

MEMORANDUM

TO: STAFF

**COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS**

FROM: Rich Nahrstadt, Village Manager

DATE: March 4, 2011

RE: STAFF BRIEFING

WEEK OF FEBRUARY 28, 2011

ADMINISTRATION AND FINANCE COMMITTEE MEETING

The Administration and Finance Committee met on Thursday night. Staff made a presentation to the Committee and the rest of the Board of Trustees on the third quarter review of the budget for this fiscal year. The Board of Trustees also discussed the draft FY 2011/12 budget as presented by staff. The Board plans to next meet on the draft budget on March 15.

BIKE TASK FORCE

Though a quorum of the Bike Task Force (BTF) was not present at the scheduled March 3 meeting, the three members present discussed the agenda items but took no formal action on any item. Rick Hanetho, Park District Executive Director, presented the three draft master plans for Meadowhill Park, Wood Oaks Park, and West Park. The BTF members made a few minor suggestions regarding how to improve bicyclists' access to and through the parks. BTF members were also presented with an update regarding the Skokie Valley Trail project. The BTF briefly discussed its planned activities for Earth and Arbor Day as well as approaches to updating the Village's Bicycle Plan. The next meeting of the BTF is scheduled for Wednesday, May 11.

COMMUNITY RELATIONS COMMISSION MEETING – 3/3/11

The Commission asks everyone to mark their calendars for this year's Asian Heritage Celebration on May 7 at the Northbrook Public Library. All who are interested in experiencing a wide variety of Asian art, culture and entertainment are encouraged to attend. Free, ethnic refreshments will be served.

The Commission celebrated a successful Black History month event that took place on February 19 from 1:30pm to 4:30pm at the Northbrook Public Library. Professor Vaun Monroe of Columbia College presented a program entitled "Film and Race Relations." Professor Monroe engaged the audience of approximately 80 with selected short film clips followed by an interactive and informative discussion about how films have made a dramatic impact on race relations in America. Feedback received from post-event surveys indicated that those who attended were impressed as well as educated by the experience.

Applications are currently being reviewed for the Annual CRC Award program. This program commends individual(s) for demonstrating the mission of the CRC within the Northbrook community. The award ceremony will take place at the Village Board meeting on April 12.

Other upcoming events sponsored by the CRC include the Interfaith Walk (May 15) and the Flamingo Friday Kick-off (May 20). The next meeting of the CRC is scheduled for April 7, 2011.

MFT ANNUAL STREET REHABILITATION AND RECONSTRUCTION PROGRAM

As mentioned in previous briefings, we will be partnering with the Village of Glenview on the 2011 Asphalt Street Reconstruction and Rehabilitation Program. These efforts are part of our municipal partnering initiative, intended to achieve lower costs for both municipalities through larger quantities and increased economies of scale. The Village of Northbrook has budgeted \$930,000 in Motor Fuel Tax (MFT) funds for this work. Final plans and specifications have been prepared and submitted to IDOT for review. The project has been advertised and bid documents released on March 1 with the bid opening scheduled for March 17. Staff will be bringing an IDOT required Intergovernmental Agreement and MFT Fund Appropriation Resolutions to the March 8 Regular meeting for the Village Board's consideration.

NEW MASTER STORMWATER PLAN

Work on the draft Master Stormwater Plan continues as staff and HLR, Inc., the Village's engineering consultant, incorporate the Stormwater Management Commission's comments into the document. The Plan is intended to serve as a guide by objectively identifying and prioritizing stormwater relief projects that will have the greatest benefit for the least amount of capital outlay. Staff anticipates that the Plan will be finalized sometime in May or June and will be brought for the Village Board's consideration at that time.

MWRD SEWER LINING WORK ON WAUKEGAN ROAD

The Metropolitan Water Reclamation District (MWRD) sanitary sewer lining work along Waukegan Road is nearing completion. MWRD's contractor, Kenny Construction, has indicated that work will likely be completed by Monday, March 7, when lanes on Waukegan Road will reopen. Kenny Construction will return in 1-2 weeks to complete patching on Waukegan Road.

