

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: September 9, 2011**

**RE: STAFF BRIEFING**

### WEEK OF SEPTEMBER 5, 2011

#### SENIOR SERVICES COMMISSION MEETING

The Senior Services Commission met on Thursday, September 8. Under the Chairman's report, Chairman Wax discussed his meeting with the Community Relations Committee on the development of a subcommittee between the two commissions in order to discuss neighborliness and possible Village involvement in a program to promote social interaction with seniors throughout the community. The subcommittee will meet over the next few weeks and report back to both commissions.

Under the Manager's Report, Marsha Crane of R and M stated that the walk-in shower installations have been completed in all ten units, bringing the total number of units with these showers to thirty-three. The Commission voted to recommend to the Board of Trustees to keep the senior taxi program exactly as it is. They also voted to recommend spending \$40,000 on ten additional walk-in showers this fiscal year. Liaison Kaup will report these items to the Board at the second meeting in September. The commission's next meeting is set for November 10.

#### NEW STAFF PHONE NUMBERS AND UPDATED EMAIL ADDRESSES COMING SEPTEMBER 12

The Village will be rolling out new telephone numbers for all Village staff beginning on Monday, September 12. These direct-dial numbers will allow members of the public to reach staff directly rather than being routed through the Village's automated attendant or live operators. Telephone numbers have been posted on the Village website, and some have been included in the September edition of *Northbrook!* All existing main numbers (including 847/272-5050 and other departmental main numbers) will remain in service. Additionally, those who reach the Village's automated attendant will still have the option of dialing a new staff extension number, pressing "0" for an operator, or may dial by last name to reach employees. A staff directory is available on the Village's website at <http://www.northbrook.il.us/StaffDirectory>. We appreciate your patience as we make these modifications to our system.

#### BARRICADED SUBJECT

On Thursday afternoon, September 8, Police were notified of an erratic subject with a loaded handgun at a residence in the 2500 block of Salceda Drive. A witness reported that a shot was fired, but no one was injured. The witness confirmed the potential danger to himself, another family member at the house and to any responding public safety personnel. The Northern Illinois Police Alarm System (NIPAS) Emergency Response Team was called out to secure the area. After repeated attempts to reach the subject in his house, he finally surrendered peacefully and was transported to the hospital for evaluation.

#### POLICE AND FIRE RECEIVE HONORS

On Wednesday afternoon, September 7, the school children of Northbrook, hosted by Northbrook Court Security, honored the Police and Fire Departments with a presentation at Northbrook Court. School children decorated Dedication Booklets as their reminder to the departments and the community on the American privilege of being kept safe. The booklets are on display at Fire Headquarters and the Police Station.

### BURGLARY TO MOTOR VEHICLE

On Wednesday, September 7, unknown persons entered an open garage in the 1500 block of Voltz Road and removed a radar detector from an unlocked vehicle.

### POLICE OFFICER INTERVIEWS

This week, the Fire and Police Commission held oral interviews for the position of Police Officer. Twenty-two candidates were invited to interview. At the conclusion of the interview process, background checks will be conducted and a new list posted. Currently, there are two positions open for Police Officer which will be filled from the new list.

### 9/11: "WE WILL REMEMBER"

We continue to stand united as a nation as we remember the innocent victims of the September 11, 2001 attack on America.

At 7:45 a.m. on Sunday, September 11<sup>th</sup>, all are invited to join Police and Fire Personnel at Northbrook Fire Station Headquarters, 740 Dundee Road, for a solemn remembrance of the losses suffered at the World Trade Center, the Pentagon and in Pennsylvania.

Also, on Sept. 11 at 4pm at GBN's Sheely Center for the Performing Arts, the Northbrook Symphony Orchestra and the New Tradition Chorus will present a special concert, "From Sea to Shining Sea" to commemorate the 10-year anniversary of 9/11. President Frum will be in attendance to make a few opening remarks.

### TOUCH-A-TRUCK EVENT ON SATURDAY

The Village will be well represented at Saturday's Touch-A-Truck program presented by the Northbrook Park District at Techny Prairie Park and Fields. The event, which runs from 10am-noon, will feature a variety of vehicles for kids to climb on and "drive" including a Fire Department Engine, a Public Works bucket truck and a Police squad car. In addition, Village staff will be on hand to encourage residents to sign-up for Northbrook Notify. The event provides a great photo opportunity for families in addition to a fun "hands-on" experience for the children.

### SMOKE REPORTS

Early Sunday morning, September 4, a resident of a condo unit on Rudolph Drive called firefighters for a smell of smoke in their unit. Fire companies checked the entire unit and found a faulty electrical switch with blackened (overheated) wires, in one room. The switch was shut off at the circuit breaker panel and the homeowner advised to contact an electrician.

