladder note, reducing the balance to approximately \$850,000.

M. Anderson made a motion to approve a \$500,000.00 principal payment on Tower Ladder loan. 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

- 7) Transfer Pension Contributions
- a) Motion to approve transfer in the amount of \$897,119.00
 - 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.

J. Armesy made a motion to approve transfer in the amount of \$897,119.00. 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

EXECUTIVE SESSION

At 5:13 pm, Chief M. Huneke 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); 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 5:14 pm, a motion to go into executive session was made by L. Engberg. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays

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0 Absent

At 6:14 pm, the executive session ended with a motion made by P. Panagakis. 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:

- The Board of Trustees noted that discussion was held about potential litigation in regards to Wildrose Farms.
- 8) Any other new business matters or consideration of items removed from the consent agenda
- None presented

Good of the Organization:

- No comment

At 6:16 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