

**MINUTES OF THE REGULAR MEETING  
OF THE DARIEN-WOODRIDGE FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES**

The Board of Trustees of the Darien-Woodridge Fire Protection District regular monthly meeting was held at Station One located at 7550 Lyman Avenue, Darien, Illinois, 60561 on May 3, 2006.

Members present:

Mr. Jack Mancione, President  
Mr. Robert Klein, Secretary  
Mr. Frank Burns, Treasurer  
Chief Administrator R. Tinucci  
Ms. Kathy Trapp, Recording Secretary

Workshop called to order at 4:00 p.m. Roll call: Frank Burns, present; George Nelson, absent; Thomas Cameli, absent; Robert Klein, present; Jack Mancione, present. It was determined that a quorum was present.

At 4:16 p.m., President called the regular meeting to order. Roll Call: Frank Burns, present; Thomas Cameli, absent; George Nelson, absent; Robert Klein, present; Jack Mancione, present. Kathy Trapp was the recording secretary. The Pledge of Allegiance was said.

**Reading of Minutes:**

President Mancione requested a motion to waive the reading of the minutes of the April 19, 2006 regular business meeting and approve them as written. Frank Burns so moved. Robert Klein seconded. Frank Burns moved to correct the minutes to read, "Frank Burns read the treasurer's report" instead of Chief Administrator Tinucci. Robert Klein seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye, Jack Mancione, abstain. 2 ayes, 0 nays, 1 abstain. Approved.

**Treasurer's Report:**

Frank Burns read the April Treasurer's Report that included vendors and payroll. President Mancione requested a motion to approve the Treasurer's Report as written. Robert Klein so moved. Jack Mancione seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye, Jack Mancione, aye. 3 ayes, 0 nays. Approved.

President Mancione requested a motion to approve disbursements including payroll for a total of \$348,590. Robert Klein so moved. Jack Mancione seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye; Jack Mancione, aye. 3 ayes, 0 nays. Approved.

**Attorney's Report:**

No report. Chief Administrator Tinucci advised that Attorney Broida has been tasked to revise the existing Southwest United Fire Districts intergovernmental agreement and should be presented at the June meeting.

**Old Business:**

None

**New Business:**

A. **Post-Employment Health Plan** - Chief Administrator Tinucci introduced Carol Donald of Retirement Plan Advisers who gave an overview of the proposed post-employment health plan.

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- B. Preliminary Budget/Program Reductions for Fiscal 2006/07** – Chief Administrator Tinucci reported that staff is preparing budgets for the next fiscal year. There has been a 14% reduction in the district's anticipated budget. Chief Administrator Tinucci gave a report on the dollar reductions and the impact they will have.

As of June 1, 2006, there will be a reduction of \$393,000 by canceling the district's contract with Paramedic Safety Services which provided 6 contract paramedics. The position of assistant chief of administration will not be filled resulting in a \$93,000 reduction. Support staff (primarily in the fire prevention and public education divisions) will be reduced by \$10,000, and operations (excluding payroll) will be reduced by \$161,000. This results in a 14.8% overall reduction from last year. It is to be noted that these are preliminary figures.

Chief Administrator Tinucci then discussed the impact these reductions will have. Six contract paramedics have been eliminated. This has resulted in a reduction in one ambulance. Standard staffing for 2005 was set at 15 personnel. The average manning for the district was actually 13 due to the use of sick and vacation time. Standard manning will be reduced from 15 to 13 resulting in actual manning of 11.25 per day. This reduction will impact all emergency services.

Other areas that will be impacted are public education and inspections. The district will be unable to inspect all occupancies once per year. There is no adequate back up for our fire prevention director. Preplans need to be updated on a regular basis. Fire personnel need to know what they're going into before they go into a burning building. District maps need to be updated.

Public education will be affected. The district will need to eliminate some of our CPR programs, minimize our open house and our participation in "fests" and other community events. We cannot afford to pay additional personnel to attend these events, and we cannot deplete crews when we have such minimum staffing.

As of April 30, 2006, our public education division spent 720 man-hours having contact with 17,500 people from preschool to seniors. This program will have to be reduced.

The district will have prolonged equipment use which will result in reliability issues and higher maintenance costs.

The administrative chief of staff position will not be filled. The impact of this decision is that there is nobody to take care of health and safety issues on a daily basis. The district's policy and procedures manual needs to be updated. There will be limited public relations being done as fits the chief administrator's schedule. Risk/loss issues must be continually monitored. There is no formal succession plan. The district has a mentoring program in place to train lieutenants to become battalion chiefs and firefighters to become lieutenants, but there is no plan in place for the chief officer.

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The board of trustees agreed that this information needs to be disseminated to the public and what the best method would be to do so in order that our residents fully understand the reality of how the failure of the referendum affects everyone. The bottom line is that the district needs more revenue. This need becomes more acute as revenues and expenses are projected out several years. The district must figure out a better way to advise residents. We need to be more effective. Whatever we did wasn't heard.

- C. **Referendum Considerations:** The discussion continued about the need for additional revenue and what is needed to obtain it. The trustees agreed to devise a different approach to the dissemination of information on what the district's needs are and the impact of the budget reductions to the residents and determine the best time to put the referendum on the ballot.

**Correspondence:**

An overview was given by Chief Administrator Tinucci.

**Chief Administrator's Report:**

Chief Administrator Tinucci gave a verbal report.

**Public Comment:**

There was no public comment.

President Mancione requested a motion to recess to Executive Session to discuss collective bargaining issues. Robert Klein so moved. Frank Burns seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye; Jack Mancione, aye. 3 ayes, 0 nays. Meeting recessed at 5:26 p.m.

The regular meeting was reconvened at 6:45 p.m. President Mancione called the regular meeting to order. Roll call: Thomas Cameli, absent; George Nelson, absent; Frank Burns, present; Robert Klein, present; Jack Mancione, present. It was determined that a quorum was present. Frank Burns moved to authorize Chief Administrator Tinucci to pursue the post-employment health plan as presented. Jack Mancione seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye; Jack Mancione, aye. 3 ayes, 0 nays.

President Mancione requested a motion to adjourn the meeting. Robert Klein so moved. Frank Burns seconded. Roll call vote: Frank Burns, aye; Robert Klein, aye; Jack Mancione, aye. 3 ayes, 0 nays. Approved. Meeting adjourned at 6:47 p.m.

  
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Robert G. Klein, Secretary