



**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
March 25, 2016**

A. Management Reports

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- No weekly report**
- 3. Public Works Department -- See weekly report**
- 4. Community Development Department -- See weekly report**
- 5. Police Department -- See weekly report**
- 6. Fire Department -- See weekly report**

B. Calendar

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: March 25, 2016
Subject: Weekly Report

1. National Incident Management System Training (NIMS). Assistant to the Village Manager Creer and Director Ungerleider were in NIMS 400 emergency management training on Wednesday and Thursday.
2. Budget Changes. Interim Finance Director Hentschel is working on making all the suggested changes to the budget from the budget workshop. Instead of attempting to replace pages in all the proposed budget binders, we will be providing a memo that covers the changes.

Enjoy the weekend.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Michael D. Millette P.E., Director of Public Works
Date: March 25, 2016
Subject: Department Report

1. Work on the 2016 Water Main Replacement project is currently underway. Pavement grinding was completed on Wednesday however, the valve work scheduled for yesterday was rescheduled for today owing to the rain. The valve work should take a total of three days meaning pipe laying would begin next Wednesday.
2. We responded to six flooding calls yesterday. We believe that there may be a partial blockage in the Arthur/Woodstock storm sewer and will have it televised and cleaned as necessary next Wednesday.
3. Homer completed the winter pruning contract this week. We are lining-up the spring tree planting program and will advise all of the dates once we obtain them from the Tree Consortium.
4. Street sign replacement work will continue this week.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: March 25, 2016
RE: Department Report

1. **Christian Church of Clarendon Hills.** On Monday, I met with Sr. Pastor Stevens to review the Churches ongoing parking lot and stormwater management systems expansion. Topics included safe pedestrian access to the property, services to the recently annexed parsonage (123 57th St.), and plans for possible facility expansion in the future. Pastor Stevens and I also talked about the Churches upcoming Father's Day Weekend Car show and the potential opportunity to coordinate this event with the Chamber's Daisy Day activities. I recommended the Chamber contact Pastor Steven directly.
2. **Commercial and Retail Opportunities in Downtown.** On Tuesday, I met with several parties interested in locating their businesses in Downtown Clarendon Hills. I recommended they take a look at the retail space behind Quinn's Coffee (former dog grooming space), the former banks spaces at 4 Walker Avenue, and the soon to be vacated Fifth Third Bank building. I will provide more information about these discussions when appropriate.
3. **NIMS Certification.** On Wednesday and Thursday I attended a course and received ICS 400 certification, a component of the National Incident Management System (NIMS) training Program. NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. To date, I have earned the following required NIMS certifications: ICS-100 (Introduction to Incident Command System); ICS-200 (Single Resources and Initial Action Incident); ICS 300 (Intermediate ICS for Expanding Incidents); ICS 400 (Advanced ICS); and ICS-700 (NIMS Introduction). The certifications have been known to be a prerequisite in support of the community's eligibility for federal grants and emergency funds.
4. **Permit Report.** So far this month the Village has issued fourteen (14) building permits, including four (4) new homes, having a total reported construction value of \$2,202,089.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: March 25, 2016

To: Village Manager Kevin Barr

From: Chief Boyd Farmer

Subject: Weekly Activity Report

Recent events and training:

- March 21-25, Sgt. Porter (training supervisor) has scheduled the officers to be re-certified in HAZMAT and CPR / AED.
- March 22, Det. Shirley attended DuPage SWAT training.

Significant traffic and criminal activity during the period March 18, 2016 through March 25, 2016.

March 18, 6:45pm, an officer was dispatched to the station for a walk-in complaint of a battery (fight). The incident occurred on the sidewalk in front of 4 S. Prospect Ave between two female juveniles; a 12 year old and a 13 year old, both from Hinsdale. The officer investigated the incident, the parents of each juvenile will talk with their respective daughters to correct the behavior.

March 19, 1:26am, an officer stopped a vehicle driven by a 60 year old Skokie man. The driver was observed exiting Tracy's Tavern parking lot by driving over the sidewalk and curb directly onto 55th Street. The vehicle was stopped, after investigation, the driver was arrested for DUI.

March 20, a resident who lives in the apartment building located at 500 Chase Dr. called to report a theft of a package. The shipping company confirmed delivery, but when he arrived home it was not there. The item was a "Philips Hue Go LED Light Strip", valued at approximately \$100.00.

March 21, a resident who lives on Waverly Ave., came in to the station to report he was a victim of identity theft. His personal information was used to file a false return with the IRS. The officer took the report, gave him an "identity theft" packet, and referred him to report it to Social Security.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: March 25, 2016
Subject: Weekly Department Report 2016-06

1. Fire Prevention Bureau Activity during the past week.
 - Several Fire/Life Safety Inspections occurred this week.
 - Lt. Dave Godek has been working with the Coventry Townhouse Association over the past 18 months regarding problems with their fire alarm system connectivity. Finally Coventry has agreed to and signed a contract with Tyco to provide a fire alarm radio system for each building in the complex rather than using one radio with the building wired together, which kept failing.
2. Training Report:
 - Wednesday evening, twenty one (21) firefighters attended regular training.
3. Emergency Medical Services Report:
 - Ambulance 314 was taken to the Horton Dealer (Foster Coach) in Sterling, Illinois on Wednesday for minor warranty work. While the vehicle was at Foster Coach, the reserve ambulance was used for about 9 hours.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - This week all three (3) Outdoor Severe Weather warning sirens have been changed over to the Du-Comm control system and will now be activated by Du-Comm. Next week it is scheduled to install the backup control for these sirens at the fire station.
6. DU-COMM Transition information:
 - This week our outside contractor Jim Halik continued working on various Computer Aided Dispatch (CAD) information required for the transition to Du-Comm.
 - The address maps have been updated and given to Du-Comm.
 - On Friday, March 18th, Hinsdale Chief Ronovsky, Lt. Godek and I met with representatives of Du-Comm and have finalized paging procedures for Clarendon Hills as well as a joint paging system for Clarendon Hills and Hinsdale for our automatic aid arrangement.