VILLAGE AND PARK DISTRICT PARTNER ON WOODCHIP MATERIALS

The Village provided 16 truckloads of wood chips (96 tons) to the Park District for use at their Team-Building Course. The wood chips come from trees the Village has removed or limbs the Village has trimmed. In the past the Village has had to pay for the disposal of these wood chips. The recycling of these chips is environmentally friendly versus sending the material to a clean fill dumpsite. Wood chips are also available for the public to pick up at no cost at the Public Works facility located at 655 Huehl Road.

ELECTRICAL FIRE

Friday, February 25, firefighters were called to a home in the 1700 block of Ferndale for a report of smoke and flames coming from the electrical panel. Occupants had evacuated the home and met the firefighters in the front yard. ComEd was already on the scene and investigating. Firefighters found a small fire in the basement next to the electrical panel. Once ComEd personnel verified that the power was off to the home, the fire was extinguished and debris was removed from the home.

Two fire investigators, the Village Electrical Inspector and personnel from ComEd interviewed the homeowner and made preliminary investigations of the incident scene. Initial investigation suggests a possible fault in electrical equipment. Fire losses due to this incident are listed as being \$5,000 structure and \$5,000 in contents. Fortunately, no one was injured.

FIRE DEPARTMENT LIVE FIRE DRILLS

Twice annually, the Fire Department is required by the Office of the State Fire Marshall to perform "Night Drills." The department took full advantage of NIPSTA facilities to combine the spring night drill with live fire training in the "Class A" fire building. Off-Duty personnel were called in to cover the Village while duty companies and on-call personnel spent three evenings honing their skills, tackling a scenario that was orchestrated and monitored by six NIPSTA instructors.

The drill was set up to simulate a fire in the basement of a single family home. The obstacles firefighters were presented with included having to force entry into the home and perform rescues on four victims in addition to having to fight the fire. The fact that this drill took place at night further challenged the firefighting efforts.

Each evening the scenario was played out three separate times, with each event modified just enough to keep the firefighters aware of the variables in structural firefighting.



FIRE AT ACME DIE CASTING

Thursday afternoon, March 3, firefighters were called to Acme Die Casting at 3610 Commercial for a reported fire on the roof. First arriving units found the building being evacuated and reports of a light smoke haze in the northwest corner of the manufacturing portion of the building. Firefighters immediately were lead to an exhaust vent over two aluminum furnaces where they found smoke and flames coming from the area where the vent stack passed through the roof structure.

Ground ladders were put in place and the roof was accessed to further evaluate the extent of the fire. Northbrook Tower Ladder 12 was set up in the northeast corner of the building while Glenview Ladder 14 set up in the southwest corner. Engine 11 and Ambulance 11 entered the structure to assist the building engineer in shutting off the equipment in the area and keeping the area blocked off. Firefighters on the roof disassembled the vent cap over the vent pulled back the roofing material, exposing the portion of the roof damaged by the fire and heat. The fire was declared out within an hour and employees were allowed back into the offices and eventually into the factory area.

Loss due to the fire has not yet been determined and the initial investigation is pointing toward a failure in the ventilation unit at the roof level. Glenview and Wheeling Fire Departments sent apparatus to this fire and Deerfield Fire Department handled a motor vehicle accident while Northbrook units were tied up at this fire.

GRADUATION

Congratulations to Commander Scott Dunham for completing the Northwestern University's Executive Management Program (EMP). Scott has been attending this intensive program for the past three weeks in Evanston while continuing to manage his duties in the Investigations Unit. The EMP provides instruction for the policy-making executive and combines management principles with the study of emerging law enforcement issues.

WEEK OF MARCH 7, 2011

MON.	3/7		<i>Last day to register to vote at Village Hall</i>
TUES.	3/8	7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
WED.	3/9		Ash Wednesday
		11:30 a.m.	IAMMA Professional Development Event – Board Room
THURS.	3/10	7:30 a.m.	Monthly Chamber Board Meeting
		5:30 p.m.	Architectural Control Commission – Terrace Room
		7:00 p.m.	Senior Services Commission - GGCR
FRI.	3/11		No Meetings
SAT.	3/12	12:30-2 p.m.	Pension Forum – Elaine Nekritz and Susan Garrett
SUN.	3/13		DAYLIGHT SAVINGS TIME BEGINS