

AGENDA
PUBLIC HEALTH AND SAFETY COMMITTEE
Village of Hoffman Estates
June 4, 2012

Immediately Following Finance Committee

Members: Jacquelyn Green, Chairperson
Gary Pilafas, Vice Chairperson
Anna Newell, Trustee
Karen Mills, Trustee
Ray Kincaid, Trustee
Gary Stanton, Trustee
William McLeod, Mayor

I. Roll Call

II. Approval of Minutes – April 23, 2012 Committee Meeting

NEW BUSINESS

1. Request approval of the Energy Assurance Plan to fulfill requirement of the Local Energy Assurance Planning Grant.
2. Request acceptance of Police Department Monthly Report.
3. Request acceptance of Health & Human Services Monthly Report.
4. Request acceptance of Emergency Management Coordinator Monthly Report.
5. Request acceptance of Fire Department Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

The Village of Hoffman Estates complies with the Americans With Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**PUBLIC HEALTH & SAFETY
COMMITTEE MEETING MINUTES**

April 23, 2012

I. Roll Call

Members in Attendance:

Jacquelyn Green, Chairperson
Gary Pilafas, Vice Chairperson
Trustee Anna Newell

**Other Corporate Authorities
in Attendance:**

Trustee Karen Mills
Trustee Ray Kincaid
Trustee Gary Stanton
Village President William McLeod

**Management Team Members
in Attendance:**

Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Bob Gorvett, Fire Chief
Ted Bos, Assistant Police Chief
Joe Nebel, Director of Public Works
Michael DuCharme, Finance Director
Monica Saavedra, Asst. HHS Director
Gary Salavitch, Director of Engineering
Bev Romanoff, Village Clerk
Sarah Kuechler, Administrative Intern
Ben Gibbs, GM of Sears Centre Arena
Patricia Cross, Assistant Corporation Counsel

Others in Attendance:

Daily Herald

The Public Health & Safety Committee meeting was called to order at 7:07 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the Public Health & Safety Committee meeting minutes of March 26, 2012. Voice vote taken. All ayes. Motion carried (Abstain: Green)

NEW BUSINESS

1. Request authorization to waive bidding and award sole source bids for:
 - a) Fourteen (14) sets of structural firefighting clothing to Air One Equipment, Inc., South Elgin, IL, sole source vendor, in an amount not to exceed \$31,094;
 - b) Fourteen (14) sets of structural firefighting clothing to MES-Illinois, Washington, IL, sole source vendor, in an amount not to exceed \$30,311.68.

Item summary from Robert Gorvett was presented to Committee.

Motion by Trustee Mills, seconded by Gary Pilafas, to waive bidding and award contracts for fourteen (14) sets of structural firefighting clothing to Air One Equipment, Inc., South Elgin, IL, sole source vendor, in an amount not to exceed \$31,094; and fourteen (14) sets of structural firefighting clothing to MES-Illinois, Washington, IL, sole source vendor, in an amount not to exceed \$30,311.68. Voice vote taken. All ayes. Motion carried.

2. Request acceptance of Police Department Monthly Report.

The Police Department Monthly Report was presented to Committee.

Motion by Trustee Newell, seconded by Mayor McLeod, to accept the Police Department Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Health & Human Services Monthly Report.

The Health & Human Services Monthly Report was submitted to the Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, to accept the Health & Human Services Monthly Report. Voice vote taken. All ayes. Motion carried.

4. Request acceptance of Emergency Management Coordinator Monthly Report.

The Emergency Management Coordinator Monthly Report was submitted to the Committee.

Motion by Mayor McLeod, seconded by Trustee Stanton, to accept the Emergency Management Coordinator Monthly Report. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of Fire Department Monthly Report.

The Fire Department Monthly Report was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Stanton, to accept the Fire Department Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

Mayor McLeod reported that the Celtic Fest will be held on April 28 at the Sears Centre Arena. It is a free event with free parking. There is entertainment food and events for everyone to enjoy. He reported that on Wednesday, April 18, he attended the Boy Scouts meeting, on Friday, April 20, he attended the 20th Annual Campanelli YMCA charity gala, Saturday, April 21, the Coffee with the Board and Code Enforcement Safety Open House, April 23, Chamber Board meeting and Muir School reading.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Mayor McLeod, seconded by Trustee Pilafas, to adjourn the meeting at 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of the Energy Assurance Plan to fulfill requirement of the Local Energy Assurance Planning Grant

MEETING DATE: June 4, 2012

COMMITTEE: Public Health and Safety

FROM: Nichole Collins / Ashley Monroe

REQUEST: Request approval of the Energy Assurance Plan to fulfill requirement of the Local Energy Assurance Planning Grant.

BACKGROUND: The Local Energy Assurance Planning (LEAP) grant is intended to strengthen and expand local government energy assurance planning through the development of an energy assurance plan (EAP) and to educate staff and the community on energy assurance. In late 2009, former Emergency Management Coordinator David Christensen applied for the LEAP grant and The U.S. Department of Energy awarded the Village a \$98,556 grant in 2010. As a condition of the grant, the Village must create and adopt a plan to anticipate and mitigate instances of short- and long-term energy disruption. To ensure the development of a technically-sound and comprehensive EAP, a consultant team from Shaw Environmental and Infrastructure, Inc. was selected to assist with the EAP development. The adopted EAP must be submitted to the U.S. Department of Energy for review at the end of the grant period, ending June 30, 2012. Details regarding the Plan and its development are discussed below.

DISCUSSION: As a result of this EAP, the Village now has the following in place to assist with planning and mitigation efforts:

- Energy Assurance Planning Team led by the EMA Coordinator.
- Energy analysis of Village facilities
- A prioritized list of critical facilities and backup generator details, identifying gaps
- An inventory and map of backup generators
- A comprehensive list of supplier agreements
- A comprehensive list of mutual aid agreements
- A list of resources and incentives for incorporating energy efficiency and renewable energy
- A business outreach strategy to initiate discussion about energy assurance
- Information on smart grid plans for the Village

An unanticipated benefit of the EAP is the current "snapshot" of the Village's existing energy structure. One of the 2012 Village Board goals is to develop a Sustainability Plan. The analysis performed on existing Village facilities further validated the use of energy efficient measures already undertaken, such as the construction of LEED buildings. The findings from the facility analysis will assist greatly in the development of the Village's Sustainability Plan.

DISCUSSION (Continued):

Use of a consultant to help with the plan was proposed and approved by the Village Board in February 2011. Technical expertise was required for a portion of the work beyond the current knowledge of Village staff. The LEAP project task force composed of Village managerial staff met in December 2010 to discuss requirements for the project and consultant competencies prior to the release of a request for proposal (RFP). Through review of submitted RFP proposals, staff determined that Shaw Environmental & Infrastructure, Inc. (Shaw) was the best selection and the lowest reasonable proposal for this project. Shaw worked as a partner and guide in execution of the Village's LEAP project, assisting with program objectives, and meeting American Recovery and Reinvestment Act (ARRA) requirements.

The Plan was developed through a series of tasks, including data gathering and on-site and off-site analysis of Village facilities. A requirement of the grant was to participate in the Regional Energy Planning Exercise and Village staff and Shaw participated in fall 2011, in Chicago. From the experience at the exercise, the draft Plan was tested against Department of Energy criterion and revised accordingly.

The document presented as an attachment of this memo identifies a variety of topics, all centered on energy assurance. Sections of the EAP include the Village's current energy profile, contact and contract information for energy suppliers, key energy assets, and crisis communications protocol. A glossary of terms, extensive appendices, and a detailed table of contents allows quick retrieval of essential information. Multiple drafts have been reviewed by Village staff to ensure that the EAP will be a usable document that works in conjunction with the existing Village Emergency Operations Plan (EOP). Due to this process, several vital updates are earmarked for the EOP to ensure currency and accuracy of both documents. The EAP and EOP will be revised concurrently, to make sure both are useable documents. Confidential information has been excluded from the main document and is included instead within a confidential appendix.

Given that the Village's current EOP is robust and comprehensive, the EAP focused on energy planning and preparedness activities, as well as education and outreach activities not currently addressed in the EOP. The intent of this EAP is to support the EOP by outlining planning and mitigation efforts to increase preparedness during an energy emergency.

FISCAL IMPACT:

All costs for EAP development were paid for by the LEAP grant. Village staff time and all materials purchases were reimbursed through the grant funds. The awarded amount was budgeted but not able to be spent, despite using actual staff time and benefit costs. All program objectives were executed in less time than anticipated and consultant fees were significantly lower than estimated.

The EAP does make recommendations for future projects and programs that may be included in future budget years. Implementation of EAP recommendations is not a requirement of the plan or of the LEAP grant. Many of the EAP recommendations are low cost, primarily the cost of staff-time to make plan updates every two years, or identify further funding opportunities for related activities.

RECOMMENDATION:

Recommend approval of the Energy Assurance Plan to fulfill requirement of the Local Energy Assurance Planning Grant.

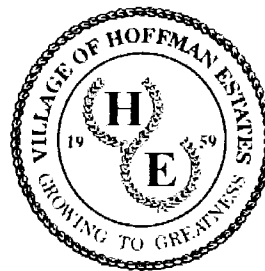
Attachments.

Village of Hoffman Estates

ENERGY ASSURANCE PLAN

Prepared by Shaw Environmental and Infrastructure, Inc.

May 2012



Made possible through the Local Energy Assurance Planning (LEAP) Initiative funded by the American Recovery and Reinvestment Act through the U.S. Department of Energy.

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION AND SHOULD NOT BE SHARED OR FORWARDED WITHOUT WRITTEN CONSENT FROM THE ENERGY MANAGEMENT AGENCY COORDINATOR.

APPROVALS

This document was prepared by Shaw Environmental and Infrastructure, Inc. with direction from the Village of Hoffman Estates under the Local Energy Assurance Planning Initiative.

Please contact the Energy Management Agency Coordinator for questions regarding revision and approval of this Energy Assurance Plan. All revisions and approvals are maintained and controlled by the Energy Management Agency Coordinator.

Draft and otherwise archived or obsolete revisions are not to be used.

Date	Name	Revision	Comments
05/24/12	Nichole Collins	1	Final Version EAP Delivered by Shaw

LIST OF ACRONYMS

AIEC	Association of Illinois Electric Cooperatives
AMI Plan	Advanced Metering Infrastructure Deployment Plan
ARRA	American Recovery and Reinvestment
Btu	British thermal units
CHUG	Collaborative Healthcare Urgency Group
CMAP	Chicago Metropolitan Planning Agency
CMS	Central Management Services
CMT	Communications Management Team
CNT	Center for Neighborhood Technology
ComEd	Commonwealth Edison
COOP	Continuity of Operations Plan
DA	Distribution Automation
DCEO	Department of Commerce & Economic Opportunity
DHS	U.S. Department of Homeland Security
DHSEM	Department of Homeland Security & Emergency Management
DOE	U.S. Department of Energy
EAP	Energy Assurance Plan
EAPB	Energy Assurance Planning Bulletin
EEAC	Energy Emergency Assurance Coordinators
EIA	Energy Information Administration
EMA	Emergency Management Agency
EMAC	Emergency Management Agency Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operating Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
ESDA	Emergency Services & Disaster Agency
ESF	Energy Support Function

EUI	Energy Usage Intensity
FEMA	Federal Emergency Management Agency
GIS	Geographical Information System
HVAC	Heating, Ventilation, & Air Conditioning
ICC	Illinois Commerce Commission
ICECF	Illinois Clean Energy Community Foundation
IDOC	Illinois Department of Corrections
IDOT	Illinois Department of Transportation
IEMA	Illinois Emergency Management Agency
IEOP	Illinois Emergency Operations Manual
ILEAS	Illinois Law Enforcement Alarm System
IL-MST	Illinois Mobile Support Team
IMUA	Illinois Municipal Utilities Association
IPWMAN	Illinois Public Works Mutual Aid Network
IT	Information Systems and Technology
KPI	Key Performance Indicator
kW	Kilowatt
kWh	Kilowatt Hour
LEAP	Local Energy Assurance Planning Initiative
LEED	Leadership in Energy and Environmental Design
LEPC	Local Emergency Planning Committees
MEPP	Municipal Energy Profile Project
NERC	North American Electric Reliability Corporation
NGO	Nongovernmental Organizations
NIMS	National Incident Management System
NIPAS	Northern Illinois Police Alarm System
NRC	Nuclear Regulatory Commission
NWCD	Northwest Central Dispatch
MABAS	Mutual Aid Box Alarm System

MW	Megawatt
MWh	Megawatt Hour
OE	The Office of Electricity Delivery and Energy Reliability
PDD-39	Presidential Decision Directives 39
PIO	Public Information Officer
PTI	Public Technology Institute
RTO	Regional Transmission Organizations
SEDAC	Smart Energy Design Assistance Center
SEO	State Energy Office
SEOC	State Emergency Operations Center
SHAW	Shaw Environmental and Infrastructure, Inc.
SIRC	State Incident Response Center
SPC	Suburban Purchasing Cooperative
UAC	Unified Area Command
URD	Underground Residential Distribution
VMT	Vehicle Miles Traveled

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I. Project Overview

Background

In 2010, the Village of Hoffman Estates (the Village) received American Recovery and Reinvestment Act (ARRA) funding from the U.S. Department of Energy (DOE) under the Local Energy Assurance Planning (LEAP) Initiative.¹ This was the first major federal allocation of energy assurance planning funds to local governments. Over \$10 million in funding was distributed to forty-three cities in twenty-five states. The Village was one (1) of the forty-three cities selected to receive grant funds to strengthen and expand local government energy assurance planning and resiliency, reduce the impacts of energy supply disruptions and create jobs. In addition to the Village of Hoffman Estates, the City of Chicago and the City of Peoria also received funding in the state of Illinois.

The goal of local energy assurance planning is to prepare local governments to take an active role in minimizing and mitigating the impact of energy supply disruptions on local assets and essential services. Local governments with developed Energy Assurance Plans (EAP) are more likely to understand and act on established roles and responsibilities in order to respond to energy emergencies effectively.

In March 2011, the Village selected Shaw Environmental and Infrastructure, Inc. (Shaw) to assist with the development of their EAP. The purpose of the Village's EAP is to identify local assets, define legal authority and characterize the area's energy profile. The EAP also includes recommended measures for energy assurance efforts and assists the Village in establishing lasting relationships with energy providers, local businesses, as well as state and regional allies. The direct benefits of this plan are increased preparedness in the event of energy disruptions and increased regional coordination.

Scope

This Energy Assurance Plan was developed to assist the Village of Hoffman Estates in effectively meeting energy needs during periods of energy supply disruption. The plan is intended to enhance and be utilized in conjunction with the existing Village of Hoffman Estates Emergency Operations Plan (EOP) and the local utility plans. The Village's current EOP is robust. It meets the requirements of the Cook County Department of Homeland Security and Emergency Management and is in conformance with The Illinois Emergency Management Agency's (IEMA) Title 29, Chapter 1, Part 301 of the Illinois Administrative Rules, regulating local emergency plans.

¹ <http://www.energyassurance.us>

This EAP has been modeled after the “Ten-Step Energy Assurance Planning Framework” developed by the Public Technology Institute (PTI), included in PTI’s Local Government Energy Assurance Guidelines Version 2.² It takes into consideration the Village of Hoffman Estates EOP and existing regional and state plans and incorporates local business outreach strategies to encourage participation in energy assurance and emergency planning.

The following activities took place as part of the contract awarded to Shaw and supported the development of this EAP:

- Walk-through energy assessments of six (6) Village facilities (June 2011)
- Participation in the Midwest Regional Energy Assurance Exercise (Aug. and Sept. 2011)
- Smart Grid workshop for Hoffman Estates officials (Oct. 2011)

The complete energy analysis of Village facilities, business outreach strategy, backup generator inventory and other detailed aspects of the EAP are included in the EAP Appendix. Sensitive data, which should be viewed and distributed at the discretion Emergency Management Agency (EMA) Coordinator, is also included in the Appendix.

