



Fox River & Countryside Fire Rescue District  
34W500 Carl Lee Road  
St. Charles, IL 60174  
630-584-3473 Office  
630-584-8266 Fax  
[info@frcfr.org](mailto:info@frcfr.org)

## MINUTES

### Monthly Board Meeting

Tuesday, January 13, 2026, at 6:00 PM

Station 1 – 34W500 Carl Lee Rd., St. Charles, IL 60174

1. Call to Order – President Nick Manheim called the Fox River & Countryside Fire Rescue District Monthly Meeting to order at 6:02 PM.
  - A. Roll Call  
Present: Trustees Gaffney, Kennedy, Manheim, McManus (4)  
Absent: Seiffert  
Also present: Fire Chief Michael Hill, DC Jim Niesel, Administrative Coordinator Tracy Dunklau, residents, and members of the District.
  - B. President Manheim led the Pledge of Allegiance.
2. Public Comment  
President Manheim asked if the community had any public comments. There were none.
3. Reports
  - A. Financial Report  
Fire Chief Michael Hill provided a financial analysis and revenue highlights for the month ending November 30, 2025. Trustee Gaffney asked that the Board be provided with the total bond expenditures at the next meeting. Trustee McManus asked about an invoice for 1811, which Chief Hill and Deputy Chief Niesel answered. The Trustees discussed a possible change to the monthly meeting schedule and decided to table the discussion until the February meeting.
  - B. Chief's Report  
Fire Chief Michael Hill shared the December district highlights and noted that the Station 3 Grand Opening event was a huge success with over 225 in attendance. The retirement/walkout ceremony for Battalion Chief Scott Sutherland was well attended, with over 100 of his family, friends, and the fire service community in attendance. He also reported that LAMP is still finishing punch list items. Additionally, the District successfully rescued a canine named "Flash". The rescue not only went viral but was also covered by local news outlets, including Chicago networks, as well as regional animal rescue organizations.
  - C. Attorney's Report  
There was none.
  - D. President's Report  
President Manheim thanked the Chief and staff for a job well done on the Station 3 Grand Opening event.

4. Consent Agenda

A motion was made by Trustee Kennedy and seconded by Trustee McManus to approve the Consent Agenda as presented.

Items Approved:

- A. November 6, 2025, Monthly Board Meeting Minutes
- B. Monthly Invoices

Roll Call Vote:

Yea: Trustees Gaffney, Kennedy, Manheim, McManus (4)

Final Resolution: Motion Carries

5. Action Items

- A. Lift Assist Ordinance 2025-04  
President Manheim updated Ordinance 2026-01

A motion was made by Trustee Gaffney and seconded by Trustee Kennedy to approve Lift Assist Ordinance 2026-01.

Roll Call Vote:

Yea Trustees Gaffney, Kennedy, Manheim, McManus (4)

Final Resolution: Motion Carries

6. New Business

Trustee McManus requested that all personnel contracts be uploaded to the Trustee's SharePoint site. Trustee Gaffney asked the Chief about a bird rescue. The Chief will check with Dispatch and report at the February meeting.

Trustee Gaffney asked the Board for approval to speak with a real estate attorney regarding property currently located in the District that is being considered for annexation into other departments. The Board agreed to a preliminary discussion.

7. Closed Session

A motion was made by Trustee Gaffney and seconded by Trustee Kennedy to adjourn to closed session at 7:12 PM to discuss personnel employment as permitted by the Open Meetings Act.

Roll Call Vote:

Yea: Trustees Gaffney, Kennedy, Manheim, McManus (4)

Final Resolution: Motion Carries

The Board returned to Open Session at 7:39 PM.

8. Adjournment

With no further business brought before the Board, President Manheim adjourned the meeting at 7:40 PM.

Respectfully submitted,

---

TJ Seiffert, Secretary