

APPROVED
Minutes of the Public Safety Committee Meeting
Village of Northbrook
Cook County, Illinois
February 13, 2018

Call to Order

Trustee Buehler called the meeting to order at 6:30 p.m. On roll call, present were Trustees Buehler, and Collision. A quorum was present. Also attending were Trustee Ciesla; Village Manager Richard Nahrstadt; Deputy Village Manager and Chief Financial Officer, Jeff Rowitz; Fire Chief Andy Carlson; Police Chief Roger Adkins; and Debra Ford, Village Clerk.

Hear From the Audience

None.

Police Chief Adkins and Fire Chief Carlson Discussion of Public Safety Services

Trustee Buehler explained with the hiring of both a new Fire Chief and Police Chief at the same time, both of which came up within the ranks during the same time, he thought it would be a great opportunity for them to discuss where they are, and where they are going within their respective departments.

Fire Chief Andy Carlson stated he would first discuss the state of the operations and then the long-term plan of the Department. Chief Carlson explained the Fire Department has three divisions: Operations, Administration and the Fire Prevention Bureau. Operations is the first responder arm of the Department. He stated for 17 years the department has operated with the same number of people and equipment. In the late 1990's the department saw a significant increase in calls and a third ambulance was added in 2001. In the last six years the department has seen a 14% increase in calls. The second division is Administration. Chief Carlson then introduced his Deputy Chief, David Schweihs. Chief Carlson informed the Committee he planned on promoting a second Deputy Chief in May. Chief Carlson explained the department previously had a Management Analyst and when that position became vacant it was decided to replace that position with a second Deputy Chief. Chief Carlson then discussed the Division Chief of Training, noting this position has a couple of part-time employees that aid him. Chief Carlson explained the department does training every day. The third division is the Fire Prevention Bureau. About two years ago we started using firefighters to help in the Bureau as part-timers and this has helped tremendously. The firefighters already know the Village and our operations. Chief Carlson noted five years ago life safety inspections were done on a 2-year cycle but are now being completed on an 18-month cycle. This reduction has been achieved even with the number of yearly inspections increasing. The Fire Prevention Bureau also provides public education and performs fire investigations.

Chief Carlson then discussed Fire personnel. He explained there has been a number of promotions recently, noting there will be more. Chief Carlson affirmed there have been three retirements recently and the department anticipates another three this year.

Trustees Israel and Ciesla entered at 6:52.

Trustee Collison asked about the Paid on Call (POC). Chief Carlson explained there are eight POCs now and four more will be hired in the summer. Once all the positions are filled the Fire Department will be in a good spot. Chief Carlson reported staff will do a top to bottom analysis of all the departments' documents. There are a number of policies still in place from the 1990's, which are still good, but need to be reviewed periodically. Manager Nahrstadt noted the Police Department uses Lexipol, a policy management software, and he explained the Fire Department is starting to use it as well. Chief Carlson noted another task the Fire Department will be focusing on is data analysis. He explained the Fire Department formerly had someone that gathered the data, but in 2017 a new reporting software was purchased which made it easier. Chief Carlson noted the dispatch center recently updated their computer system, which will assist the Fire Department in data collection.

Trustee Ciesla questioned what the ambulance response time was and Chief Carlson stated the average is 5 ½ minutes. She asked what impacts the time and Chief Carlson stated one factor is the location of the call in relationship to the Fire Station. He noted it is the second calls that are affected more. These have to be picked up by another station. Chief Carlson noted that he and Deputy Schweih's are big data/numbers people. Chief Carlson then stated the Department is now working on the Budget. He and Deputy Chief Schweih's have already reduced overtime. It is a priority. Another priority to the Department is Emergency Planning. Chief Carlson stated we need to update the EOC and focus on NIMS training, etc. Not just update what is there, but also add drills, for example an annual table top drill and then perform drills within the departments.

Chief Carlson concluded by stating it was important to the Fire Department to maintain a good relationship with the Police Department. Presently they are jointly working with drones and will continue to work cooperatively with active shooter training.

Trustee Collison asked what equipment is priority at this time. Chief Carlson stated a new tower ladder is the next purchase - the one we are replacing is 20+ years old. Trustee Ciesla questioned the facility and in response Chief Carlson stated he is expecting to get some direction from the Ad Hoc Facilities Committee.

Police Chief Roger Adkins then discussed the Police Department. He stated the Police Department has two divisions: Field Operations and Technical Services/Administration. Chief Adkins explained that he immediately had to fill top positions in the department with his promotion, and we will continue to have change in the future. The Board will meet the Department's newest hire, a female police officer,

who starts Friday. Chief Adkins stated the Department's relationships are ongoing with village staff and the groups within the Village – Rotary, religious organizations, the Chamber, etc. Getting out into the community is one of his goals.

Chief Adkins then addressed the working relationship the Department has with the Fire Department concerning Active Shooter/Rescue Task Force concepts. The Police Department will be participating with the Fire Department in the upcoming MABAS Division 3 Spring Drills at NIPSTA. The Departments will continue to work together on table-top exercises and drills, such as the one conducted at Techny Towers. Chief Adkins stated he too is excited to hear the recommendations of the Ad Hoc Facilities Committee study. He commented that Northbrook is still growing as is the Police Department. The Police Department has always been customer service orientated and would like additional community engagement involving the Community Relations Section

Chief Adkins stated that increasing the Police Department's presence on social media is also a goal of his. In closing, Chief Adkins stated the Police Department is conducting a comprehensive review of, and continues to update Policy through Lexipol. The Police Department is open to the idea of providing Dispatching Services to neighboring communities under the Dispatch Center consolidating statute that police agencies are faced with.

Adjourn

At 7:25 p.m., Trustee Collison, seconded by Trustee Buehler, moved to adjourn the meeting at 7:29pm. The motion passed by voice vote.

Respectfully submitted,

Debra J Ford

Village Clerk