Background and Reference Materials have been provided to the Village for their information and use.

The Village’s comprehensive Emergency Operations Plan is based on an emergency management system capable of operating in any type of natural, technological or civil emergency or disaster. The EOP integrates all operational departments in an effort to prepare for major emergencies and disasters following the “all hazards” approach.

The EOP is the governing document for emergency preparedness, response and recovery efforts and is referenced as applicable in this EAP. The EAP supports the EOP by outlining planning and mitigation efforts to increase preparedness during an energy emergency.

In the Local Government Energy Assurance Guidelines, PTI and DOE state that local energy assurance planning should ensure that the EAP complements emergency response efforts and the citywide Continuity of Operations Plan (COOP). To this point, the Village intends to incorporate elements of this EAP into the EOP during the next scheduled update.

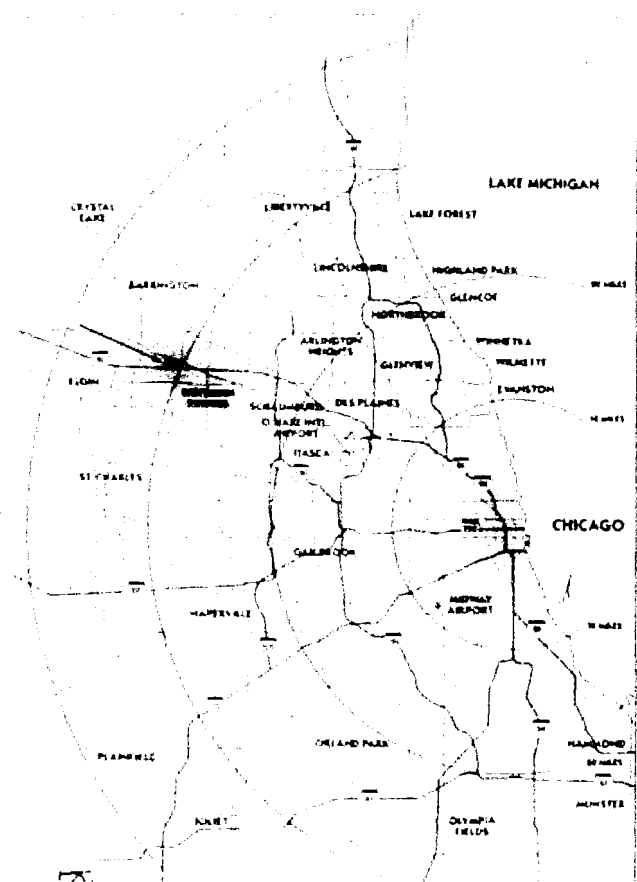
² http://www.energyassurance.us/index.php/leap/more_2/96/

II. Introduction

With 22.1 square miles of land area and a population approaching 55,000, Hoffman Estates is a full-service community. The Village is responsible for the maintenance of 151 miles of roads, 172 miles of storm sewer and sanitary sewer network, 221 miles of public water main and street lights and traffic signals. Its location provides access to all major attractions within the Chicagoland area and the Midwest.

The Village is home to School District 54, the largest elementary school district in the State of Illinois (outside of the City of Chicago), top businesses include Sears Holding Corp. with over 5,700 employees and AT&T with over 4,700 employees. Access to reliable energy is critical to the livelihood of the Village, its residents and businesses. Energy assurance means that energy will be available when needed. Understanding the Village's energy needs and energy supply vulnerabilities is the first step in planning and preparing for an energy disruption. With this in mind, the Village recognized the need for a strong Energy Assurance Plan (EAP).

Energy supply disruptions can be caused by both natural and man-made events. The major causes of natural disasters in the Hoffman Estates area are storms and floods. Historical tornado activity is slightly above Illinois state average in the Village and 109% greater than the overall U.S. average. On August 28, 1990, a category F5 (max. wind speeds 261-318 mph) tornado touched down 29.0 miles away from the Hoffman Estates village center. The tornado killed 29 people and injured 350 others. In total, the storm caused between \$50,000 and \$500,000 in damages.³



³ <http://www.city-data.com/city/Hoffman-Estates-Illinois.html#ixzz1uJB5VqVb>

DOE describes energy assurance as having an array of activities that fall into three (3) main categories listed below:

- **Preparation and planning** to identify key assets and points-of-contact, design and update energy emergency response plans, train personnel, and conduct exercises that test the effectiveness of response plans
- **Mitigation and response** to monitor events that may affect energy supplies, assess the severity of disruptions, provide situational awareness, coordinate restoration efforts, and track recovery
- **Education and outreach** to communicate and coordinate with key stakeholders, increase public awareness, and form partnerships across sectors and jurisdictions

Given the Village's comprehensive EOP, this EAP is focused on energy planning and preparedness and education and outreach activities not currently addressed in the EOP. The EAP supports the EOP by outlining planning and mitigation efforts to increase preparedness during an energy emergency.

III. Energy Assurance Planning Team

The Energy Assurance Planning Team plays a primary role in energy emergency preparedness and is directly responsible for supporting efforts outlined in the EAP. Responsibilities of the team include:

- General leadership with regard to energy assurance planning
- Internal and community-wide communication of energy assurance information
- Encouraging educational and outreach opportunities
- Energy infrastructure planning
- Consideration of legal implications
- Keeping abreast of technological developments
- Engaging and maintaining contact with representatives of key Village departments, private sector partners and other allies in planning efforts

The Village's team is led by the EMA Coordinator. The EMA Coordinator for the Village Hoffman Estates performs a vital role in the development of the Village's EMA program and serves as the key leader in planning and coordinating operations and has a direct line of communication to senior management at the Village. The EMA Coordinator also serves as the chief of staff to the jurisdiction's executive during an emergency response and as the community liaison to build the emergency program and support mitigation efforts. The EMA Coordinator is responsible for organizing all components involved in the Village emergency management system, including police, fire and emergency medical services, public works, health and human services, etc. The EMA Coordinator also manages volunteers and other groups contributing to the management of emergencies.

It is the responsibility of the EMA Coordinator to maintain regular meetings and contact with members of the Energy Assurance Planning Team, which includes the Director of Public Works, Deputy Village Manager, Facilities Manager, Chief of Police, Fire Chief, Fleet Services, Sustainability Coordinator, and Grant Coordinator.

Appendix A.1 contains a detailed list of contact names, as well as primary, secondary and backup personnel contact information for the Energy Assurance and Planning Team.

Figure 1, included below represents the Energy Assurance Planning Team in place during the development of the EAP. Positions and contacts on the team are subject to change over time. Please refer to and update the Energy Assurance Planning Team contact list, included as *Appendix A.1*, as needed.

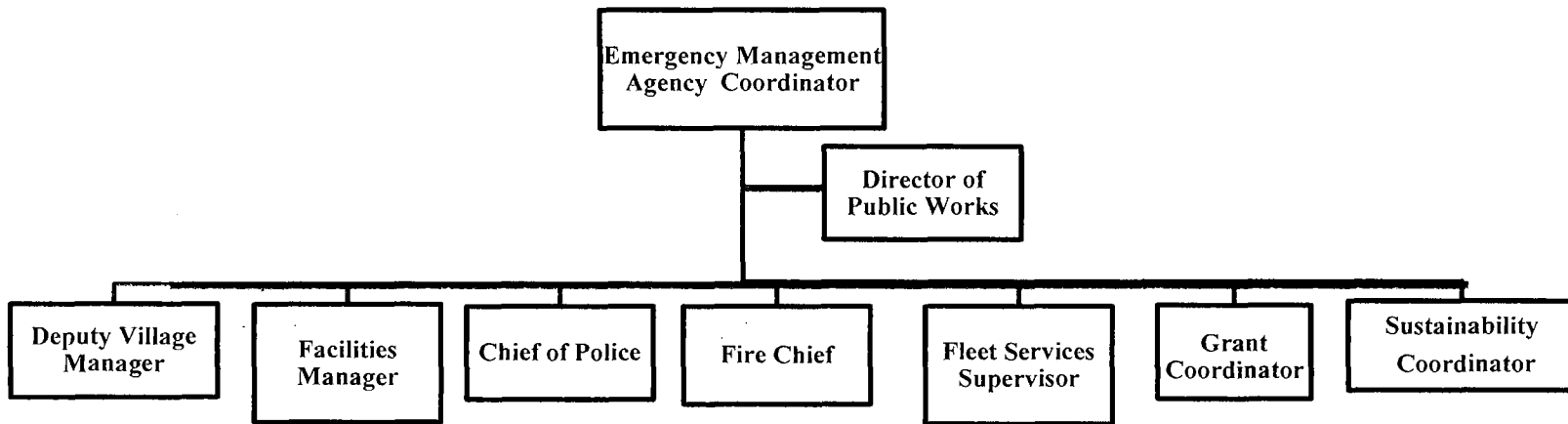


Figure 1. Energy Assurance Planning Team

Energy Assurance Task Force

In addition to the Planning Team, an Energy Assurance Task Force supports energy assurance planning efforts. The task force is made up of Village departments and external organizations such as utilities, mutual aid partners and community and business contacts. Task force members can be valuable resources and advocates of energy assurance. Members of the Energy Assurance Task Force should attend regularly scheduled meetings hosted by the Energy Assurance Planning Team. The Village's Energy Assurance Task Force is representative of key Village departments including:

- Information Systems and Technology (IS)
- Communications and Public Affairs
- Office of the Village Manager
- Development Services
- Health and Human Services

Although representatives of the following external organizations may not be able to attend every meeting, these representatives should attend specific topic meetings to inform the Energy Assurance Planning Team. They should be considered important members of the task force. It is the responsibility of the EMA Coordinator to schedule meetings with these key stakeholders and keep them abreast of the Village's energy assurance efforts.

- Utility and fuel providers (*Appendix A.3*)
- Mutual-aid partners (*Appendix A.2*)
- Federal, State and City of Chicago Allies (*Appendix A.4*)
- The Cook County Department of Homeland Security and Emergency Management (DHSEM) (*Appendix A.4*)
- Other regional stakeholders (*Appendix A.1-4*)

A list of task force members has been included in *Appendix A.1* and should be updated as necessary.

IV. Emergency Legal Authorities

A clear understanding of emergency authorities can help streamline emergency response among federal, state, regional, local governments and energy providers. Long-term recovery is dealt with through state and federal agencies in accordance with their statutory authorities or, if significant enough, through special task forces established by state and federal officials. Coordination efforts outside the local level usually take place only if the extent of restoration is beyond the capacity of local municipalities and private sector response efforts.

Local Authority

The Village of Hoffman Estates exercises “home rule” authority and has developed a robust and comprehensive EOP. The Village’s EOP is based on an emergency management system that is capable of operating in any type of emergency or disaster whether natural, technological or civil. Specific actions that are further described in the Concept of Operations are outlined in functional annexes developed for each operational department of Village government. This EAP is designed to be used in conjunction with and in support of the EOP.

The Illinois Emergency Act (20 ILCS 3305/11) indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. The Village of Hoffman Estates EOP is written to include activities that will occur within the Village following the activation of the plan.

The EOP outlines responsibilities for the Village of Hoffman Estates officials during the period of response and recovery. The plan calls for local resources to be used first, then mutual aid resources, and finally county, state and federal assistance. The local EMA Coordinator serves as the Chief Staff Aid to the Principal Executive Officer. All agency or department heads continue to control their organizations or departments at the direction of the Chief Elected Official.

In the event EOP activation, representatives of all designated local organizations for the purpose of coordination and centralized direction and control are to staff the Emergency Operation Center (EOC). The Village of Hoffman Estates has capabilities and resources to minimize or eliminate the loss of life and damage to property in the event of a major disaster. The Cook County agencies and IEMA have resources available to assist the Village in emergency or disaster response and recovery efforts.

Initial response to any emergency is made by the first response agencies of the Village including the Emergency Management Agency, Police, Fire and Public Works. Depending on the severity and magnitude of the emergency, additional assistance may be requested to control the situation. Assistance may be provided in the form of police officers, public works, emergency management, firefighters and volunteers through existing mutual aid agreements or the private sector.

Copies of mutual aid agreements can be found in *Appendix B*. Contact information for mutual aid partners can be found in *Appendix A.2*.

Regional Authority

The Cook County DHSEM⁴ is responsible for providing a county-wide emergency management system that will integrate all available first responders, respective departments and resources, key elected and appointed officials, and the private sector into a cohesive disaster management team. Under the direction of the President of the Cook County Board of Commissioners, the Cook County DHSEM is responsible for the planning and preparedness necessary to coordinate the elements of an effective emergency management program.

The purpose of the Cook County DHSEM is to organize and coordinate the countywide preparedness efforts with the response to and the recovery from any disaster or declared emergency within all unincorporated areas of Cook County and elsewhere in the county upon the request by the local elected officials. In addition, Cook County DHSEM develops and aids in the emergency planning and preparedness process, and seeks to mitigate all known threats whenever possible.

Included in this effort are the development, incorporation and implementation of a Cook County Emergency Operations Plan. The Cook County EOP addresses the county's response to extraordinary emergency situations associated with disasters natural or otherwise and terrorist incidents. When contacted for a copy of the current Cook County EOP, the county expressed that the EOP is currently being updated and that the Village should request a copy at a later date.

Key partners to assist Cook County DHSEM in achieving its mission include:

- IEMA
- The City of Chicago
- Units of Cook County government, including the Sheriff's Office, Department of Public Health, Medical Examiner's Office, Highway Department, among others
- The five (5) local suburban accredited municipal Emergency Management Agencies: Hoffman Estates, Des Plaines, Evanston, Palatine and Tinley Park
- All local suburban government law enforcement, fire service, emergency medical services, emergency management agencies, and public works agencies

Cook County DHSEM ensures that, to the extent permitted by law, all appropriate and necessary intelligence and law enforcement information relating to homeland security is disseminated to and exchanged among appropriate parties. This may include local and county officials, departments and agencies responsible for homeland security. Where appropriate for reasons of homeland security, Cook County DHSEM also promotes the exchange of such information with and among other local governments, state and private entities.

⁴ <http://www.cookcountyhomesecurity.org/>

The intent of Cook County DHSEM, through the process of planning and exercising, is to strengthen the ability of local units of government to respond to incidents requiring multidisciplinary first responders. Cook County DHSEM maintains a secure data system listing any critical facilities, critical infrastructure, and key resources within Cook County. This system is capable of being linked, through the use of the county's Geographic Information System (GIS), to analyze and determine any threats and vulnerabilities that exist in the county.

The Cook County DHSEM is expanding and will become involved with the Cook County Local Emergency Planning Committees⁵. The Local Emergency Planning Committees (LEPCs) in suburban Cook County are responsible for developing a chemical emergency response plan for its emergency planning districts. LEPC covers the Cook County suburbs of Chicago. The Village is currently involved in LEPC and can take advantage of table top planning exercises, among other services.

State Authority

In energy disruptions, the state only steps in when the extent of the restoration is beyond the capacity of local municipalities and private sector emergency response efforts. The Illinois Emergency Operations Plan⁶ (IEOP) identifies the state agencies responsible for and actions required to respond to energy disruptions from disasters under the guidance of the Illinois Emergency Management Agency Act (20 ILCS 3305(6)(2) b, c and 7 (11)). In the event of a disaster, as defined in Section 4, the Governor may, by proclamation, declare that a disaster exists.