On Tuesday morning, September 6, firefighters were called to an apartment building in the 2100 block of Valencia for smoke in the first floor hallway. Firefighters found the cause of the smoke to be a faulty electrical meter in the electrical room. ComEd was called to the scene to make repairs.

### MUTUAL AID TO HIGHWOOD

During the noon hour on Tuesday, September 6, Northbrook Tower 12 and Battalion 11 were called in to Highwood for a structure fire in the 100 block of Burris. Fortunately, Highwood firefighters extinguished the fire before Northbrook units arrived on the scene and they were returned without incident.

### MULTI-VEHICLE INCIDENT REQUIRES 2 AMBULANCES

Wednesday morning, September 7, Northbrook responded with two ambulances, a Chief and Tower 12 to the intersection of Landwehr and Floral for a four-vehicle accident. A total of four patients were evaluated on the scene, three of which were transported to Glenbrook Hospital with non-life threatening injuries. The 4<sup>th</sup> patient refused transport and signed a release. Cause of the accident is under investigation by the Northbrook Police.

### OUTSIDE FIRE

Thursday, September 8, firefighters were called to the railroad tracks behind a Revere Drive address for smoke coming from the Railroad Ties. Firefighters found one tie nearly 1/3<sup>rd</sup> burned through. They extinguished the fire and determined that the probable cause was from maintenance that had been performed by the railroad recently.

### ELECTRICAL FAILURE IN CONDO BUILDING

Thursday afternoon, September 8<sup>th</sup>, Firefighters were called to the Condominium at 1060 Shermer Road for an Automatic Fire Alarm (AFA). On arrival they were notified by residents that they had heard a loud pop followed by the lights flickering. As the firefighters began their investigation they quickly found a light haze in the basement garage and heavier smoke in the electrical room.

In the electrical room, they found scorch marks on the primary electrical feed panel and the structure that it was mounted on. The area was isolated and ComEd was called to the scene as well as a Fire Investigator and the Village Electrical Inspector. The garage door was opened and the structure was ventilated. Maintenance personnel for the building also called in their own electricians.

When Com Ed arrived, the power to the building was shut off and the panel was opened to reveal significant damage to the interior of the box. Preliminary investigation suggests that the wiring from the Com Ed transformer may have failed causing a short circuit. Damage was limited to \$7,000 and most fortunately, no one was injured. The building was turned over to the maintenance staff and Com Ed to make repairs.

### HYDRANT PAINTING

The fire hydrant painting contractor “Giant” started painting 100 designated hydrants this week. Ninety hydrants were painted with a Rust-Oleum oil based high solid enamel. Ten hydrants were painted with a Sherwin Williams water based high performance acrylic “Sher-Cryl”. A stretch of Skokie Blvd will have hydrants being painted with the oil based Rust-Oleum product while others are being painted with the Sherwin Williams water based acrylic. These particular hydrants are subject to harsh environmental conditions due to their proximity to the road and the salt that is used during plowing and ice control operations. This will serve as a good test case for the type/brand of paint the Village will use on hydrants in the future.



Before



After

### CONCRETE STREET PATCHING IMPROVEMENTS

The Village’s contractor, Schroeder & Schroeder continues street patching in the Williamsburg Square subdivision and has begun patching work in the Charlemagne subdivision. Street patching work near the Cove School will be done over the weekend to minimize disruptions to the operations of the school.

### WEEK OF SEPTEMBER 12, 2011

<b>SAT.</b>	<b>9/10</b>	<b>10am-Noon</b>	<b>“Touch a Truck” Event – Techny Prairie Park and Fields</b>
<b>SUN.</b>	<b>9/11</b>		<b>PATRIOT DAY</b>
		<b>7:30 a.m.</b>	<b>911 MEMORIAL - Station 11</b>

		<b>4:00 p.m.</b>	<b>Youth Commission Appreciation BBQ – PD Headquarters</b>
		<b>4:00 p.m.</b>	<b>10<sup>th</sup> Anniversary 911-Commemorative Concert – Sheely Center at GBN</b>
<b>MON.</b>	<b>9/12</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>9/13</b>	6:00 p.m.	Administration & Finance Committee – Terrace Room
		6:45 p.m.	Community & Sustainability Committee – Terrace Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
<b>WED.</b>	<b>9/14</b>	7:00 p.m.	Bicycle Task Force – <b>Rescheduled to 9/21</b>
		<b>6-9pm</b>	<b>Open House-New Stormwater Management Plan – Board Room</b>
<b>THURS.</b>	<b>9/15</b>	6:30 p.m.	Stormwater Management Commission – PW Center 2 <sup>nd</sup> Fl
		7:00 p.m.	Environmental Quality Commission – Terrace Room
<b>FRI.</b>	<b>9/16</b>		<b>No Meetings</b>