



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



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5400

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 13th, 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



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 Finfrock attended a two-day virtual workshop on database updates to the DuPage County reporting system.
- Sergeant Finfrock 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 55th 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



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.