IEMA⁷ acts as state coordinator. In the event of an energy emergency, IEMA coordinates among federal and state agencies, local governments, private organizations and political subdivisions of the state and federal government. IEMA coordinates with Federal Emergency Management Agency (FEMA) and other federal agencies to provide disaster assistance. IEMA provides emergency response operations related to communications, notification, incident command, and emergency response support to local governments.

IEMA Director is responsible for managing and coordinating state operations in accordance with the National Incident Management System (NIMS). The personnel, facilities, and equipment for decision-making and initiating appropriate action to respond to the disaster will be located in the State Incident Response Center (SIRC). IEMA Director is responsible for activating the SIRC.

Once the Governor has approved state involvement in an energy disruption recovery effort, the IEOP has procedures outlined for initiating the Unified Area Command (UAC) for field operations, the SIRC and the State Emergency Operations Center (SEOC). The SEOC is located in Springfield, IL and consists of a large operations facility designed to coordinate recovery efforts with representatives from the federal, state, local and private sectors.

⁵ <http://www.suburbancooklepc.com/>

⁶ <http://www.state.il.us/iema/disaster/IEOP.htm>

⁷ <http://www.state.il.us/iema/>

Local governments are responsible for identifying and communicating response priorities and state resource requirements to the SIRC, through the UAC if activated. The Village can initiate requests for state assistance through the IEMA 24/7 emergency telephone number in Springfield or through the IEMA Regional Coordinators. Contact information for IEMA can be found in *Appendix A.4*.

Federal Authority

The U.S. Department of Energy (DOE) Office of Electricity Delivery and Energy Reliability (OE)⁸ and the Energy Information Administration (EIA)⁹ are the primary offices concerned with energy assurance. OE is the primary DOE office that deals with energy emergency planning and local government energy assurance. EIA is the statistics arm of DOE. EIA has up-to-the-minute energy supply information available on its website and excellent state energy background information for local EAPs. OE and EIA are both good resources for developing, updating and executing the Village's EAP. However, response-oriented partnerships will be found primarily at the regional or state level. This is because federal resources are typically implemented at the state level.

OE maintains a password-protected Energy Emergency Assurance Coordinators (EEAC) website¹⁰ through which authorized state and local energy emergency coordinators may access valuable energy security information and resources. Resources include daily news summaries, emergency situation reports, lessons learned from other cities and states, links to outage and curtailment information and the ability to email messages to colleagues in other jurisdictions.

The EEAC website is a cooperative effort among a number of state and local government associations. Each state has designated at least one (1) primary and one (1) secondary designee for three (3) energy sources (electricity, natural gas, and petroleum). The Village has established contact with these designees in support of the EAP and EOP. The EEAC bulletin board is great way for energy assurance coordinators to share information and best practices. Another resource for energy assurance coordinators is the ARRA EAP Bulletin (EAPB)¹¹, which provides quarterly updates and information on energy assurance planning resources, upcoming events, training opportunities and important grant deliverable dates.

⁸ http://www.oe.netl.doe.gov/emergency_sit_rpt.aspx

⁹ <http://www.eia.doe.gov>

¹⁰ <http://naseo.org/energyassurance/coordinators.htm>, <https://www.oe.netl.doe.gov/isernet/login.aspx>

¹¹ <http://energy.gov/oe/information-center/recovery-act/recovery-act-enhancing-state-energy-assurance>

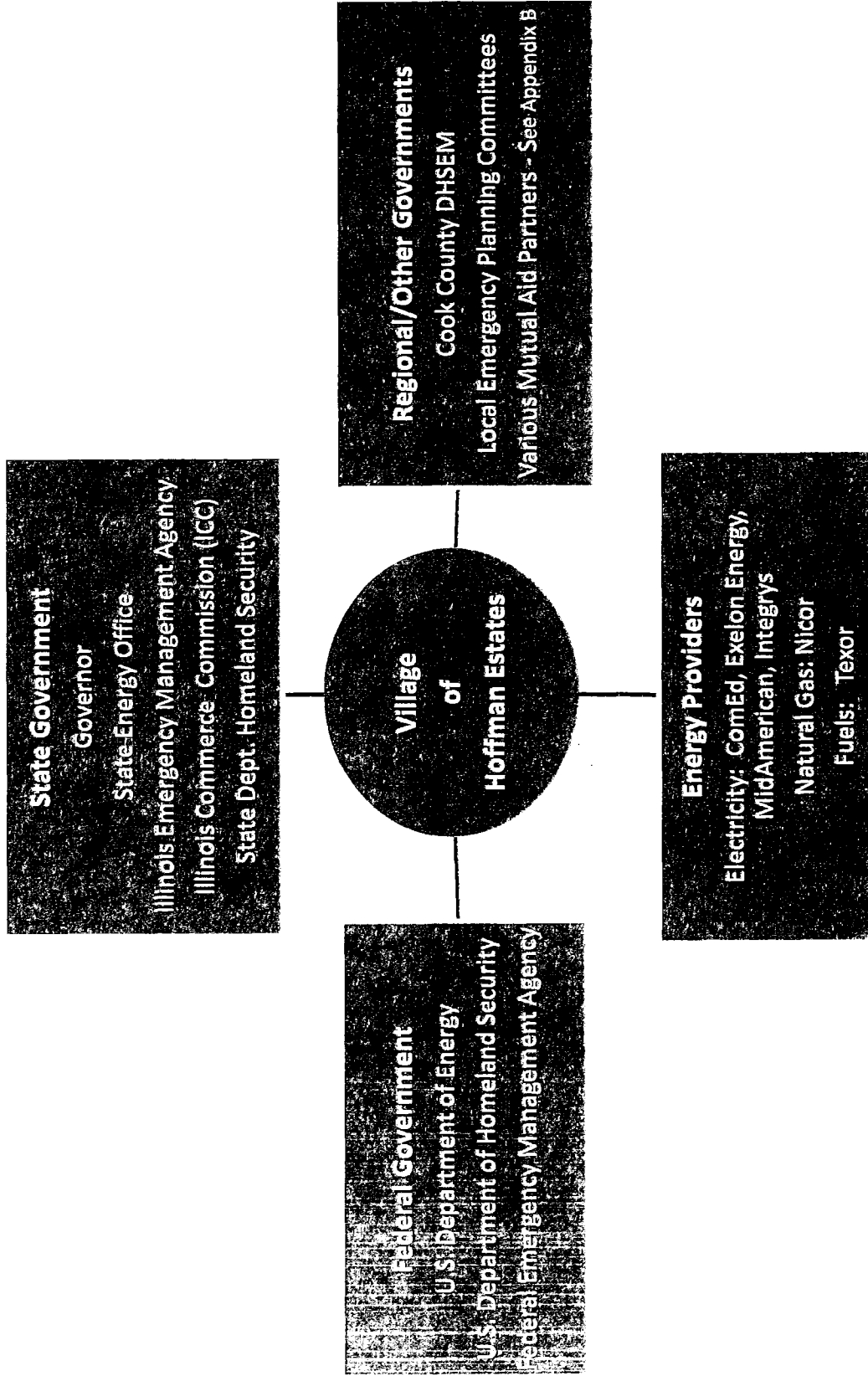


Figure 2. Public and Private Energy Sector Partners

V. Roles and Responsibilities

Organizations Responsible for Responding to an Energy Disruption

During energy disruptions, it is critical to understand which key organizations are responsible for response efforts. It is important to note that the emergency response information in this section comes from the Village's EOP and is provided here only as reference to assist with planning and preparedness activities.

The EMA Coordinator acts as the Chief of Staff to the jurisdiction's executive during an emergency and serves as the key leader to:

- Plan and coordinate operations
- Act as community liaison to build the emergency program
- Advocate in support of mitigation efforts
- Coordinate all components of the Emergency Management System in the Village

Who Calls an Emergency

State of Illinois laws indicate that the Chief Executive Officer of the jurisdiction is the person who has full responsibility in the event of an emergency or disaster. For Hoffman Estates, the Village President has overall responsibility in the event of an emergency. Certain Village departments are identified in the EOP as the Lead Agency for each respective hazard. Roles and responsibilities for the Village President and department heads are clearly outlined in the EOP.

In the event that the Village President is unavailable, the powers of the office fall to the designated emergency interim successors in the following order. A complete list of the contacts identified below can be found in *Appendix A.1*.

- Chief Executive Officer: Village President
- 1st Alternate: Deputy Village President
- 2nd Alternate: Village Manager
- 3rd Alternate: Assistant Village Manager
- 4th Alternate: Police Chief
- 5th Alternate: Fire Chief

The emergency interim successor has full responsibility for all emergency operations within the Village of Hoffman Estates until a vacancy is filled in accordance with the constitution or statutes, or until the officer, or his deputy, or a preceding emergency interim successor again become available to exercise the powers and discharge the duties of his office.

Department heads responsible to the Village Manager will be responsible for providing direction to department personnel and mutual aid resources in accordance with the direction of the Village President. Upon determination that a major emergency or disaster has occurred, each department head will be notified and will report to the Emergency Operating Center.

See *Appendix C* for three (3) maps, including a map of critical facilities, non-critical facilities and public works facilities with designated warming and cooling shelters. The policy and procedures on the use of warming and cooling shelters can also be found in *Appendix C.4.2*.

As in normal daily operations, each department head will be responsible for the operation of his or her department, and shall direct his or her response and recovery operations from the EOC.

Based on the authority of the provisions of 65 ILCS 5/11-1-6 “Emergency Powers of the Village President” and section 3.1.11 of the Hoffman Estates Municipal Code, Hoffman Estates has granted the Village President extraordinary powers and the authority to exercise such powers as may be reasonably necessary to respond to the emergency. Based on the EOP, following the declaration of a “State of Emergency” by the Village President, powers may be invoked by executive order as described in the “Continuity of Government” section.¹²

As described in the EOP, the Hoffman Estates Public Works is the Coordinating Agency responsible for Emergency Support Function 12 – Energy (ESF 12). Support agencies include Emergency Management, Public Works, Fire Department and Police Department. During an energy emergency, the Public Works Department offers the following direction:

- Provide for the health and safety of individuals affected by the event
- Comply with local and state actions to conserve fuel, if necessary
- Coordinate with local government and utility providers to provide energy emergency information, education and conservation guidance to the community
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance
- Send requests to the local or state EOC for fuel and power assistance

The Public Works Department is also the lead agency for Emergency Support Function 3 – Public Works and Engineering (ESF 3). The Public Works Department shares joint responsibility under this annex with Administration, Facilities, Fleet Services, Street and Water and Sewer Units. Responsibility functions include the following:

- The production of potable water for consumption
- Maintenance of streets, sidewalks, tree and turf
- Snow removal
- Maintenance of all Village fleet equipment and building maintenance.

Through the Northwest Suburban Municipal Joint Action Water Agency, the City of Chicago supplies and distributes, in Village mains, Lake Michigan water for drinking, fire suppression and other emergency services. Sanitary sewage is collected in the Village system and transported to the interceptors of the Metropolitan Water Reclamation District of Greater Chicago for treatment.

¹² The Village of Hoffman Estates Emergency Operations Plan.

Specific responsibilities fall under four (4) areas: electric, water and wastewater, transportation and fossil fuels. Preparedness for these responsibilities is described in detail in the EOP.

As needed, the following agencies provide support to the Public Works Department: Village of Hoffman Estates Transportation and Engineering, Cook County Department of Public Health, Illinois Department of Transportation (IDOT) and Cook County Department of Transportation. The Director of Public Works will function from the EOC and direct all Public Works Department operations from that facility. Cook County Highway Department and IDOT crews working in the field will coordinate their operations through the highway Department representative at the EOC.

The Public Works and Engineering Department maintains a current list of infrastructure necessary for maintaining basic electrical, water and wastewater and fossil fuel delivery to the Village. As updated, this information should be discussed and provided to the EMA Coordinator as part of the Energy Assurance Planning Team activities.

During a major emergency situation, the Village may call on the use of private contractors to sustain needed operations. Assistance may be provided through the Northwest Municipal Conference Emergency Assistance Agreements, which provide for mutual assistance of 33 communities in the surrounding area.

VI. Energy Profiles

Energy markets for energy resources are subject to supply and distribution matters that play out on a regional and national scale. Understanding how energy is used at the national, state and regional level will assist the Village in evaluating future energy assurance options. Information on state and national energy profiles is available from various sources including EIA, which is updated on a regular basis. The most current EIA information is included in the Background and Reference Materials. Updates should be monitored on the EIA website on a regular basis.

In planning for and responding to an energy emergency, it is necessary to know the three (3) elements that comprise the local energy profile:

- Supply: Where the energy supply comes from?
- Demand: How the energy is used across the jurisdiction?
- Infrastructure: Which are the key assets and facilities?

Information at the regional and local level can be gathered from multiple sources, including the Village's own energy information, Commonwealth Edison (ComEd) and Nicor, the Chicago Metropolitan Planning Agency (CMAP) and the Center for Neighborhood Technology (CNT). Additionally, the CNT led Municipal Energy Profile Project (MEPP)¹³ is a project of and is funded by the Illinois Clean Energy Community Foundation (ICECF) with support from ComEd, Nicor, Peoples Gas, North Shore Gas, and the IDOT.

MEPP provides all municipalities in the seven-county Chicago metropolitan region with annual citywide energy consumption, vehicle miles traveled (VMT) and emissions data. Each profile is designed to give municipalities information about how energy is consumed by residents and businesses within the community and to help the municipalities prioritize strategies for energy efficiency and conservation. MEPP's regional and Village of Hoffman Estates Energy and Emissions Profile was provided by CNT in support of this EAP and has been included in the Background and Reference Materials to this EAP. Information from MEPP has been used to inform the regional and local energy profile sections below.

The Municipal Energy and Emissions Profile include the following information:

- Aggregate annual electricity consumption from account-level data analyzed by sector
- Aggregate annual natural gas consumption from account-level data analyzed by sector
- Annual transportation data by VMT
- Annual emissions profile by sector

¹³ <http://www.cntenergy.org/planning/current-projects/the-municipal-energy-profile-project/>

At the regional level, this information provides every municipality with unprecedented data and information that has not yet been made available in aggregate form. The Chicago metropolitan region is one of just a few nationwide to have calculated detailed local analyses at a regional scale. This municipal profile is also an important part of energy assurance planning. A companion Guidebook for the Municipal Energy Profile Project¹⁴ is available from CNT and includes the following topics:

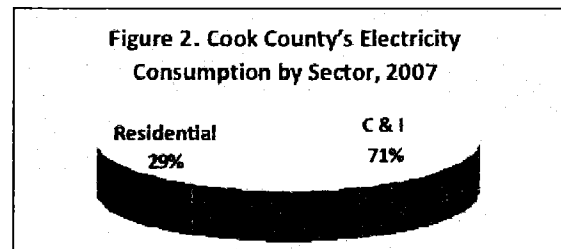
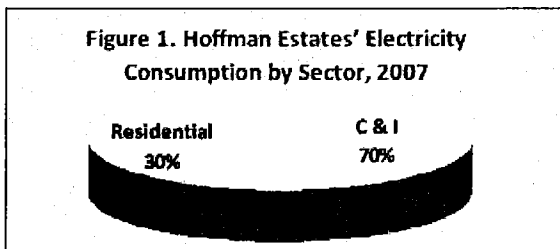
- Understanding your profile
- Municipal energy strategies
- Community-wide energy strategies
- Funding resources and technical assistance
- Glossary of energy terms and acronyms

Local Energy Profile

Information from MEPP, described above, has informed this local energy profile section. The Hoffman Estates Energy and Emissions Profile summarizes the Village's energy usage in comparison with Cook County. The profile was made as a benchmark for prioritizing strategies for energy efficiency and conservation based on energy consumption and greenhouse gas emissions data. Using the data to target specific areas of consumption can be useful in determining areas for improvement. Below are a few highlights specific to usage in the Village.

