

STUDY SESSION
WINNETKA VILLAGE COUNCIL
510 Green Bay Road
Winnetka, Illinois 60093
Tuesday, April 15, 2010
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email dwilliams@winnetka.org and your email will be relayed to the Council members

AGENDA

- 1) Call to Order
- 2) Direct Connect Fire Alarm (Radio System).....2
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- 4) Discussion: Council Communication Procedures.....11
- 5) Reports
- 6) Executive Session
- 7) Adjournment

NOTICE

All agenda materials are available at www.villageofwinnetka.org (click Council and then Current Agenda), the Reference Desk at the Winnetka Library, or in the Manager’s Office at Village Hall (2nd floor). Information regarding rebroadcast of regular Council meetings may also be found on the Village’s website.

ADA NOTICE

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Liz Rosenthal, at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3540; T.D.D. (847) 501-6041).

AGENDA REPORT

Subject: Direct Connect Fire alarm (Radio System)

Prepared by: Scott Smith, Fire Chief

Date: April 5, 2010

Winnetka village code (section 8.04.010) requires an automatic fire alarm/detection system to be installed in all commercial buildings and properties. This requirement also applies to all public buildings. When fire alarms activate the signal must be transmitted to either the Village of Winnetka (known as a direct connect) or to an independent company (known as a central station).

There are 106 fire alarms monitored as direct connected fire alarms to the Village of Winnetka alarm board. There are approximately 210 commercial fire alarms in our commercial district that require monitoring. It is a requirement that a fire alarm system in the commercial district must be capable of transmitting a fire alarm either by direct connection or to an authorized UL listed central station.

The company that was authorized to service and control our direct connection alarms for the past 6 years was Alarm Detection Systems, Inc. (ADS). ADS had a 5 year contract with the Village of Winnetka that has since expired. We have continued our contractual relationship with ADS on a month to month basis. The month to month contract renewal was due to RED Center transitioning from the company that serviced their fire alarm board to equipment that is now owned and operated by RED Center. The issues at RED Center have been resolved allowing us to move forward with addressing the contract with ADS. In the Village of Winnetka the only accepted means of fire alarm transmission has been with phone company copper phone lines. As radio technology has improved the reliability has increased and costs for radio systems has been reduced. Phone line costs have increased and these copper lines prove to continually cause false alarms due to storms, construction and errors by repair personnel.

There are differences between direct connect and central station fire alarms.

Direct Connect:

- Direct alarms reduce the amount of time from alarm activation to dispatch of fire crews.
- Alarms are direct to the village public safety building and are transferred to RED Center. This allows redundancy in our system and if RED Center or the connection to RED are unavailable the alarms are received and handled by our police dispatch center personnel thereby continuing our emergency response capabilities.
- Costs with copper lines and ADS costs may be greater than central station.

Central Station:

- Alarms are transmitted to a monitoring station that could be anywhere in the USA.
- Delay of alarm notification possibly of 3-12 minutes (as allowed by UL) when the alarm company would receive the alarm and could be placed in a que and handled by the central station as they can due to a large number of simultaneous alarms.
- Advantage of fire alarm handling is that the alarm company is responsible for sending personnel to check and repair the trouble signal.

It is time for Winnetka to allow transmission of fire alarms by radio signal. This will reduce the amount of false alarms caused by phone company issues. The building and/or business owner will reduce their overall costs for fire alarms systems by eliminating the phone line charges.

- Direct connection requires one phone line at approximately \$100 per month plus monitoring fee.
- Central station alarms require one phone line \$100 per month and one back up phone line plus monitoring fee.
- Estimation of \$ 65-90 per month total radio alarm costs to subscriber.

While the issue of transitioning to accepting radio fire alarm signals is an easy decision. The larger decision is whether the village will hire another company to handle all of the installation and radio issues or will the village own and oversee the direct connect radio alarm system.

