



To: President and Board of Trustees

From: David A. Hulseberg, Village Manager

Date: September 22, 2010

Subject: Elimination of Vacant Administrative Battalion Chief Position

Please be advised that I am sending this memorandum as a motion to eliminate the vacant Administrative Battalion Chief position in the Fire Department. This position has been vacant since February 1, 2009.

I have attached a revised Fire Department organizational chart reflecting the elimination of this position.

If you have any questions or concerns, please feel free to contact me.