

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: January 3, 2014

RE: STAFF BRIEFING

WEEK OF December 30, 2013

WELCOME NEW POLICE OFFICERS

The Department welcomed new Police Officers Steven Attanasio and Adam Worthington. Steven and Adam were sworn in on Monday, December 30, at the Village Hall. Officers Attanasio and Worthington will begin their three months of training at the College of DuPage Suburban Law Enforcement Academy next week. They are expected to graduate in March, 2014 to begin their field training. Welcome and congratulations to Steven and Adam.



GLASS DOOR SHATTERS AND INJURES EMPLOYEE

At approximately 7:00am on Thursday, Northbrook units responded to Northbrook Court Mall to assist an employee who was injured when a glass door broke while opening the door. The individual was treated and transported to a local hospital in stable condition. The cause of the accident is still under investigation.

WINTER WEATHER

Public Works crews worked around the clock from Tuesday afternoon until 7:00pm on Thursday to clear more than 14 inches of snow that accumulated over that timeframe. Throughout the storm, the rate of snowfall was relatively low, but constant. This meant that crews had to be out at all times to ensure the roadways were passable for vehicular traffic. On Friday, crews arrived early to begin a general cleanup of the village including scraping streets, clearing mounds of snow near corners, and plowing sidewalks in the central business district, along designated school routes, and certain arterial roadways. The current forecast calls for another 4-5 inches of snow from Saturday evening into early Sunday morning.



COLD WEATHER PREPARATIONS

With extreme cold temperatures in the forecast, the Village has posted a variety of resources on the Village website at www.northbrook.il.us. Topics include, Frozen Pipes, Hypothermia, Icy Roads and Emergency Shelter information. It is important to be prepared for winter weather before it strikes.

Here are a few tips:

- Use electric space heaters with extreme caution – avoid placing them near curtains or other flammable materials and turn them off before going to bed.
- Keep heat at adequate levels or leave faucets open with a slight drip to prevent pipes from freezing.
- Heat the spaces where your water meters and lines are located. Prevent them from freezing by heating the area to about 60 degrees.

Looking for a Warming Center?

Visit www.cookcountyhomelandsecurity.org/cold-weather-tips/ for a list of Warming Centers. The closest one to Northbrook is Northfield Township, 3801 Lake Ave., Glenview. They are open Monday thru Friday from 8:30am to 4:30pm. Call 847/724-8300 for information.

WEEK OF January 6, 2014

MON. 1/6	No Meetings	
TUES. 1/7	7:00pm	CRC Black Hist. Month Subcom.– YMCA, 2705 Techny Rd.
	7:30 p.m.	Plan Commission Meeting – Cancelled
WED. 1/8	7:30 a.m.	Joint EDC & ICDC Meeting – Board Room
	5:30 p.m.	Electrical Commission – DPS Conference Room
	7:00 p.m.	Bicycle Task Force – Terrace Room
THURS.1/9	5:00 p.m.	Rural Fire Protection District Meeting – Station 11
	5:30 p.m.	Architectural Control Commission – Terrace Room
	7:00 p.m.	Senior Services Commission – Terrace Room
FRI. 1/10	No Meetings	