

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: December 24, 2015

RE: STAFF BRIEFING

WEEK OF December 21, 2015

SHERMER ROAD OVERFLOW STORM SEWER PROJECT

Crews installed the new 72-inch storm sewer main and connected it to the existing sewers at the site. The final remaining drainage structures will be installed along Shermer Road next spring.

HAPPY HOLIDAYS!

Village Offices will close at noon on December 24 and December 31, as well as all day on December 25 and January 1, in observance of the Christmas and New Year's Holidays. Garbage pick-up will be delayed by one day for Friday customers during the holiday weeks. Remember to shop and dine in Northbrook! Visit www.northbrook.il.us/shopdine or www.shopdinenorthbrook.com for more information on Northbrook's shopping centers.

A SAFETY MESSAGE FROM POLICE CHIEF WERNICK

Prevention of a crime of opportunity may be as simple as paying attention to your surroundings and not leaving any unattended valuables, even just for a few seconds. It's easy for a thief to grab something from a purse when it's left unattended in a shopping cart or on a counter or hanging on the back of a chair in a busy restaurant, especially during the holiday season. Remember to lock your vehicle and remove your valuables! It's not unusual for someone to report a missing purse or electronic device. Often times these items are taken from an unlocked vehicle, sometimes parked in the caller's driveway or when left unattended for a quick errand. If you must leave valuables in your car, place them in the trunk before you reach your destination.

HOLIDAY SAFETY TIPS FROM FIRE CHIEF TORRES

Each year, fire departments across the country respond to thousands of holiday fires. In fact, December tends to be the busiest time of the year. As you prepare for the holiday celebrations, please take time to review the following information to help prevent a fire from occurring in your home. Understanding and following the safety tips listed below can save lives and minimize injuries and property loss from fire.

This season brings an abundance of holiday cooking. Please take note of these common kitchen fire hazards and review them with your family, especially your favorite cook.

- Keep all combustible materials such as loose clothing & potholders away from the stove.
- Pot handles should be turned in, and away, from the reach of small children to avoid scalds or fire-related burns.
- Make sure that your oven is cleaned on a regular basis to reduce the chance of a grease fire.

If you have a “fresh” Christmas tree, one of the most important things you can do to avoid a fire is keep the tree hydrated by checking and refilling its water supply. While regular water will work, a mixture of water and sugar or any one of the regular commercial products available in garden supply stores will keep a tree fresher.

When purchasing or installing holiday lights, make sure the wiring is not frayed or exposed. Additionally, make sure to limit the use of extension cords and connecting multiple strands to reduce the possibility of a fire.

The Candle Circle of Safety

- Burn a candles inside a 1-foot circle of safety, free of anything that can burn
- Extinguish candles after use
- Keep candles out of reach of children and pets
- Use a sturdy metal, glass, or ceramic candleholder
- Never leave a burning candle unattended

Keep your holidays fire safe!

WEEK OF December 28, 2015

MON.	12/28	7:30 p.m.	ZBA - Cancelled
TUES.	12/29		No Meetings
WED.	12/30		No Meetings
THURS.	12/31		New Year’s Eve - Village Hall Closes at Noon
FRI.	1/1/2016		New Year’s Day – Village Hall Closed