Issues:

- FCC license
- Radio cipher codes
- Radio installation costs
- Head end installation costs
- Maintenance costs
- Monthly subscriber costs

Presentation by fire department personnel will outline the differences between these two business models and request direction by the Village Council.

Recommendation:

Staff recommends allowing radio signals for direct connect fire alarms. Staff also recommends that the Village of Winnetka own all aspects of this system including FCC license, cipher codes and components.

AGENDA REPORT

SUBJECT: Board and Commission Appointments

PREPARED BY: Katherine S. Janega, Village Attorney

DATE: April 8, 2010

Until approximately 10 years ago, the Village generated a pool of candidates interested in volunteering to serve on one of the Village's several boards or commissions by soliciting statements of interest from citizens through the Winnetka Report. Individual Council members would also identify potential volunteers. The complete list of potential appointees was maintained in the Village Manager's office and, when a vacancy occurred, the Village President would select a potential appointee from the roster of candidates, the Village President or Village Manager's office would contact the candidate to confirm the candidate's interest and willingness to serve, and the appointment would be placed on the agenda for confirmation at a regular Council meeting.

Over the past 10 years, the process shifted more to the Council as a whole, with individual Council members suggesting persons for appointment. Following brief discussions of qualifications in duly called executive sessions, the appointments would then be placed on the Council's regular agenda for action.

As explained in my earlier confidential opinion memo, the extent to which the qualifications of appointees can be considered in an executive session is no longer clear, and the new enforcement mechanisms of the Open Meetings Act make it advisable simply to revert to the prior process, or some variant of it, to generate a pool of candidates and to make appointments.

There are two key issues that need to be addressed. First, how should the Village go about building a pool of qualified candidates for appointment to a Village board or commission? Second, given the broad ethics amendments recently enacted by the Council, how and to what extent should the Village screen candidates for possible conflicts of interest?

Attached to this memo are samples of the materials that Wilmette and Kenilworth post on their web sites to solicit interested volunteers, along with the draft application that was previously distributed to the Council.

Recommendation:

Provide policy direction as to the Council's preferred processes for:

- 1) Soliciting candidates for appointment to Village boards, commissions and committees; and
- 2) Screening candidates and current appointees for potential conflicts of interest.



419 Richmond Road, Kenilworth, IL 60043

Phone: 847-251-1666

Fax: 847-251-3908

E-mail: info@villageofkenilworth.org

Board, Committee & Commission Application

Throughout Kenilworth's celebrated history, the Village has been fortunate to be served by resident volunteers who contribute their talents, abilities, and time for the benefit of the Village. Without these able volunteers, the Village's events, projects, and various municipal services would not be successful.

In order to facilitate the process of identifying residents with interests, experience and/or expertise which could be helpful to the Village we would very much appreciate hearing from you. The attached document may be used along with any C.V. or resume you send us. Your background information and specific interests will be referenced when the Village Board seeks participants for vacancies to serve on our various Boards, Committees, or Commissions. This information will not commit you to any volunteer activity without your agreement and will be treated confidentially and only used in connection with possible Village Board appointments.

The following is a list of current Boards, Committees, and Commissions in which residents participate:

Architectural Review Commission – The purpose of the Architectural Review Commission is to provide exterior design review of applications for alterations to existing business/commercial district properties and construction of new business /development commercial district properties. There were six meetings last year.

Building Review Commission – The purpose of the Building Review Commission is to review all applications for demolition to determine if the application involves a building of historical and/or architectural significance. If the Commission makes such a determination, it may require a review of alternatives to demolition prior to issuing a permit. There were two meetings last year.

Emergency Telephone System Board – The purpose of the Emergency Telephone System Board is to plan for the maintenance and improvement of the Emergency Telephone System, and to procure the necessary funds, to provide for the support. The Board meets on an as-needed basis. There were two meetings last year.