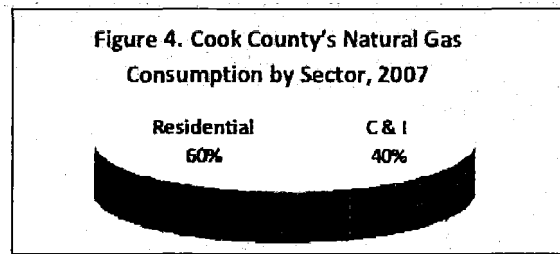
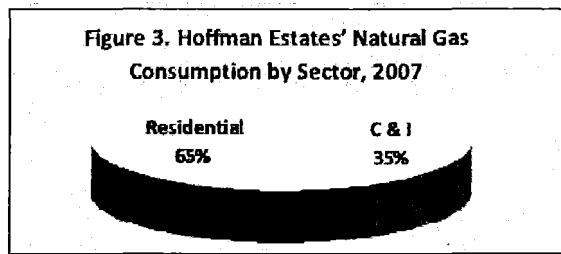
The Energy and Emissions Profile included below shows energy usage for 2007 in the Village of Hoffman Estates as it compares to Cook County, the region and the state. It should be noted that the Village of Hoffman Estates is primarily in Cook County, but a small section is located in Kane County.

For Hoffman Estates, electricity consumption by sector is nearly identical to that of Cook County, with the majority of electricity being drawn from commercial and industrial customers (C&I).



¹⁴ http://www.cntenergy.org/media/MEPP_guidebook_2011_low_res1.pdf

Natural gas consumption in the Village and in Cook County, however, is primarily from residential customers.



In total, electricity and natural gas in the Village makes up less than one (1) percent of Cook County's usage. Likewise, Cook County is responsible for 59% of total statewide electricity and 66% of statewide natural gas use.

Total Usage	Hoffman Estates	Cook County	Region
Electricity in kWh	506,813,925	50,580,468,305	85,498,236,248
Natural Gas in Therms	24,528,606	3,634,277,500	5,460,400,368

Average energy consumption and costs per household for the Village are compared to Cook County and the region below. It should be noted that natural gas usage and costs are significantly lower in the Village, but electricity costs are highest when compared to Cook County and the region.

Average per Household	Hoffman Estates	Cook County	Region
Energy Consumption in kWh	8,494	7,692	8,795
Annual Electricity Payment	\$914	\$828	\$756
Natural Gas Consumption in Therms	881	1,130	1,044
Annual Natural Gas Payment	\$782	\$1,274	\$1,224

The average VMT per household are significantly higher than in Cook County and the region. Factors that may affect VMT per household include access to jobs, proximity to businesses and amenities, availability of public transportation, and community walkability. Households situated close to reliable public transit or major employment centers may experience decreased annual VMT because they are not as dependent on cars.

Average per Household	Hoffman Estates	Cook County	Region
Energy Consumption in kWh	8,494	7,692	8,795

Regional Energy Profile

In 2005, the region consumed 546 trillion Btu in natural gas and 292 trillion Btu in electricity, totaling 838 trillion Btu consumed across the region. Electricity, natural gas, and transportation made up 87% of the region’s emissions in 2005. Of that, 63% was electricity and natural gas, showing buildings as a main target of efficiency measures. The snapshot found an increase in usage of natural gas due to regional growth, but a decrease on the household level of consumption due to the increasing efficiency of houses.

Cook County contains 62% of the region’s population and accounts for 64% of the region’s total energy consumption. Cook County consumed the most natural gas in the region in 2005, at 3.5 billion Therms, whereas none of the six (6) other counties in the region are above 5.5 million Therms. The oldest category of houses, built in 1939 or earlier, makes up 30% of Cook County’s housing stock. This is the highest percent in this category when compared to the seven-county region.

In the region, the commercial and industrial sector consumes slightly more energy than the residential sector. The residential sector of the region accounts for 31% of regional electricity consumption and 57% of natural gas consumption whereas the commercial and industrial sector accounts for 69% of electricity consumption and 43% of natural gas consumption.

Similarly, Cook County’s residences consume 29% of total electricity and 60% of the total natural gas in the county. The commercial and industrial sector accounts for 71% of electricity consumption and 40% of natural gas consumption.

State Energy Profile

Illinois Quick Energy Facts¹⁵

- Illinois' central location and well-developed infrastructure make it a key transportation hub for crude oil and natural gas moving throughout North America
- Illinois typically accounts for roughly one-tenth of total nuclear-powered electricity generation in the United States
- Illinois exports almost 20% of its electricity production
- Illinois leads the Midwest in refining capacity
- Illinois is one of the top producers of ethanol in the nation
- Illinois' estimated recoverable coal reserves rank third in the United States behind Montana and Wyoming. Coal deposits
- Smaller deposits of oil and gas are concentrated in the Illinois Basin, which underlies much of the southern and eastern parts of the state
- In addition to fossil fuel reserves, Illinois has high ethanol potential as its production of corn, which is the primary feedstock for U.S. ethanol production, ranks second in the country behind Iowa
- Illinois is one of the nation's top energy-consuming states, primarily due to its large population and high demand from the industrial sector, which includes the energy-intensive aluminum, chemicals, metal casting, petroleum refining, and steel industries

Petroleum

Illinois is a major crude oil refining state and leads the Midwest in refining capacity. The state has four (4) refineries: two (2) located near Chicago, one (1) near the southwestern border of Illinois and Missouri and one (1) near the southeastern border of Illinois and Indiana. Until 1970, Illinois was among the top oil-producing states, but crude oil production today is minor. Illinois refineries rely on crude oil received mostly from Canada and the U.S. Gulf Coast. Illinois is an important transportation hub for crude oil moving throughout North America, as several major pipeline systems terminate in the state, including the Capline Pipeline system from Louisiana and the Lakehead Pipeline and Express and Platte Pipeline systems from Alberta, Canada.

U.S. imports of heavy crude oil produced from oil sands in Alberta, Canada, have increased rapidly in recent years. Alberta's oil exports to the Midwest have increased so much that they have saturated the regional market. As a result, some pipeline systems that once pumped crude oil north from the Gulf Coast to Illinois refineries have reversed flow to supply growing Canadian imports to Gulf Coast markets.

¹⁵ <http://www.eia.gov/state/state-energy-profiles.cfm?sid=IL>

Suburbs of St. Louis, Missouri, located across the state border in Illinois, are required to use motor gasoline specially blended to reduce emissions that contribute to ozone formation during the summer months. The Chicago metropolitan area is required to use reformulated gasoline blended with ethanol to reduce emissions of smog-forming and toxic pollutants. Illinois ranks among the top states for ethanol production capacity. More than a dozen ethanol plants convert the state's abundant corn resources. Illinois ranks second behind Minnesota in the number of E85 (an alternative fuel composed of 85 percent ethanol and 15 percent gasoline) fueling stations, with approximately 200 stations throughout the state. In addition to serving the Chicago market, Illinois ships much of its ethanol output to other markets nationwide.

Natural Gas

Although Illinois has very little indigenous natural gas production, the state is a major transportation hub for natural gas supply moving through North America. Major natural gas pipeline systems from the U.S. Gulf Coast, U.S. midcontinent regions and western Canada converge at the Chicago Hub and the ANR Joliet Hub. From there, natural gas is transported to consumption markets in the Midwest and Northeast. In June 2009, a section of the eastern leg of the Rockies Express Pipeline system from Colorado and Wyoming began delivering additional natural gas supply to Illinois. To meet peak demand during the winter, Illinois stores natural gas in natural aquifers and depleted oil or natural gas reservoirs. Underground natural gas storage capacity in Illinois is second only to that of Michigan. The residential sector leads natural gas demand in Illinois, with more than four-fifths of Illinois households relying on natural gas as their primary energy source for home heating. Just over one-tenth of Illinois households use electricity as their primary energy source for home heating.

Coal

Although the state's estimated recoverable coal reserves represent more than one-tenth of the U.S. total, only a small fraction of those reserves are located at producing mines. Illinois does not rank among the nation's top coal producers, due in part to unfavorable geologic conditions and surface development, such as towns and roads. Illinois coal is also high in sulfur, which is less attractive to electric utilities than low-sulfur western coals. Illinois delivers more than one-half of its coal output to other states, including Indiana, Tennessee, Florida, and Missouri. Illinois also receives coal from other states, particularly Wyoming and uses that coal to generate electricity.

Illinois is one of the top electricity-generating states in the nation and a leading net exporter of electricity to other states. Coal and nuclear generation account for over 95 percent of the electricity generated in Illinois, with an even split between the two (2) fuels.

Renewables

In August 2007, Illinois adopted a statewide renewable energy standard requiring the state's utilities to produce at least 25 percent of their power from renewable sources by 2025. Seventy-five (5) percent of the electricity used to meet the renewable standard must come from wind. Other eligible sources include solar, biomass, and existing hydroelectric power.

The law also includes an energy efficiency portfolio standard that requires utilities to implement cost-effective energy efficiency measures to reduce electric usage by two (2) percent of demand by 2015. In 2008, just over 4% of the state's total energy was provided by renewable sources for electricity. In 2007, a total of 1,438 megawatts were generated from renewable.¹⁶

DOE offers information on potential wind power generation in Illinois¹⁷ and estimates close to 250,000 MW of electricity could be generated from wind energy. The American Wind Energy Association (AWEA) is another good resource for wind generation potential studies and shows current wind projects by state, county and even by project.¹⁸ In Illinois, there are several fair locations for wind generation along major transmission lines as can be seen below.

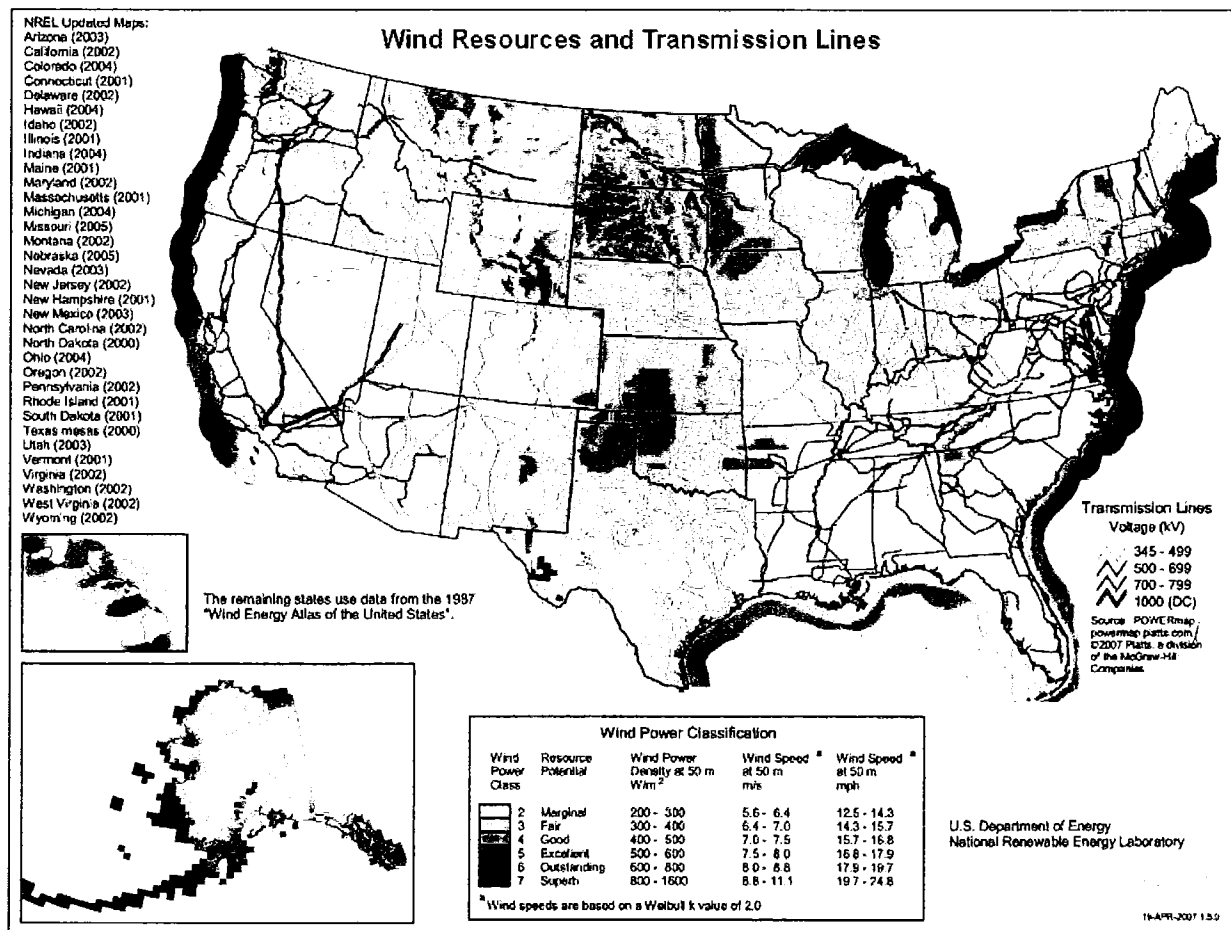


Figure 3. Wind Resources and Transmission Lines for United States¹⁹

¹⁶ <http://www.eia.gov/renewable/state/>

¹⁷ http://www.windpoweringamerica.gov/wind_resource_maps.asp?stateab=il

¹⁸ <http://archive.awea.org/projects/>

¹⁹ <http://www.nrel.gov/>

Nuclear

Illinois ranks first among the states in nuclear capacity and electricity generation, with eleven operating reactors at six (6) nuclear power plants:

- Braidwood in Will County
- Byron in Ogle County
- Clinton in DeWitt County
- LaSalle in LaSalle County
- Quad Cities in Rock Island County
- Dresden (units 2 and 3) in Grundy County

The growth of the Illinois nuclear industry is due largely to state government initiatives, which began encouraging nuclear power development in the 1950s. The eventual outgrowth of this active interest in nuclear power was the construction of the first privately built commercial nuclear power plant, Dresden 1.

Almost half of Illinois' total electricity generation comes from nuclear power even though nuclear power makes up only a quarter of the state's capacity. Illinois' nuclear industry displaces over 85 million metric tons in CO₂ emissions annually.

The map included below indicates the locations of various production, capacity and generation sites across the state of Illinois. This map provides important information about the "flow" of energy around the Village.