- Du-Comm has installed a microwave connection between Clarendon Hills and Du-Comm in Glendale Heights. This project is complete and we now have a clear circuit that will be used for station alerting.
 - Fulton Technologies has completed all of the siren telemetry work at our three (3) severe weather outdoor warning sirens and are now connected to Du-Comm. Also a backup controller was installed at the fire station this week that will allow us to set off the sirens in Clarendon and Hinsdale if needed. Hinsdale is paying for 50% of the cost of this controller.
 - On February 22nd, the VHF Fire radio system was tested with Du-Comm for the fire department.
 - Wednesday evening, four (4) members of the fire department traveled to Du-Comm in Glendale Heights for orientation training. This training will be conducted for different members over the next 6 weeks. At this point seventeen (17) members of the Clarendon Hills Fire Department have been to this orientation at Du-Comm.
 - The date for the switch from SWCD to Du-Comm is set as April 27, 2016 at 9:00 AM. Clarendon Hills FD & PD, Burr Ridge PD and Willowbrook PD will all switch over at the same time. All fire alarms will be switched to Du-Comm on Monday, April 25th (2 days before the cut-over).
7. At this time we are working on collecting all of the data and other information to complete the 2015 Clarendon Hills Fire Department Annual Report. I am hoping to have this completed by April 15th.
8. The 50% pre-payment check has been delivered to Pierce Manufacturing on Wednesday March 23rd. The vehicle is now officially ordered with delivery in about 18 months.

Incidents of Interest:

- Saturday, March 19th at 7:50 AM. The fire department responded to the Birches Assisted Living Facility 215 55th St. for a person trapped in an elevator. Firefighters followed established procedures to remove the person from the stuck elevator.
- Saturday, March 19th at 4:28 PM. Ambulance 314, Chief 301, Squad 316 and Engine 311 responded for a vehicle accident with multiple injuries and a rolled over vehicle on 55th St at Rt. 83. One (1) patient transported to a local hospital.
- Monday, March 21st at 6:57 PM. Ambulance 314 and Squad 316 responded for a vehicle accident with injuries on 55th St. at Bentley Avenue. One (1) injured patient transported to a local hospital.
- Monday, March 21st at 9:11 PM. The fire Department responded for Com Ed wires burning in a tree behind 16 Gilbert. Com Ed was called, firefighters stood by until arrival of Com Ed.
- Tuesday, March 22nd at 5:00 AM. The fire department was again called to the rear of 16 Gilbert for the wires down and burning. Com Ed was called back to the scene and power was cut to the area while repairs were made.

9. Mutual Aid Calls:

- Thursday, March 24th, Ambulance 314 responded to assist the Tri State Fire Protection District for a vehicle accident with multiple injuries on Rt. 83 at Plainfield Rd. in Willowbrook.



10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- During the past week, the fire department responded to twenty six (26) emergency calls.

If you have any questions or require additional information, please contact me.



March**2016**

Su	M	Tu	W	Th	F	Sa
28	29	1	2	3	4	5
6	<u>7</u>	<u>8</u>	9	10	11	12
13	14	15	<u>16</u>	<u>17</u>	18	<u>19</u>
20	<u>21</u>	<u>22</u>	23	24	25	26
27	28	29	30	31	1	2

Community Events

Chamber of Commerce Meeting**March 16, 9:00 AM - 10:00 AM @ Village Hall**[More Details](#)

Meeting Calendar

Village Board Regular Scheduled Meeting**March 7, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)

DTDRC Meeting**March 8, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)

ZBA/PC Meeting - Cancelled**March 17, 7:30 PM - 8:30 PM @ Board Room**[More Details](#)

Village Board Budget Workshop**March 19, 8:30 AM - 12:30 PM @ Police Station**

Village Board working on upcoming Budgets

[More Details](#)

Village Board Regular Scheduled Meeting**March 21, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)

Special Events Committee Meeting**March 22, 7:00 PM - 8:00 PM @ Board Room**[More Details](#)

April 2016

Su	M	Tu	W	Th	F	Sa
27	28	29	30	31	1	2
3	<u>4</u>	5	6	7	8	9
10	11	<u>12</u>	13	14	<u>15</u>	16
17	<u>18</u>	19	<u>20</u>	<u>21</u>	22	23
24	25	<u>26</u>	27	28	29	30

Community Events

Blackhawk Mosquito Abatement District Mtg

April 12, 7:00 PM - 8:00 PM @ Village Hall Main Building

Lower Level Conference Room

[More Details](#)

Chamber of Commerce Meeting

April 20, 9:00 AM - 10:00 AM @ Village Hall

[More Details](#)

Meeting Calendar

Village Board Regular Scheduled Meeting

April 4, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Clarendon Hills Fire Pension Fund Meeting

April 15, 9:30 AM @ Village Hall Main Building

Lower Level Conference Room

[More Details](#)

Village Board Regular Scheduled Meeting

April 18, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

ZBA/PC Meeting

April 21, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

Special Events Committee Meeting

April 26, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)