Plan Commission – The purpose of the Plan Commission is to undertake long-range planning for the Village, including a Comprehensive Plan, Village ordinances, and reviews of proposed subdivisions and consolidation of land. There were seven meetings last year.

Zoning Board of Appeals – The purpose of the Zoning Board of Appeals is to review applications for variances from the requirements of the Zoning Ordinance of the Village of Kenilworth. The ZBA also reviews Special Use Permits, Administrative Appeals, and Text Amendments to the Zoning Code. There were four meetings last year.

From time to time there are also special ad hoc and Blue Ribbon Committees established. These have included projects such as the Long Range Plan, Village Comprehensive Plan, Revenue/Expenditure Special Committee, Home Rule Study, etc.

If you would like to be considered for appointment to future committee vacancies and projects, we would very much welcome knowing about your background and special interests.

If you have any questions please refer to the Village's website: www.villageofkenilworth.org or call the Village Manager, Brad Burke, at 847.251.1666.

Kenilworth Resident Background and Special Interest

Please attach additional sheets if appropriate

Personal Information *(You may attach a resume if you desire)*

Name: _____

Address: _____

Primary Telephone: _____ E-Mail: _____

Number of Years a Kenilworth Resident: _____

Education Background

From

To

Professional Background, Community Service & Relevant Experience *(including past volunteer experiences)*

Name of Organization, Location of Activities

From

To

Areas of Interest (Check All that Apply)

Architectural Review Commission

Plan Commission

Building Review Commission

Zoning Board of Appeals

Emergency Telephone System Board

Other _____

TALENT BANK QUESTIONNAIRE
VILLAGE OF WILMETTE
Wilmette, IL 60091

Name: _____

Address: _____

Home telephone: _____ Home email: _____ Wilmette Resident _____

Business Name & Address: _____

City_ _____ Zip _____ Business Phone: _____ Business email: _____

Interested in serving on the indicated board or commission:	
____ Appearance Review Commission	____ Board of Fire and Police Commissioners
____ Building Code Board of Appeals	____ Board of Health
____ Business Development Advisory Group	____ Historic Preservation Commission
____ Community Relations Commission	____ Housing Commission
____ Commission for Persons with Disabilities	____ Plan Commission
____ Electrical Commission	____ Police Pension Board
____ Environmental & Energy Commission	____ Transportation Commission
____ Fine Arts Commission	____ Youth Commission
____ Fore Pension Board	____ Zoning Board of Appeals
**Indicate your interests in order of preference, i.e. (1) most interested (2) 2 nd choice, etc.	

Educational Background: _____

Service with other Village organizations: _____

Special Skills: _____

Date: _____

Signature: _____

VILLAGE OF WILMETTE BOARDS & COMMISSIONS

Appearance Review Commission

Review building plans for commercial and multi-family residential structures to assure that their appearance will meet community standards; makes recommendations to the Village Board on requests for variations from the Sign Ordinance.

Board of Health

Addresses issues pertaining to the safety and health of the Village's residents; makes recommendations to the Village Board on environmental issues; sponsors programs such as CPR, flu vaccination and various preventive health tests.

Building Code Board of Appeals

Hears appeals from decisions of the Director of Community Development regarding interpretations of the building codes.

Community Relations Commission

Develops programs to assure that Wilmette is an open and friendly community and helps to resolve conflict among residents.

Commission For Persons with Disabilities

Works closely with the Board of Health and Housing Commission to promote the needs and concerns of persons with disabilities.

Electrical Commission

Recommends safe and practical standards and specifications for the installation, alteration and use of electrical equipment designed to meet the conditions that prevail locally.

Environmental and Energy Commission

Advisory body to the Village Board that provides advice and education on the environmental and energy-related issues.

Fine Arts Commission

Takes action to preserve the artistic heritage of the Village and foster and promote an appreciation of the fine arts within the Village.

Fire and Police Commission

Makes decisions on the hiring of all sworn Firefighters and Police Officers and their promotion to higher rank; conducts disciplinary hearings when the Fire Chief or Police Chief bring formal charges against a sworn member of the departments.