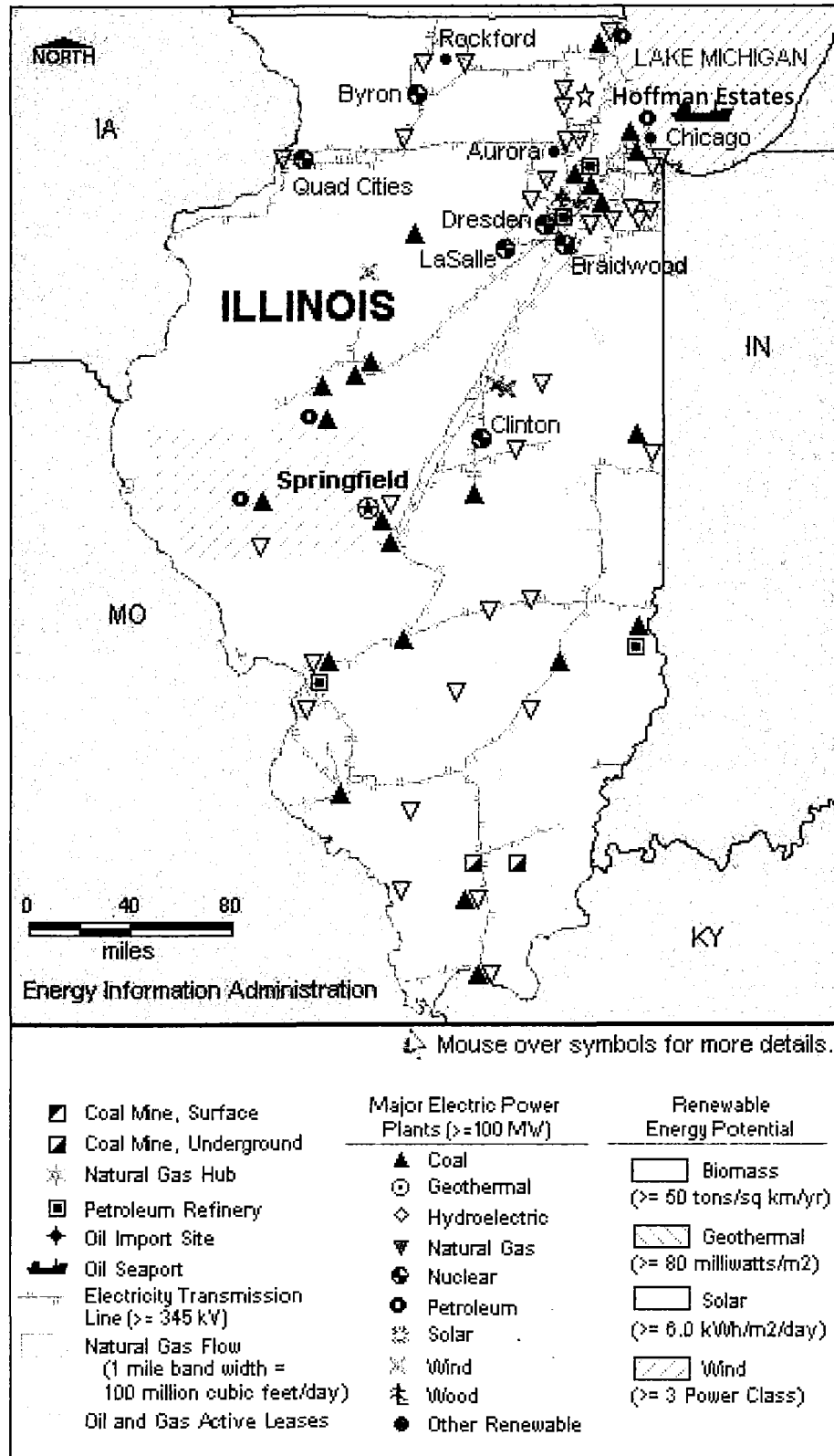


Figure 4. Illinois Energy Profile

VII. Energy Suppliers

Electricity

Four (4) investor-owned public utilities provide electricity to customers in Illinois. Of these four (4), the Village holds a franchise electric agreement with ComEd. Under the North American Electric Reliability Corporation (NERC) designated zones, ComEd is also responsible for distributing and delivering electricity to the Village. The franchise agreement gives ComEd the right to construct, operate and maintain an electric light and power system in the Village. In exchange, the Village is provided electric energy without charge for lighting and various other uses at municipal buildings.

As part of the franchise electric agreement, ComEd provides the Village with an annual report summarizing the electrical system performance, outage interruptions, circuit boundaries and electrical system improvements performed. The 2010 ComEd Annual Report, included as *Appendix D*, shows that reliability in the Village improved in the average number of interruptions per customer on an annual basis. However, the average length of customer interruptions in minutes on an annual basis increased, primarily due to system-wide major storms. Overall, the Village's reliability based on Key Performance Indicators (KPI) is better than ComEd's system average.

In 2010, most interruptions in the Village were due to underground equipment failure. As a result, ComEd instituted various programs to improve reliability performance in the Village. The most extensive was an Underground Cable Program to address the increase in interruptions due to underground equipment. The Underground Cable Program targeted sections of underground distribution cable to be replaced or treated. In 2010, work was completed on 17 circuits with planned work on six (6) additional circuits. Working with ComEd to understand the primary causes and types of electric interruptions will assist the Village with energy emergency planning and preparedness efforts. As a member of the Energy Assurance Task Force, ComEd can provide this information to assist with energy assurance planning efforts.

ComEd has regular and direct communication with the Village via an established communication protocol and designated ComEd and Village contacts. ComEd also maintains a detailed emergency response plan and presents on its readiness to the Illinois Commerce Commission (ICC) on an annual basis. Additionally, ComEd is supported by other state utilities as a member of the Illinois Municipal Utilities Association (IMUA) and the Association of Illinois Electric Cooperatives (AIEC).

In addition to the electricity franchise agreement with ComEd, the Village has supplier agreements for electricity purchases with Exelon Energy, MidAmerican, and Integrys. Complete copies of these agreements can be found in *Appendix E*.

The Village has two (2) separate purchase agreements with Exelon. One (1) purchase agreement provides the Village with 100% of the electricity requirements for six (6) facility accounts. The

second purchase agreement with Exelon, through its Master Electricity Sales Agreement, provides the Village with 100% of electricity requirements for one (1) additional facility account.

MidAmerican Energy provides the Village with electricity requirements for the Sears Centre Arena. Additionally, Integrys provides the Village with electricity needs for four (4) facility accounts.

Natural Gas Utilities

The Village of Hoffman Estates is currently operating under a 2009 franchise gas agreement with Nicor. The franchise allocates the Village an initial set amount of natural gas at no charge. This amount is divided among multiple accounts. Each account's usage is subtracted from the Village's set amount until the entire amount has been withdrawn. Once the natural gas allocation is depleted, the Village resumes paying normal amounts for each therm.

A new agreement has not been established with Nicor due to the Village's involvement with a natural gas consortium in charge of negotiating the new agreement. The negotiation process is currently stalled and there is no timeline in place for a new agreement in the near future. All transactions are subject to the terms and conditions found in the 2009 agreement until a new agreement is executed. During agreement negotiations, the Village should consider adding a "first-in-time" fuel allocation for energy emergencies.

In addition to the franchise gas agreement, Nicor provides natural gas to the Village under a supply purchase agreement for one (1) facility account.

Other Fuel Sources

The Village of Hoffman Estates is part of the Suburban Purchasing Cooperative (SPC), a regional association of three (3) councils of government representing over 123 municipalities and townships in the Chicagoland area. The purchasing agreement is to supply gasoline (87, 89, & 92 Octane), diesel fuel, ethanol 75 & 85 and B2 bio-diesel fuel to the SPC members. The complete agreement can be found in *Appendix E.1.1-3*. The SPC agreement is divided into zones. Within each zone, the agreement has been further divided into estimated deliveries based on municipal or township storage capacities. The contractor must make delivery no later than 24 hours after the receipt of an order from a municipality.

The current agreement is with Texor Petroleum Company and is currently on a month by month basis. Under circumstances of extreme usage or if an emergency situation exists in the region, deliveries may be required within a 24-hour period. The contractor shall also agree to deliver on Saturdays, Sundays, and legal holidays, if an emergency situation exists in the region. The twelve-month contract is for truck transport deliveries (6,000 or more gallons) and tankwagon deliveries (less than 6,000 gallons). Minimum deliveries are set at 1,000 gallons.

The Fleet Services Supervisor manages fuel purchases for the Village. The Village monitors fuel capacity and requests deliveries based on need. The Village's Vehicle Maintenance Facility monitors and records fuel dispensed and fuel received. A print out is checked each working day

for fuel quantity and alarms. The Village has two (2) 10,000 gallon tanks, one (1) for gasoline, and one (1) for diesel. Fuel is ordered when a combination of both products reaches 6,000 gallons for a delivery. Average deliveries are for 4,800 gallons gas and 2,000 gallons diesel. With the tanks filled to 90%, the Village has approximately a 21 day supply of gasoline and a 56 day supply of diesel. The Village's average usage is 176 gallons per day for gas and 56 gallons per day for diesel. Fuel is ordered approximately every 12 days.

Additionally, the Village purchases motor oils and hydraulic fluids, which are stored in three (3) bulk tanks and a number of 55 gallon drums. Quotes are received by the Fleet Services Supervisor and purchases are made from the lowest qualified vendors. The supply of these fuel products will last from several months to over one (1) year depending on the product.

The majority of the Village's generators are fueled from mobile tanks mounted on Public Works trucks. The gallons are recorded and entered into the Fleet Information System. The Village also has one (1) large mobile generator and one (1) large stationary generator that are filled directly from a tanker by the supplier.

The Village's current fuel supplier does not have an emergency operations plan in place. During contract renewal, the Village should consider providing the SPC with comments and language requiring an emergency operations plan from its suppliers. The language should provide the SPC and members clarity on priority deliveries in case of an emergency.

VIII. Key Contacts

Knowing who to call in an emergency is key to an effective response plan. Having complete, accurate and current contact information for emergency response staff is an essential element of the EOP and should be maintained regularly. For emergency response refer to the EOP.

Excel versions of various contact list spreadsheets have been delivered to assist the Village with planning and coordination under the EAP. The following can be found in *Appendix A.1-4*, respectively:

- Emergency Response Contact List
- Mutual Aid Alliances Contact List
- Utility Provider Contact List
- Federal, State, and City of Chicago Partners Contact List

IX. Key Assets

Identifying Key Assets

The identification of key assets allows the Village to better prepare for an energy disruption or emergency and assists in coordinating response efforts and prioritizing recovery and restoration actions. A typical process for determining which assets are key assets is described below and includes the identification and categorization of essential services, services that must be provided and maintained during an energy disruption.

- 1) Determine the categories that can assist in establishing a service as essential. For example, a service may be:
 - Life-saving
 - Life-sustaining
 - Public health
 - Public safety
 - Communication
- 2) List essential services. Keep in mind that some services may be driven by mandates (i.e. laws, regulations).
- 3) Categorize essential services. Although some services may fit into two (2) or more categories, a primary category should be used to describe each service.
- 4) Link categorized essential services to key assets.

Key Assets in the Village of Hoffman Estates

A list of key assets or critical facilities designated by the Village is included in *Appendix C.5*. The list of critical facilities, referred to in *Appendix C.5* as the ComEd Safety Facilities List, includes addresses, contact information, account numbers and backup generator capabilities for key assets in order of priority. This list may change on a case by case basis in keeping with local conditions and priorities.

The following resources are also included in the EAP Appendix to assist in establishing and gauging preparedness of key assets within the Village:

- An inventory and map of backup generators (*Appendix F*)
- An energy analysis of select facilities (Background and Reference Materials)
- A list and map of critical facilities (*Appendix C*)
- A list and map of non-critical facilities (*Appendix C*)
- A map of public works facilities and warming and cooling shelters (*Appendix C*)
- A public outreach communication workbook (*Appendix H*)

The categories used to prioritize key assets on the ComEd Safety Facilities List include life, public health and safety. Assets on the list are categorized in three (3) facility types as follows:

The first facility type includes municipal and county emergency operations centers, relief shelters, police and fire, public works facilities, and government telecommunications facilities. All facilities in this category, with the exception of relief shelters, have on-site backup generation capabilities.

The second facility type includes potable water facilities, sanitary sewer and storm sewer facilities, treatment plants, pump stations and lift stations. Facilities in this category have a mix of on-site and partial backup generation. Partial backup generation refers to the ability to hook up a portable generator. Five (5) of seven (7) elevated tanks currently have on-site backup generation, two (2) have partial. Seven (7) out of sixteen lift stations have on-site backup generation, nine (9) have partial. All reservoirs have on-site backup generation. One (1) of two (2) interzones have on-site backup generation, the other has partial. All wells and water pumping systems have partial backup generation.

The third facility type includes hospitals and licensed nursing homes. Facilities in this category do not have identified backup generation at the time of this EAP. It is recommended that the Village use the tools provided in the Business Outreach Strategy, included in *Appendix G*, to facilitate outreach. Tools included in *Appendix G* have been specially designed to assist the Village in initiating contact with and gathering critical information from private organizations, including hospitals and nursing homes, in an effort to better understand current preparedness and encourage participation in energy assurance efforts.

It should be noted that the Village does not currently own enough portable generators for all the facilities with partial backup generation capabilities. In the event of an energy disruption, for example, the Village would call on mutual aid partners or would transport generator(s) from site to site in order for several lift stations to remain operational until power is restored. The Village plans to use the information included in this EAP to develop a strategic energy assurance investment plan that includes long-term financing options for renewable energy technologies and additional on-site generators.

Backup Generator Inventory

In support of this EAP, a comprehensive list and map of backup generators available at Village facilities was developed and is included in *Appendix F*. There are 23 backup generators available to the Village at 22 different facilities. Six (6) generators, totaling 330 kW in capacity, were provided to the Village by the U.S. Department of Homeland Security in December 2010. Each of the six (6) generators is equipped with solar panels and redundant starting capabilities to ensure operations at all times. The comprehensive backup generator inventory and map developed for this EAP provides detailed information including the location, capacity, make, model, fuel type, etc. for each unit. The information is provided in an Excel spreadsheet for ease in updating.

Energy Assessments

According to PTI's Local Government Energy Assurance Guidelines:

*"Energy efficiency increases energy assurance by decreasing reliance on supplied energy, thereby resulting in a higher level of self-reliance. One of the easiest ways to improve local government energy efficiency is to make sure that buildings of all types are performing in an efficient manner."*²⁰

As part of this EAP, walk-through energy assessments were conducted for six (6) Village facilities:

- The Village Hall at 1900 Hasselt Rd.;
- Fire station at 1300 Westbury Dr.
- Fire station at 225 Flagstaff Ln.
- Fire station at 1700 Moon Lake Blvd.
- Public works facility at 2305 Pembroke Ave.
- Public works facility at 2405 Pembroke Ave.

Complete reports outlining recommended improvements for each facility can be found in the Background and Reference Materials. The assessments found a number of opportunities for the Village to save energy, including, but not limited to, the following:

- Retrofitting lighting and exit signs
- Installing occupancy sensors and low-flow water fixtures
- Installing vending machine sensors
- Replacing windows
- Replacing forced air heaters with radiant infrared tube heaters
- Replacing condensing units

The Village should consider the recommendations outlined in the provided reports and pursue full energy audits at these, and other Village facilities, through the Smart Energy Design Assistance Center (SEDAC).²¹ Through Department of Commerce & Economic Opportunity (DCEO)²², SEDAC provides technical assistance services to municipalities who are considering energy efficiency improvements at existing facilities or seeking to enhance baseline design of new facilities.

The Village has taken some initial steps to benchmark energy use at both critical and non-critical facilities. The Village should consider using the U.S. Environmental Protection Agency's (EPA) ENERGY STAR[®] Portfolio Manager²³ to further its benchmarking efforts. ENERGY STAR[®] Portfolio Manager is an interactive energy management tool that can track and assess energy and water consumption across the Village's portfolio of facilities.

²⁰ http://www.energyassurance.us/index.php/leap/more_2/96/

²¹ <http://smartenergy.arch.uiuc.edu/>

²² <http://www.commerce.state.il.us/dceo/>

²³ <https://www.energystar.gov/istar/pmpam/>

Funding Energy Efficiency and Renewable Energy Improvements

Energy efficiency and renewable energy systems are important elements of energy assurance. Funding can often be the limiting factor in incorporating recommended improvements, especially with regard to renewable energy. DCEO and the Illinois Clean Energy Community Foundation²⁴ are two (2) significant sources for energy efficiency and renewable energy incentives in Illinois.

The Village currently has six (6) generators, provided by DHS in 2010, that are equipped with solar panels in order to ensure operations at all times. These generators represent important progress in energy assurance. However, to-date the Village does not have any renewable energy systems installed at its facilities. Members of the Energy Assurance Planning Team have shown a keen interest in incorporating renewable energy into Village facilities. Several renewable energy projects have been considered, including a solar installation for the Village Hall. However, the payback on recommended equipment was not attractive enough for a project to move forward.

