



# Village of Clarendon Hills Weekly Manager Reports

**1/10/2025**

- ✓ **Manager's Report**
- ☐ **Finance Dept. Report**
- ✓ **Public Works Dept. Report**
- ☐ **Community Dev. Dept. Report**
- ✓ **Police Dept. Report**
- ✓ **Fire Dept. Report**
- ✓ **Public Safety Director Report**

**Village Calendar of Meetings and Events  
can be found at**

**[www.clarendonhills.us](http://www.clarendonhills.us)**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** January 10, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, January 13<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Martin Luther King Day (MLK)**- New for 2025 - Village offices will be closed for the Martin Luther King Holiday on January 20, 2025
- **Job Opening** - The Fire Department has a part-time Training Officer/Captain opening. For more details on how to apply please visit the Village's website! Staff is beginning to schedule interviews for next week. <https://www.clarendonhills.us/202/Employment-Opportunities>
- **DMMC HR Committee** – AVM Johnson attended the quarterly DuPage Mayors Managers Human Resource Committee meeting in Oakbrook on Wednesday.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** January 10, 2025  
**Subject:** Weekly Report

1. Crews were in on Sunday evening and again early Monday morning to address snow and freezing rain.
2. Crews came in again early Tuesday morning to salt parking areas that were covered during the day on Monday. With the cold temperatures remaining, we wanted to eliminate ice in the parking areas.
3. Christmas wreaths were taken down and seasonal banners installed on the light poles in the Downtown.
4. Additional water meter transmitters were replaced this week.
5. Monthly water samples were taken.
6. A routine Illinois OSHA inspection occurred on Wednesday.
7. A safety/operations training was provided by a vendor on the safe operation of a skid steer.
8. A water main break was repaired on Coventry Court.
9. Two trucks of water main spoils were taken to the dump.
10. Crews were in early Friday morning to address the snow. They will continue operations throughout today and then return early Saturday morning to address parking stalls that could not be plowed or salted during the daytime hours.
11. Trucks were cleaned and fueled as we expect some snow Sunday night into Monday.

## MEMORANDUM

**To: Zachery Creer, Village Manager**  
**From: Acting Fire Chief David Godek**  
**Date: January 10, 2025**  
**Subject: Weekly Department Report**

1. Fire Prevention Bureau Activity.
    - Two fire alarm systems were fixed this week.
    - Two new fire alarm systems are being installed.
  2. Quarter Master:
    - Items have come in for new hires.
  3. Emergency Medical Services Report:
    - Staff are re-organizing EMS supplies.
  4. Emergency Management Report:
    - I attended the MABAS Division 10 meeting last week.
  5. Du-Comm Report:
    - I attended a Support Services meeting this week.
  6. Vehicle Maintenance:
    - M87 went for Safety Lane testing.
    - S86 came back from annual service and suspension repair.
  7. Command Staff Meetings:
    - Staff attended two meetings this week.
  8. Training:
    - The MABAS fit tester will come to our station in approximately one week.
    - On Wednesday the members conducted 2025 drive time and use of the forceable entry door this week.
- Ø We are experiencing several EMS calls due to the spike in flu, and virus numbers in the region have elevated reflecting this.
- Ø When working outside dress in layers, wear a hat, and hydrate.



**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** January 10, 2025  
**Subject:** Weekly Activity Report

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**Recent Training, Meetings and Events:**

- Officer Espinosa attended a Resilient Life for Police training class hosted by Tri-River Police Training.
- Assistant to the Chief Kelly Green and Sergeant Finrock attended a two-day virtual workshop on database updates to the DuPage County reporting system.
- Sergeant Finrock responded with MERIT for a UAS (drone) callout to assist Glendale Heights PD with a high-risk warrant service.

**Recent incidents:**

January 3, 8:05am, officers responded to a residence for a delayed hit & run report for damage to a vehicle parked in the driveway while away on vacation. Officers are following up on leads and further investigation.

January 3, 4:34pm, officers met with a business owner for a suspicious incident report. The subject advised that a business email account had been hacked by unknown means. No dollar loss was suffered. Officers provided advice and documented the incident with a report.

January 3, 6:17pm, officers responded to a suspicious circumstance report in the parking lot of a multi-unit apartment complex. The caller advised a vehicle was seen driving over parkway grass and onto the sidewalk and left the scene. Officers searched the area but were unable to locate the suspected vehicle.

January 4, 2:49pm, officers responded to a business for a trespass complaint where a prior tenant made entry to the building with an old set of keys. The property owner did not wish to sign complaints.

January 5, 1:52am, while on patrol on s/b Rte 83 near 55<sup>th</sup> St, officers observed a vehicle traveling at a high rate of speed. The vehicle was stopped, and the driver was issued a citation for the misdemeanor speeding violation. The driver was released on scene.

January 6, 4:47pm, officers spoke with a business owner regarding a fraud report. An unknown individual tried to cash a fraudulent check drawn from the business. The check did not go through, and no dollar loss was suffered. Investigation pending.

**Please remember to help us prevent crime by securing homes, vehicles, and personal property to deter criminal activity and theft.**

## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: January 10, 2025  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Lexipol policy implementation continues.
- I attended several staff meetings regarding FD-related business.
- I attended the weekly department head meeting.
- I attended the officer's meeting at the fire department.
- Staff have been vetting fire training officer applications. Interviews start next week.
- I met with our Lexipol representative.