Historic Preservation Commission

Identifies historic landmarks and recommends that the Village Board officially designate such structures; reviews proposals to alter to demolish landmarks; promotes the preservation of Village's historic and architectural heritage.

Housing Commission

Recommends programs to alleviate the shortage of reasonably affordable housing for the elderly and lower income person, studies and makes the recommendations to the Village Board regarding housing alternatives which meet the requirements of the Village and administers the Housing Assistance program.

Plan Commission

Makes recommendations to the Village Board regarding the adoption or amendment of the Comprehensive Plan and Zoning Map; also, regarding subdivision requests, alley vacations and requests for annexation; studies land use issues at the request of the Village Board.

Transportation Commission

Deals with issues related to parking, school crossing guards, regulatory signage and bicycle safety; makes recommendations to the Village Board and other boards and commissions regarding transportation matters.

Youth Commission

Studies and makes recommendations regarding services and programs for the youth in the Village; coordinates the Youth Volunteer Recognition Program; administers grants the Village funds to the youth serving agencies; oversees the Wilwork program.

Zoning Board of Appeals

Makes recommendations on all requests for land use variations and special uses; decides appeals from decisions of the Director of Community Development regarding the interpretation of the Zoning Ordinance; makes recommendations on changes to the Zoning Ordinance when requested by the Village Board.

Village of Winnetka

Board or Commission Appointee Information Sheet

Note: The following information is required to help identify existing or potential conflicts of interest. The information will be kept confidential to the fullest extent allowed by the Illinois Freedom of Information Act.

1. Appointee name and address: _____
2. Name of spouse: _____
3. Name and age of any child over age of 16 who lives at home and is either employed or attending school.

4. For each person named in 1) 2) and 3), above, please provide the provide the following:
 - a. Name of employer: _____
 - b. Address of employer: _____
 - c. Type of business: _____
5. Do you, your spouse, or any other member of your immediate family, whether or not they live with you, have an ownership interest in any business that does business with or provides public services for a local governmental body in the State of Illinois? Please provide the following information for each instance (Use back of sheet, or attach additional pages, as necessary):
 - a. Name of person
 - b. Relationship
 - c. Name of business
 - d. Nature of business
 - e. Nature and extent of interest (check all that apply)
 - i. Direct ownership share
 - ii. Ownership via trust
 - iii. Interest via mutual fund

Certification

I hereby certify and represent that the foregoing information is true and accurate, to the best of my knowledge and recollection.

Date: _____, 2010 _____

AGENDA REPORT

TO: Village Council
PREPARED BY: Doug Williams
DATE: April 7, 2010
SUBJECT: Council Communication Procedures

Recent experience has demonstrated that more and more Winnetkans are using email to communicate with the Village Council about community issues and agenda items. In order to maintain a complete record of these email messages, the current process provides for emails to be sent directly to the Village Manager (or some other appropriate staff member), who, in turn, bundles them and forwards them to the Council. In order to give Council members adequate time to review and consider emails regarding pending agenda items, staff recommends implementing a 5:00 P.M. Monday cut-off for having email communications forwarded to the Council for the following Tuesday night meeting.

In addition, staff recommends creating a “winnetka.org” e-mail account for every trustee to use for public business and adding a disclaimer to the notice inviting emails on the agenda page advising anyone who sends an email that their email may be subject to disclosure under the Freedom of Information Act. (See below)

Emails regarding any agenda item are welcomed. Please email dwilliams@winnetka.org, and your email will be relayed to the Council members. Emails for the Council pertaining to items on the Agenda for Tuesday evening Council meetings must be received no later than 5:00 PM on the day before the meeting. Please be advised that your communications may be subject to disclosure under the Freedom of Information Act. (5 ILCS 140/1 et seq.)

Recommendation: Provide policy direction.