It is the responsibility of the Energy Assurance Planning Team to maintain awareness of current Department of Energy, Local Energy Assurance Program initiatives, workshops, webinars, exercises and publications that focus on new technologies and renewable energy resources.

As the Village finalizes the strategic energy assurance investment plan, opportunities to leverage funding resources for energy efficiency and renewable energy improvements should be considered. Local governments have access to special resources and incentive programs that can reduce the cost of improvements and increase the total return on investment. A list of funding resources for municipalities can be found in *Appendix G.6*. Additional resources for ideas on energy efficiency, renewable energy and financing options can be found in the following publications, which are included in the Background and Reference Materials:

- The Guidebook for MEPP²⁵
- Renewable Energy and Energy Assurance Planning for Local Governments²⁶
- Financing Options and Funding Opportunities to Support Local Government Energy Assurance Planning²⁷

Utility Bill Analysis

In addition to the energy assessments performed at the six (6) Village facilities, an energy baseline and utility bill analysis was performed for ten of the highest energy consuming facilities. With the exception of the Police Department, the electricity and natural gas utility bill dates range from January 2010 to December 2010. The Police Department was under construction in 2010. Therefore, 2011 data was used to more accurately represent the fully occupied facility.

²⁴ <http://www.illinoiscleanenergy.org/>

²⁵ http://www.cntenergy.org/media/MEPP_guidebook_2011_low_res1.pdf

²⁶ http://www.energyassurance.us/index.php/leap/more_2/126/

²⁷ http://www.energyassurance.us/index.php/leap/more_2/128/

The collected energy usage and rate information was used to define each facility's current baseline energy performance. This data is useful in identifying energy consumption trends, as well as providing a benchmark to compare the affects of energy efficient projects or operational changes. Each facility has an associated energy usage intensity (EUI) that was calculated using annual energy data. Using national intensity data to compare one facility's energy usage helps benchmark a facility's energy consumption on a broad spectrum and gives the facility personnel an idea of what a typical facility may consume on a per square foot basis. It also helps in evaluating the energy and economic impacts of energy reduction projects.

The formula for EUI calculations is as follows:

$$EUI \left[\frac{MBtu}{ft^2} \right] = \frac{(Electricity Consumption \left[\frac{MBtu}{yr} \right] + Natural Gas Consumption \left[\frac{MBtu}{yr} \right])}{Facility Area \left[ft^2 \right]}$$

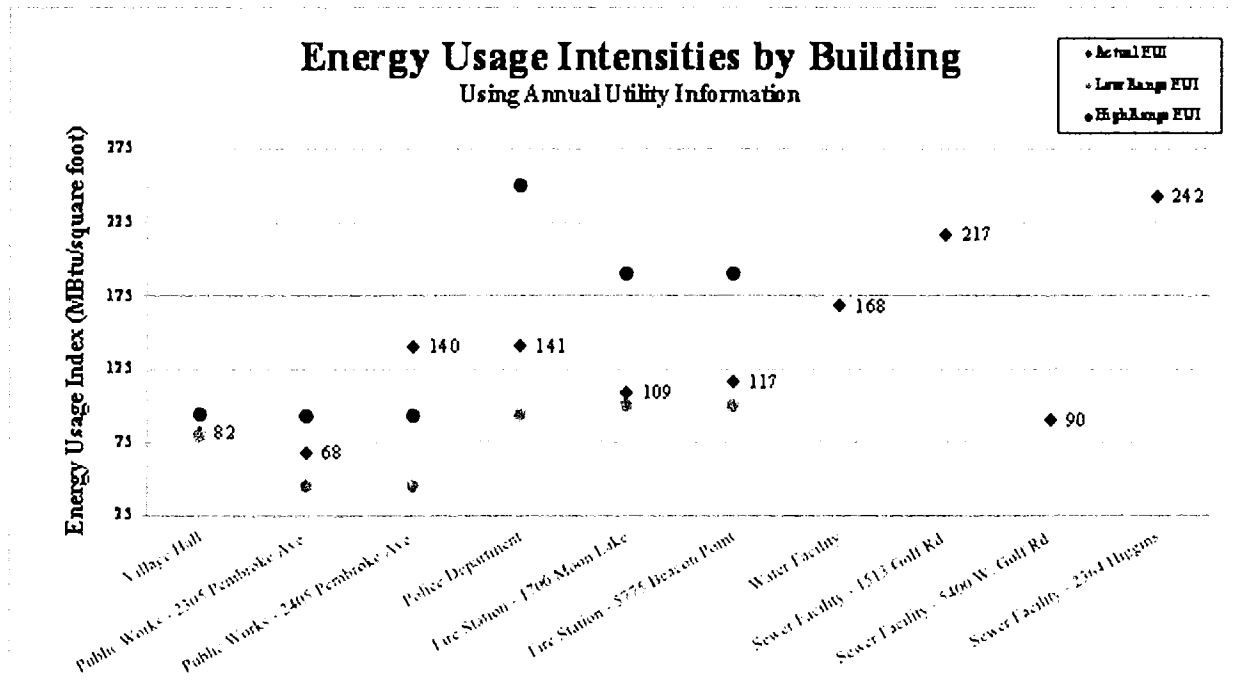
A facility with an EUI lower than the national average suggests that a facility is operating more efficiently than a building that falls above the national average.

The following table shows the calculated EUIs for each of the analyzed facilities, as well as the averages for similarly purposed facilities. Typically, water treatment facility data is illustrated by the energy needed per some capacity of water treated. However, that information was not available in time for this report and, as a result, cannot be commented on in the table below.

Hoffman Estates Facility	EUI (MBtu/sf)	Typical (MBtu/sf)	Range
Village Hall	82	80 to 94	
Public Works - 2305 Pembroke Ave.	68	45 to 93	
Public Works - 2405 Pembroke Ave.	140		
Police Department	141	94 to 250	
Fire Station - 1700 Moon Lake	109	100 to 190	
Fire Station - 5775 Beacon Point	117		
Water Facility	168	N/A	
Sewer Facility - 1513 Golf Rd.	217	N/A	
Sewer Facility - 5400 W. Golf Rd.	90	N/A	
Sewer Facility - 2364 Higgins	242	N/A	

Using the available utility information, the analyzed buildings are, on average, in or above the national average energy usage intensity for similarly purposed buildings.

The following is a graphic representation of the EUIs of the Hoffman Estates facilities as compared to the high and low national EUI average.



Business Outreach Strategy

The detailed Business Outreach Strategy, included in *Appendix G*, was developed in support of planning efforts outlined in the EAP. The strategy is intended to help the Village gauge local business energy assurance preparedness, encourage energy resiliency and engage local businesses in activities that foster strategic relationships. The overarching goals of the strategy are to educate, engage and empower local business leaders to take ownership of shared energy assurance goals.

To this end, several outreach channels have been recommended to educate the community on energy assurance including:

- Monthly newsletters
- Community message boards
- HETV 6
- Letters to key organizations and businesses

Recommended marketing messages link peace of mind and cost-savings with energy assurance and encourage mitigation and preparedness as cost-effective. Testimonials from businesses leaders are recommended to promote a local feel for energy assurance planning.

Additional outreach efforts offer ways to engage interested participants on a deeper level. The Energy Assurance Planning Team is encouraged to host a local energy assurance committee meeting involving organizations interested in learning more about the Village's energy assurance goals and efforts to-date. During regularly scheduled committee meetings, members could identify needs and concerns, provide recommended actions to close information gaps, resolve issues, and prioritize actions. Exemplary members might be honored through an annual award presented by the Energy Assurance Planning Team. Hosting outreach activities, such as ride-along trips to exercise generators or presentations on available incentives, allows the Village to engage interested leaders in energy assurance over the long-term. Details, contact information for presenters from ComEd and Nicor, can be found in *Appendix G*.

Several tools were developed to assist the Village with outreach activities outlined in the Business Outreach Strategy. A Sample Outreach Letter, provided in *Appendix G.2*, serves to initiate a conversation with interested organizations and encourage participation in upcoming events and activities. The Energy Assurance Checklist, included in *Appendix G.3*, helps the Village gather critical contact and building related information and gauge organizational preparedness. Information gathered from the Energy Assurance Checklist should be recorded in the Local Business Partners Excel spreadsheet, included in *Appendix G.5*, and updated regularly.

Benefits of the proposed outreach strategy include:

- A shared understanding of roles and responsibilities in energy assurance planning and during major energy disruptions
- Increased public awareness of energy assurance, energy use, and energy resiliency
- Increased knowledge of incentives and resources available for energy efficiency and renewable energy improvements. See *Appendix G.6* for a detailed list of available incentives

X. Crisis Communications Protocol

The Village has existing emergency communication protocols. But, like most municipalities, it does not have a communications protocol specific to energy emergencies. It is recommended that an energy emergency communication protocol also be developed and included in the next scheduled update of the EAP and EOP.

When an energy emergency occurs, it is essential that the public be informed of the details and impact of the emergency. The planning and protocols for an energy emergency are similar to those for the other types of emergencies.

The Village's current emergency communication protocols reside under ESF 2 - Communications and ESF 15 - External Affairs in the EOP. The Village's Police Department is the Coordinating Agency responsible for communications. The Police Department has backup capability for dispatch and notification, both at the front desk and in the EOC. Notification plans are located in the communications center and EOC. These plans are to be used for notifying key officials in case of emergency. The backup communications center is located at the Schaumburg Police Department.

The Northwest Central Dispatch (NWCD) is a local resource responsible for the operation of the community-wide dispatch service and can communicate with all municipal departments in the event of an energy disruption or emergency. The Director of the NWCD heads the dispatching operation and oversees the daily functions of the communication system.

Depending on the type of emergency and the time available to deliver warnings and notifications, the Village may alert the public of an energy disruption or emergency through various channels including:

- Outdoor warning (tornado) siren system
- Cable and local TV
- Village website
- Public radio
- Public address system of police and fire
- Everbridge, a web-based computer program, which is used to make emergency notifications by phone
- Social media (Twitter and Facebook)
- Door to door by police, fire and EMA volunteers

The EOP establishes a Media Briefing Center to provide consolidated information from Hoffman Estates to the media. The Media Briefing Center may be located at the Village Hall, Council Chambers or in a location determined by the Public Information Officer (PIO).

All emergency media releases are required to be cleared through the EOC Command or a designated alternate, prior to release. During large-scale operations involving multiple municipalities or the County, media releases are to be coordinated through a Joint Information Center to ensure the release of correct and timely information.

The Joint Information Center is staffed with representatives of other affected municipalities, the County, and involved state and federal agencies.

To assist local governments in establishing a communications protocol specific to energy emergencies, PTI published the "Local Government Guidelines for Working with the Media during an Energy Emergency".²⁸ The guidelines recommend the following three (3) phases to assist the Village in working with the media during an energy emergency:

- Phase I: Communications Planning and Preparation
- Phase II: Communications During a Disruption or Energy Emergency
- Phase III: Communication During Recovery and Management of Ongoing Impacts

IEMA also provides tools and resources to assist local units of government in preparing for and responding to disasters, including a Message Mapping Worksheet²⁹, which can be found in *Appendix H*. Additional resources are added to the IEMA webpage periodically. The Village is encouraged to check for additional communications resources regularly.³⁰

During the initial outreach efforts, the essential elements of the crisis situation will be communicated using the "Information to Disseminate Quickly and Accurately."³¹

- Explain **what** happened and the nature of the energy emergency
- Explain **who** is involved in responding to the energy emergency and the roles of the responders, to the best of the government's knowledge
- Explain **when** and **where** the energy emergency took place
- Explain **what** immediate actions are being taken to mitigate or respond to the energy emergency
- Avoid explaining **why** the energy emergency occurred unless complete information is available

The Village understands the importance of a communications protocol specific to energy emergencies and plans to use the PTI Guidelines to incorporate a detailed energy emergency communications protocol into the integrated EAP and EOP during the next scheduled update.

²⁸ http://dl.dropbox.com/u/14265518/leap/Working_with_the_Media.pdf

²⁹ http://www.state.il.us/iema/disaster/LocalDocuments/FATMAN_MSG_MAP_WORKSHEETS.pdf

³⁰ <http://www.state.il.us/iema/disaster/Local.htm>

³¹ Fearn-Banks, Kathleen. *Crisis Communication: A Casebook Approach* 1996.

XI. State, Regional & Federal Partnerships

In order to utilize additional resources and expertise effectively, it is important that the Village coordinate planning and response efforts with other public authorities.

In September 2011, the Village attended the White Prairie: Midwest Regional Energy Assurance Exercise, one (1) of four (4) regional energy assurance exercises conducted by OE. The exercise provided an excellent opportunity to meet and partner with other public authorities and learn about energy assurance resources.

Partnerships with various agencies were created and reaffirmed during the exercise. Agencies and organizations in attendance included, the PTI. PTI is a technology organization created by and for cities and counties with a core network of leading local officials, the PTI membership, to identify research opportunities, share solutions, recognize member achievements and address the many technology issues that impact local government. PTI actively supports local government executives and elected officials through research, education, executive-level consulting services and national recognition programs.

PTI was a valuable resource throughout the development of this EAP and may be available to provide the Village with ongoing support of planning efforts. Contact information for the LEAP Program Director and Assistant Executive Director for Research and Government Services at PTI is included in *Appendix A.4*.

The After Action Report includes the participant list and is included in the Background and Reference Materials. The workshop presentations, agenda, and After Action Report can be found at <http://doe-oe-regionalexercises2011.govtools.us/>.

Additionally, this EAP was developed with input from the State Energy Assurance Coordinator and the City of Chicago's Energy Assurance Coordinator. These partnerships are critical and should continue to inform the Village's Energy Assurance Planning. Participation in future energy emergency and assurance exercises is highly encouraged and should be coordinated with various agencies, including the Cook County DHSEM, local utilities and LEPC.

XII. Plan Update

The EMA Coordinator, as the Energy Assurance Planning Team lead, is responsible for reexamining EAP components regularly in light of new data and lessons learned. The EMA Coordinator is tasked with leading the planning process and work to maintain the most representative working group possible to update the EAP on a consistent basis. The planning team should also involve appropriate contacts from the task force, utilities and other stakeholders in updates as necessary.

The Village plans to incorporate the Energy Assurance Plan into the EOP during the next scheduled update. So long as they remain separate, the EAP should be formally updated in the same timeframe and in the same manner as the EOP. Responsibility for the overall development and maintenance of the EOP for Hoffman Estates is also assigned to the EMA Coordinator as prescribed by law. EOP maintenance includes the bi-annual review and periodic updating of the plan and its annexes. Additionally, the EMA Coordinator is responsible for the EAP and EOP document control. This includes the distribution of the EAP and EOP and its updated sections as required.

XIII. Smart Grid and Cyber Security

Smart Grid

A Smart Grid workshop was provided to key Village officials in October 2011 in support of this EAP. The presentation is included in the Background and Reference Materials. At the time the Smart Grid presentation was provided, Smart Grid Legislation had not passed yet in Illinois. The General Assembly enacted the Energy Infrastructure Modernization Act on October 27, 2011. Final approval came when the General Assembly overrode Governor Quinn's veto of Senate Bill 1652. Following approval, ComEd filed its 10-year \$2.6 billion Infrastructure Investment Plan with the Illinois Commerce Commission. The plan includes \$1.3 billion to strengthen the electric system and another \$1.3 billion to add new, digital Smart Grid and advanced meter technology.

