



## **VILLAGE OF CLARENDON HILLS MANAGER'S REPORT**

**November 10, 2016**

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### **A. Management Reports**

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

### **B. Calendar**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *LSB*  
**Date:** November 10, 2016  
**Subject:** Weekly Report

1. **November 21 Board Meeting Cancelled:** As confirmed by the Board at the meeting Monday night, the November 21 meeting is cancelled due to a lack of quorum and the upcoming holiday. We will be back on the regular schedule beginning on December 5<sup>th</sup>.
2. **South of 55<sup>th</sup> Sub-Area Plan Public Meeting:** Several staff members attended this meeting on Thursday night. We will provide a further report next week and at an upcoming meeting.
3. **Veterans Day Holiday:** As a reminder, the Veterans Day holiday will be observed on Friday, November 11<sup>th</sup>. The Village offices will be closed that day.
4. **Village Phone System:** Phone system configuration continued this week to adjust to department preferences. All phones are currently functioning, and we will be rolling out a few features over the coming weeks.
5. **Susan Balsavich formerly Larson (Building/Finance Assistant):** I'm sad to announce that Susan Balsavich is leaving her position at the Village for a positon in Woodridge. She has done a fantastic job over the last five years and we are very sad to see her go. Job search started on Monday, and interviews will start next week. Go to [clarendonhills.us](http://clarendonhills.us) if you'd like to apply.

Have a Nice Weekend!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** November 10, 2016  
**Subject:** Weekly Department Report 2016-31 (for two weeks) 

1. Fire Prevention Bureau Activity during the past week.
  - Three (3) Fire/Life Safety Inspections were conducted this week.
  - Several pre-plan drawings were entered electronically this week. Lt. Godek and on duty staff members have been updating the pre-plan drawings many occupancies in the village and entering into our electronic data base. All buildings on the south side of the village are now completed.
2. Training Report:
  - No report.
3. Emergency Medical Services Report:
  - Wednesday evening, twenty two (22) Firefighter EMT's and Firefighter Paramedics attended monthly continuing education. The topic was skills practical for airways and intubation.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - No Report
5. Emergency Management Report:
  - No report this week.
6. On Friday and Saturday of last week, fire department personnel assisted the IT contractor with the changeover to the new village wide telephone system.
7. Last week the 2015 Freightliner ambulance was placed back into service after warranty work, annual service and safety lane testing. The 2008 International reserve ambulance was also safety lane tested and placed back in the north station storage.

8. Incidents of Interest: (2 weeks)

- Friday, October 28<sup>th</sup> at 10:43 AM. Firefighters responded to the PNC Bank Building 300 Holmes Ave. for a person stuck in the elevator. Firefighters lowered the elevator to the bottom floor and removed the occupant without incident. Elevator was taken out of service for repairs.
- Sunday, October 30<sup>th</sup> at 8:23 PM. The fire department along with Hinsdale Engine 84 responded for a gas leak at Talley's restaurant 31 S. Prospect. Upon arrival firefighters found a large gas leak in the kitchen area which ignited when firefighters were inside. Fire was extinguished using pre-connected hose lines and dry chemical fire extinguishers. Damage to the kitchen was kept to a minimum.
- Thursday, November 3<sup>rd</sup> at 6:32 PM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on Rt. 83 southbound at 55<sup>th</sup> St. One (1) injured patient transported to a local hospital.
- Friday, November 4<sup>th</sup> at 9:31 AM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on Rt. 83 northbound at 55<sup>th</sup> St. One (1) injured patient transported to a local hospital.

9. Mutual Aid Calls:

- None.

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
  
- During the past two (2) weeks, the fire department responded to thirty three (33) emergency calls.

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



**November 2016**

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

**Community Events****Village Offices Closed due to Holiday****November 11, 2016, All Day**

Veterans Day

[More Details](#)**Village Offices Closed due to Holiday****November 24, 2016, All Day**

Thanksgiving

[More Details](#)**Village Offices Closed due to Holiday****November 25, 2016, All Day**

Day after Thanksgiving

[More Details](#)**Meeting Calendar****55th Street Sub-Area Plan Public Open House****November 10, 2016, 6:00 PM - 7:30 PM @ Christian Church of Clarendon Hills**[More Details](#)**55th Street Sub-Area Plan Steering Committee Meeting****November 10, 2016, 7:30 PM - 8:30 PM @ Christian Church of Clarendon Hills**[More Details](#)**ZBA/PC Meeting****November 17, 2016, 7:30 PM - 8:30 PM @ Board Room**[More Details](#)**TIF District Joint Review Board****November 21, 2016, 4:00 PM - 5:00 PM @ Board Room**[More Details](#)**Village Board Regular Scheduled Meeting- Cancelled****November 21, 2016, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)**Special Events Committee Meeting****November 22, 2016, 7:00 PM - 8:00 PM @ Board Room**[More Details](#)

**December 2016**

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

**Community Events****Christmas Walk**

**December 2, 2016, 6:00 PM - 9:00 PM @ Events starting with tree lighting in front of Village Hall then continuing down Prospect Ave.**

Tree lighting, Santa visit, and Carolers.

[More Details](#)

**Blackhawk Mosquito Abatement District Mtg**

**December 13, 2016, 7:00 PM - 8:00 PM @ Village Hall Main Building**

Lower Level Conference Room

[More Details](#)

**Village Offices Closed due to Holiday**

**December 23, 2016, All Day**

Christmas Eve Holiday observed

[More Details](#)

**Village Offices Closed due to Holiday**

**December 26, 2016, All Day**

Christmas Holiday observed

[More Details](#)

**Meeting Calendar****Village Board Regular Scheduled Meeting**

**December 5, 2016, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**ZBA/PC Meeting**

**December 15, 2016, 7:30 PM - 8:30 PM @ Board Room**

[More Details](#)

**Village Board Regular Scheduled Meeting**

**December 19, 2016, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)