Implementation of the investment program began in January 2012. ComEd's infrastructure improvement plans for the Village include more than 5,800 feet of new cables in the first six (6) months of 2012, including 1,950 feet of underground cable for general performance, 1,400 feet of spacer cables to reinforce wires and prevent outages from falling branches, and 2,500 feet of main-line cables to reduce electricity interruptions. This work is in addition to the more than 22,000 feet of cable replacement that ComEd's completed as regularly scheduled maintenance work in the Village.³²

The installation of advanced meters in homes and businesses is slated to begin in 2012, subject to approval of ComEd's Advanced Metering Infrastructure Deployment Plan (AMI Plan) by the ICC, and will continue through 2021.³³ ComEd expects to install 130,000 meters within the first year, beginning in 2013. ComEd also plans to install an average of 440,000 meters annually through the completion of the program. ComEd's deployment plan represents the current approach to geographic meter deployment over a 10-year period as specified in the PUA. 220 ILCS 5/16-108.6(c).

³² <http://triblocal.com/hoffman-estates/2011/12/19/comed-plans-2012-improvements/>

³³ http://www.exeloncorp.com/newsroom/pr_20120106_comed_New_Grid_Program.aspx

ComEd's proposed AMI Plan lays out a schedule and prioritization for deployment, which may change as the plan progresses. The proposed deployment sequence is depicted in the figure below.³⁴ The sequence shows that once the Chicago South and Glenbard operating centers are complete, the deployment will progress in a clockwise fashion, concluding with the outlying rural areas. Note that an operating center may serve multiple municipalities, such as Hoffman Estates.

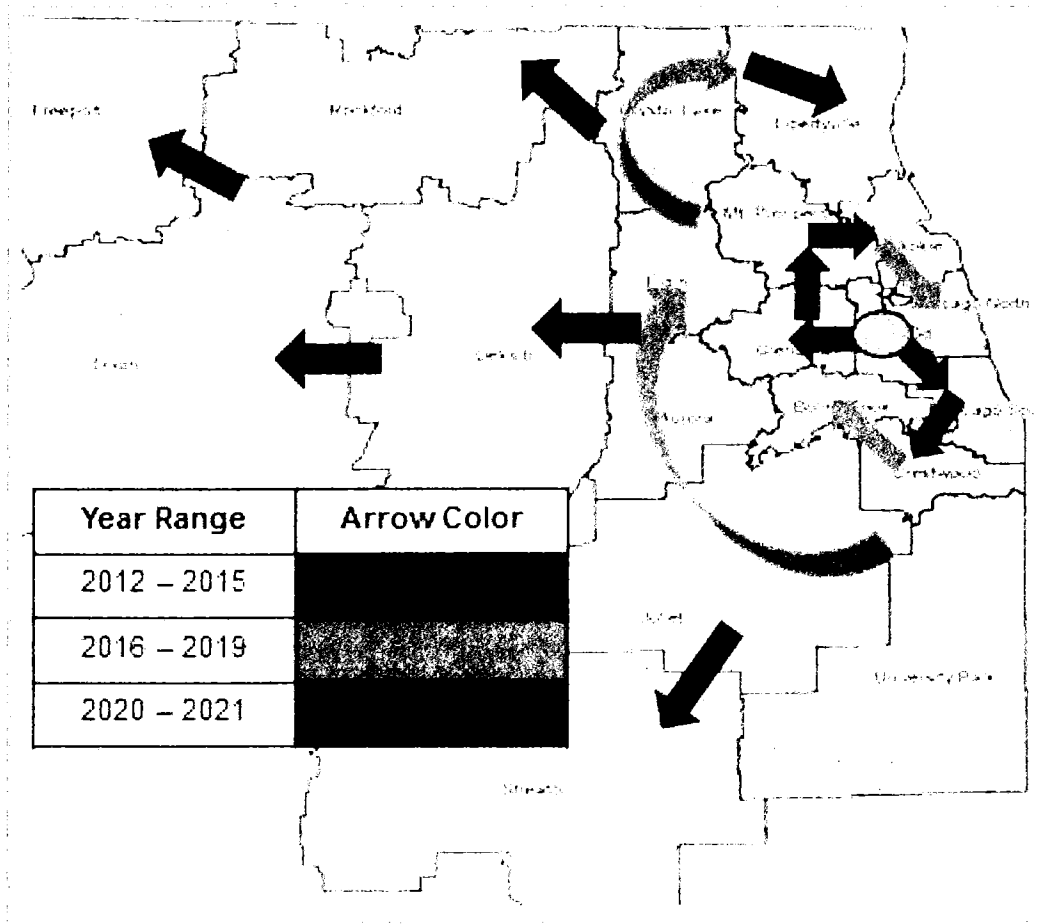


Figure 4. ComEd Deployment Schedule

Working closely with ComEd on Smart Grid activities and providing information to constituents on planned infrastructure work, including education regarding smart meters, will facilitate a smooth and positive experience for the Village.

³⁴ ComEd's Smart Grid Advanced Metering Infrastructure Deployment Plan filed with the ICC on April 23, 2012.

Cyber Security

Cyber Security has been identified as an area in need of attention for local municipalities. Municipalities do not typically deal with cyber security issues as they relate to the energy industry. Cyber security concerns are usually handled by Internet-focused industries and IS departments. However, with the increasing use of interconnected, Internet-based technology in the energy industry, and with recent attempts to harm energy sector control systems, cyber security is a growing energy assurance concern for municipalities.

The Village's S department should provide the Energy Assurance Planning Team with information on the Village's current cyber security plans. Procedures should be reviewed and updated on a regular basis. To assist in this area, PTI created a 15-page LEAP guidance document³⁵ that outlines cyber security standards, practices and concerns relevant to local energy assurance. The following passage explains cyber security as it pertains to energy assurance:

*“Cyber security is the protection of all things pertaining to the Internet, from networks themselves to the information stored in computer databases and other applications, to devices that control equipment operations via network connections. Vulnerabilities are present in nearly every aspect of the networks used in modern community energy infrastructure. Effective local government EAPs will investigate and address these vulnerabilities.”*³⁶

Variables that may influence the cyber security aspects include:

- The relationship between an energy service provider and the local government
- The presence of critical energy infrastructure in the community
- The size of the community
- Funding available to the local government to provide more secure information

The Village should work with ComEd to investigate and address the following cyber security threats:

- Direct threats to energy generation, routing and transmission, and distribution systems
- Direct threats to users
- Ancillary threats to related personal or proprietary information
- Communication threats

At the state level, IEMA is the agency in charge of collaborating with local, regional and federal government on cyber security issues. Contact information for IEMA can be found in the *Appendix A.4*.

³⁵ http://www.energyassurance.us/index.php/leap/more_2/115

³⁶ http://www.energyassurance.us/index.php/leap/more_2/96/

XIV. Conclusion

The Village of Hoffman Estates understands that access to reliable energy is critical to the livelihood of the Village, its residents and businesses. With this in mind, the Village allocated significant time and resources to the development of this Energy Assurance Plan.

Given that the Village's current EOP is robust and comprehensive, this EAP focused on energy planning and preparedness activities, as well as education and outreach activities not currently addressed in the EOP. The intent of this EAP is to support the EOP by outlining planning and mitigation efforts to increase preparedness during an energy emergency.

As a result of this EAP, the Village now has the following in place to assist with planning and mitigation efforts:

- Energy Assurance Planning Team led by the EMA Coordinator.
- Energy analysis of Village facilities
- A prioritized list of critical facilities and backup generator details, identifying gaps
- An inventory and map of backup generators
- A comprehensive list of supplier agreements
- A comprehensive list of mutual aid agreements
- A list of resources and incentives for incorporating energy efficiency and renewable energy.
- A business outreach strategy
- Information on smart grid plans for the Village

During the development of the EAP, the Village identified the opportunity to make energy assurance part of the EOP. By incorporating elements of this EAP into the EOP during the next revision, the Village will take a decisive step toward energy assurance.

The Village has demonstrated effective leadership for energy assurance in the region through efforts such as:

- Certifying a new fire station and police department as Leadership in Energy and Environmental Design (LEED) gold
- Applying for federal grants to complete a comprehensive EAP
- Establishing a Green Business Recognition Program

Implementation of planning and mitigation strategies outlined in this EAP will help to ensure that the Village continues to evolve toward a more sustainable, efficient and secure future.

Village of Hoffman Estates

ENERGY ASSURANCE PLAN

APPENDIX



Village of Hoffman Estates

NB2



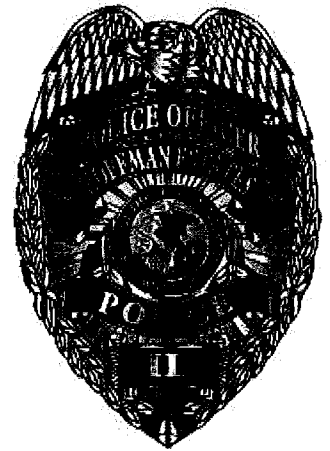
Report of Activity

April
2012

PATROL DIVISION ACTIVITY REPORT

During the month of April the Patrol Division responded to 1534 calls for service. The following is a brief summary of some of the activities:

On 02 April Officer Petrovich was assigned to a possible child endangerment in the parking lot of 19 Golf Center. Upon arrival it was discovered that a 3 month old infant was alone, in a car seat, locked in a parked vehicle. The infant was crying and appeared unhurt. Entry was gained after a few minutes and HEFD was called to check on the child. Officers, who could not locate a parent for about 15 minutes, located the mother who was in a store shopping. The child was unharmed and released at the scene. The mother was taken into custody and DCFS was notified.



On 04 April Watch 1 and 3 Officers responded to the Red Roof Inn for a report of an armed robbery. Upon arrival, officers established a perimeter and Sgt. Mueller commanded the scene. Officer Donohue and Bundo conducted a search of the area with negative results. The clerk advised that she was approached by a male subject that was armed with a gun. He ordered her to empty the register and to open the safe. The offender eventually fled the scene once a guest entered the lobby area. The offender fled on foot with approximately \$300 USC. This case was turned over to Detective Quimette for investigation.

On 07 April Officer Rublev was investigating a suspicious male subject near Rosedale Lane. Officer Rublev located the subject and determined that he was in possession of a GPS unit. Officer Rublev's experience and investigative skills made it clear to him that the subject probably stole the GPS unit. The subject's responses were vague and deceptive and Officer Rublev brought the subject to the station. Officer Rublev conducted a skilled interview of the subject and he admitted to stealing the unit from a car in the area. The subject was charged with Burglary to Motor Vehicle and Officer Lynch located the owner of the GPS unit in the neighborhood and returned the stolen property.

On 09 April Officer Kenaga was assigned to a domestic call on the 900 block of Grand Canyon. Upon arrival, it was learned that the victim's boyfriend had pushed her down in their apartment and displayed a knife. The offender then threatened to cut her if she left. The offender attempted to force a photograph in the victim's mouth and injured the victim's eye in the process. Sgt. Collins located the offender nearby and placed him under arrest. The offender was charged with Domestic Battery, Aggravated Assault and Interference with Public Officials.

On 09 April Officers responded to the 1900 block of Oakdale Road for a report of a female offender inside the residence threatening other occupants with a knife. Through a window, Officer Rublev ob-

(Continued on page 2)

PATROL DIVISION REPORT CONT...

served the offender holding the knife and it appeared that the other occupants were locked inside a room for protection. A woman inside the room passed the house keys to Officer Donohue through a bedroom window. Officer Rublev and backup Officers then entered the house. Officer Rublev ordered the female offender to drop the knife who initially was unwilling to comply. After multiple warnings, Officer Rublev convinced the offender to drop the knife. The offender was transported to the ER for a psychiatric evaluation.

On 10 April Officer Jones responded to the 1900 block of Oxford Lane for a report that a man inside the residence had shot himself. Upon arrival Officer Jones discovered a chaotic situation that included the victim on the floor and two additional unknown males inside the residence. Officer Jones located a handgun on the floor next to the victim and he secured it. He then began to administer first aid to the victim and he felt a faint heartbeat but no breathing. Officer Jones continued CPR on the victim until the paramedics arrived. Officer Lawrence processed the scene for evidence. The victim later died at the hospital and this case was turned over to Detective Hanna as a death investigation.

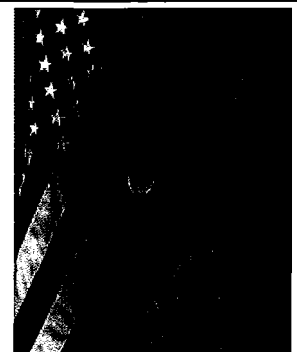
On 15 April Officers Kruschel, R. Turman and Rublev responded to Salem and Bode Road for a battery complaint. A 15 year old subject reported he was chased by two males; one of which had a knife. The complainant provided a description of the offenders and they were located nearby and taken into custody. The knife was also located. One of the offenders was on parole and upon making contact with the parole officer, a no bond parole warrant was immediately issued. This offender was turned over to the Illinois Department of Corrections and the other subject was released without charge.

On 20 April Officer Lynch responded to a dispute at a restaurant located on the 2200 block of Higgins Road. The complainant advised that she has a physical handicap which requires her to use a Mobility Assistance Dog. When she and her husband entered the restaurant with her dog, the manager advised her the dog needed to leave. Officer Lynch researched the law and provided the restaurant with a copy of the White Cane Law, 775 ILCS 30/3, in order to educate the management of the restaurant of the statute. The complainants were pleased with Officer Lynch and wanted the incident documented.

On 28 April Watch 1 and 3 Officers responded the 1400 block of Vista Lane for a report of armed robbery. Upon officers arrival it was determined that the pizza delivery driver for Papa John's attempted to deliver two pizzas to an address which does not exist. While returning to his vehicle, he was approached by two male subjects; one of which was carrying a black pistol. The offenders demanded the pizzas, his cell phone and money and then fled the area on foot. The delivery man was uninjured and returned to his store to report the incident to the police. A K9 from Elk Grove Village was called in for assistance which yielded negative results. This case was turned over to Detective Fernandez for investigation.

CANINE UNIT REPORT

During the month of April, Officer Donohue and his K9 partner Bundo performed 2 vehicle searches, 9 narcotics searches of a premise, 3 tracks, 2 building searches and 1 article search. A total of 8 of these calls were conducted for outside agencies. During this month they also attended training with the Northwest Suburban K9 training group.



INVESTIGATIONS DIVISION REPORT

The following is a brief summary of the Investigations Sections activity for the month of April:

On 04 April Detective Fernandez responded to the 2300 block of Hassell Road reference an armed robbery. Employees of the store advised that a male Hispanic entered the business with a knife and demanded the contents of the cash register. After interviewing the victim and coming up with a suspect description, Patrol detained a suspect matching the description. Detective Fernandez interviewed the suspect and obtained a confession and name of an accomplice. The accomplice later confessed and led Investigators to all the property that had been taken in the robbery. Both juvenile subjects were arrested and charged accordingly.

On 06 April Detective Cawley was assigned a battery case which occurred on the 700 block of Salem Drive. The offender was identified by the victim. Detective Cawley made contact with the offender who voluntarily agreed to come into the station for an interview. The offender subsequently confessed to the battery and was charged accordingly.

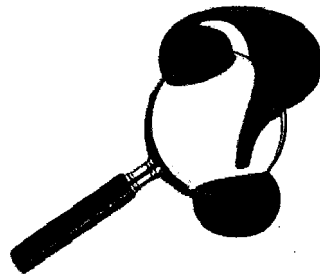
On 13 April Detective Domin investigated a Violation of an Order of Protection, Assault, and Battery in which all involved the same offender and occurred on the 600 block of Claridge Circle. Detective Domin located the suspect with the assistance of Tactical Officer Tenuto and an informant. After the suspect was placed into custody, Detective Domin interviewed him in regards to his involvement in these investigations. The 29 year old Hoffman Estates, a known gang member, was subsequently arrested on all three charges.

On 18 April our Department responded to the 4000 block of Crimson Drive for an ambulance assist for a 4-month old infant who had stopped breathing and later had passed away. The infant was under the care of a caregiver at a home-based daycare center at the time of this incident. This case is currently still under investigation.

On 21 April our Department responded to the 1300 block of Mallard Drive for an 11 year old subject found deceased with an apparent upper chest wound. The Hoffman Estates Police Department received assistance from the Cook County Forest Preserve Police as well as the Major Case Assistance Team Investigators and Forensic Unit. Numerous leads have been followed up on along with a major canvass of the area. This investigation is currently ongoing.

On 24 April Detective Fernandez was assigned a possession of child pornography case which occurred on the 1600 block of Islandview Court. After interviewing the suspect and complainant in this matter, Detective Fernandez obtained consent from the suspect to have his computer examined, along with the hard drive that was at his residence.

The computer and hard drive was turned over to a computer forensic examiner at the Palatine Police Department. After a forensic examination of the computer and hard drive it was determined that there was no child pornography on the computer. This case was unfounded.



On 27 April Detective Ouimette hosted a bank safety seminar at the Hoffman Estates Police Department for all the bank branches located in Hoffman Estates. Detective Ouimette was assisted in this seminar by a Special Agent from the Federal Bureau of Investigations and a representative of 3SI Security Systems Incorporated. Topic covered in this seminar included current trends in bank robbery as well as an introduction to the latest currency protection technology.

On 28 April the Investigations Division coordinated with the U.S. Drug Enforcement Administration (DEA) for a drug disposal event referred to as the "Takeback Initiative." This date was scheduled by the DEA and our police department served as one of the regional drop off centers. The Tactical Unit also provided officers to accept the pills.

In April, Detective Domin completed quarterly checks on all 7 registered sex offenders.

JUVENILE INVESTIGATIONS REPORT

On 12 April Officer Venezia assisted in the planning and implementation of a multi-jurisdictional K9 drug sweep of Hoffman Estates High School and the parking lot. During the search, cannabis and paraphernalia was located in a female student's vehicle which resulted in her arrest.

On 13 April Conant High School also conducted K9 searches of lockers and the parking lot. Two positive K9 alerts were indicated but no violations were located.

On 20 April Officer Russmann was approached by a CHS student who reported three students were selling brownies that contained cannabis. Officer Russmann advised the school administration who located the alleged offenders. One of the students had in his possession a small tray of brownies with some missing. The students admitted they were selling the brownies for \$10



each. All the offenders were arrested and charged with Delivery of Cannabis on School Grounds and Possession of Cannabis. The juvenile offenders were also removed from school due to this incident and prior infractions.

On 25 April a female juvenile student reported to Officer Venezia that she was battered in her apartment on Atlantic Ave. by her ex-boyfriend. The offender was also in attendance at HEHS. Officer Venezia interviewed the suspect who confessed to the battery. The juvenile offender was arrested and charged with Domestic Battery.

On 26 April Officer Savage spoke to a 8th grade student at Lincoln Prairie Middle School about ongoing bullying behavior. Officer Savage and School Administration discussed remedies as well as future repercussions.

TACTICAL UNIT REPORT

On 03 April Tactical Officers Cawley and Teipel assisted the Detectives in locating a subject involved in a criminal trespass to land complaint in an Area 3 apartment complex. The subject was identified as a Sureno 13 gang member and had made threats to retaliate against a witness. The subject was arrested and eventually turned over to Immigration and Customs Enforcement who deported the subject.

On 05 April Chief Hish and the entire Tactical Unit attended a homeowners association meeting in an Area 4 subdivision. Concerned residents were in attendance and they asked questions and relayed concern regarding crime in their area. All the resi-

dent's questions and concerns were addressed by Chief Hish and Tactical Officers. The meeting was beneficial and informational for both the residents and police department.

On 09 April the Tactical Unit provided gang recognition training to high school teachers by conducting 4 informational presentations during the Teachers Institute Day at Conant High School. Teachers in attendance represented Hoffman Estates, Schaumburg, Palatine, and Streamwood High Schools.

On 19 April Tactical Officer Teipel observed a local juvenile gang member who was trespassing in an Area 3 apartment com-

plex. Upon approaching the juvenile subject, he fled from Officer Teipel. A foot chase ensued and the subject was apprehended without further incident.

On 24, 25, 26, and 27 April the Tactical Officers assisted the Detectives in conducting a canvass of an Area 10 residential community regarding a death investigation.

On 30 April Tactical Officer Teipel located a subject wanted by the Tactical Unit reference a delivery of a controlled substance. The subject was approached and taken into custody without incident.

COMMUNITY RELATIONS / CRIME PREVENTION REPORT

Officer Notarnicola taught DARE Lesson 9 *Bullying*, Lesson 10 *Crystal Meth*, and Lesson 11 *Essay / Personal Actions* at Lakeview and Whitely Schools.

Lesson 2 *Tobacco and Me*, Lesson 3 *Smoke Screen Advertisements*, and Lesson 4 *Tobacco Truth or Dare* was taught and Fairview School.

Lesson 1 *Intro to DARE* and Lesson 2 *Tobacco and You* were taught at Armstrong School.



Officer Notarnicola met with a representative from Channing Bete Company for reference books and brochures for the police department.

On 23 April Officer Notarnicola participated in the Early Development of the Young Child Week by reading to preschool classes at Armstrong School.

Officer Notarnicola set up the Police Booth at the Schaumburg Park District Community Expo Fair with Officer Marak and provided citizens with information and giveaways.



Explorers completed squad car inspections. Several Explorers assisted at the ILEETA Conference.

There are 8 Explorers going to the National Competition this summer and trained with Officer Barber in Honor Guard drills.

On 21 April 6 Explorers volunteered their time to work at the Chicago Slaughter game. Way to give back to the community by helping out!

Cub Scouts

Girl Scouts workshop

Computer classes

Children's Art Class

"Happenings at the CRC"

PROBLEM-ORIENTED POLICING REPORT

During the month of April, Officer Barber continues a number of projects and programs. Some of these include:

- Continued to work on the fence line issues at Partridge Hill. A meeting was convened between the Village Code Enforcement, owner of Salem Ridge Apartments and board members of Partridge Hill subdivision in hopes to find a resolution to this on-going situation.
- Conducted safety presentations to the following homeowners associations:
 - Poplar Commons
 - Hilldale Condominium Association
 - Moon Lake Condominiums

- Officer Barber conducted station tours for a Daisy group and two Cub Scout Troops.
- Provided a 2-day training course to the Police Explorers.
- Organized and attended the Hilldale Condominium Association violation hearings.
- Officer Barber continues to assist with Adjudications hearings as required and instruct the Use of Force training unit.

Library Literacy

Adult ESL classes

Scout Reach Program

Promise to Play

Teen Center activities planned

TRAFFIC SECTION REPORT

The following is a summary of activities for the Traffic Section for the month of April 2012.

On 05 April Officer Wondolkowski gave a presentation to students at Fremd High School covering the dangers of driving and driving and investigating DUI crashes.

On 11 and 12 April, Officers Thomas, Marak and Patla attended the NICB Financial Crimes Seminar at Sears Holdings.

On 13 April Officers Thomas, Marak and Patla assisted with the Operation Click program at Hoffman High School and Conant High School by conducting seat-belt surveys at both schools. Hoffman Estates High School had a seatbelt usage rate of 95% while Conant High School had a seatbelt usage rate of 97%.

On 16 April Officer Mark conducted multiple DUI presentations during the Health classes at Conant High School. These presentations also covered the dangers of drinking and driving and investigating DUI crashes.

On 19 April Officer Thomas responded to the 1000 block of Roselle Road to assist Patrol Units with a retail theft in progress call. While maintaining a perimeter, Officer Thomas observed a suspicious female and during the field interview he was approached by an employee who stated the female was with a group of subjects that had just attempted to return stolen merchandise for cash. Officer Thomas obtained video surveillance video that assisted in identifying the three subjects who were all subsequently arrested that evening. One of the individuals was turned over to Schaumburg Police for additional charges reference a similar case in their town.

On 22 April, Officers Thomas and Marak were called in to assist the Major Case Assistance Team (MCAT) Forensics with laser mapping evidence at a death investigation scene. Officers Thomas and Marak used this data to create a scale diagram which had been added to the case report.



On 27 April Officer Marak attended the Week of the Young Child Community Expo for School District 54 on behalf of the Police Department.

Officer Marak answered questions relating to child passenger safety and proper child seat installation.

During the month of April, the Traffic Section followed up on 13 hit and run or incomplete crashes, 10 chauffeurs' license applications and 4 complaints of stop arm violations.

Officers from the Traffic Section were assigned to cover Patrol Shifts on 5 separate occasions.

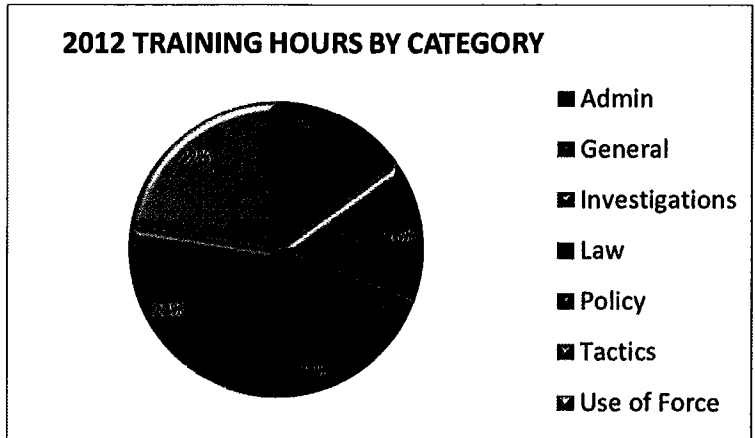
	April 2012	YTD 2012	YTD April 2011
Trucks Investigated: Traffic Section	2	56	26
Truck Fines: Traffic Section	\$0	\$420	\$9,840
Truck Permit Fees	\$290	\$1,560	\$370
Chauffeur Licenses Issued	10	71	79
Chauffeur License Fee	\$540	\$4,200	\$4,815
Child Safety Seats Inspected	21	42	27
Citations Issued:			
Speed related violations	126	402	544
Seat Belt Violations	66	155	123
Child Restraint Violations	2	4	7

STAFF SERVICES DIVISION REPORT

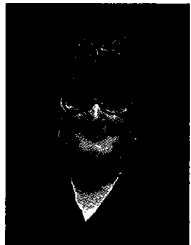
A number of projects and programs were completed and continued in the Special Services Division during April. Some of these included:

- Sgt. Felgenhauer attended a 4-hour Administrative Lock-up Procedure class.
- Sgt. Felgenhauer continued with the scheduling process for the 2012 Citizen Police Academy Class #23.
- General Order #RP-03 *Clandestine Drug Labs* was completed by all sworn officers.
- Training Bulletins: Yellow Dot Program and Breath Alcohol Ignition Interlock Device Program (BAIID) were distributed.
- Sgt. Felgenhauer researched bullet resistant vest products for the 16 replacement vests in the 2012 budget year.
- During the month of April, Sgt. Felgenhauer conducted press conferences reference two death investigations.

Training hours for April totaled 538.5 hours which included: 44 hours of Administration, 36.75 hours of General, 176 hours of Investigations, 13.75 hours of Law, 76 hours of Policy, 168 hours of Tactics and 24 hours of Use of Force.



Training provided year-to-date total 3,258.50 hours.



The Special Services Division welcomed Sara Van Dahm to the position of part-time Administrative Tow Fee Assistant.



saving a life of a Hoffman Estates resident.

The Special Services Division also assisted in coordinating a press conference for the Mayor and Chief Hish for an awards ceremony in which civilian Jose Moran was recognized for his actions which led to

ADMINISTRATIVE SERVICES

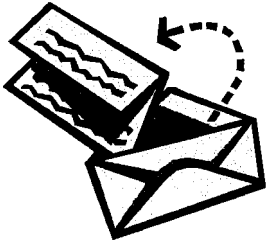


Some of the duties and activities completed this month included:

ASO Moore and Stacey Kenost continued work on current destruction. The Evidence Technician room was cleaned, along with toolboxes, and ET supplies were ordered.

PROPERTY ROOM

Total YTD new items inventoried	645
Total YTD items sent to lab	194
Total YTD items returned from lab	110
Total YTD items returned to owner	40
Total YTD transfers handled	3968
Laundered Prisoner Blankets	112



Letters of Appreciation

Dear Chief Hish

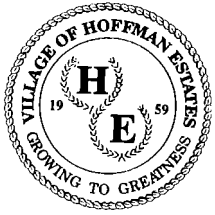
"I would like to express my utmost gratitude to the Hoffman Estates Police Department for their quick response on January 12, 2012 when my wife passed away. I believe it was **Officer Anderson** who responded to the call, his demeanor, professional and proficient, put me at ease given the circumstances. Thank you **Officer Anderson**. I would also like to thank **Officer Chris Moore** for her sincere words of consolation and empathy. I commend you **Chief Hish** for leading such an outstanding team. I am proud to reside in Hoffman Estates with such exceptional community servants."

Regards,

Charles "Lenny" Murphy

On 23 April 2012 Principal Daniel Krause of Willowbrook High School wrote:

"On behalf of Willowbrook High School and DuPage High School District 88, I would like to thank you, **Officer Dan Donohue** and **K9 Bundo** for your commitment in helping to keep our school drug free. Your assistance with making Willowbrook a safe environment for students and staff is greatly appreciated. Our continued proactive approach to maintaining a safe and secure environment through events such as our most recent Canine Search will only help students make good decisions and keep Willowbrook High School drug free in the future. With your help in the coordination of these events as well as your thoroughness and effectiveness in your work, we are confident we will have future successful endeavors. Thanks for your continued work and commitment to Willowbrook High School that will serve our students and community to maintain a safe learning climate. I look forward to our next opportunity in working together."



HOFFMAN ESTATES

GROWING TO GREATNESS

To: James H. Norris, Village Manager

DEPARTMENT OF HEALTH AND HUMAN SERVICES

MONTHLY REPORT

April 2012

Prevention and Wellness

April has been designated as Sexual Assault Awareness Month. Current statistics indicate that in the United States someone is sexually assaulted every two minutes. Moreover, victims of sexual assault are three times more likely to suffer from depression, six times more likely to suffer from post-traumatic stress disorder, 13 times more likely to abuse alcohol, 26 times more likely to abuse drugs, and four times more likely to have thoughts of suicide. In support of Sexual Assault Awareness Month and to increase awareness of the danger and impact of sexual assault on the community, Natasha Kang, Psychology Extern, conducted an awareness campaign. The campaign consisted of receiving a proclamation designating April as Sexual Assault Awareness Month in the Village of Hoffman Estates from the Mayor and Board of Board of Trustees, displaying the Clothesline Project, Blue Children and Support Ribbon Wreath in HHS and writing an informative article for the Citizen and HETV. Village staff also participated in "Wear Denim Day" on Wednesday, April 25, 2012. Wear Denim Day serves as an international symbol of protest against erroneous and destructive attitudes about sexual assault.

On April 2, 2012 HHS invited all to participate in "Light it Up Blue." The Light it Up Blue marks the official start of Autism Awareness month. Autism is a complex neurobiological disorder that impacts communication, behavior, and social relationships affecting 1 in 110 children. Of that number, 1 in 70 are boys. Worldwide more than 67 million individuals are affected by Autism. Village staff and employees showed their support by wearing blue. Please see attached photo.

The Prevention and Wellness Team finalized preparation for the 2012 Wellness Day and Employee Fitness Challenge. Wellness Day is scheduled for May 18, 2012 and the Employee Fitness Competition will start on May 21, 2012. Wellness Day will focus providing information on how to improve physical and mental health. Vendors from the community provided basic health screenings, chair massages, vision screenings, and practical health information.

Monica Saavedra presented on self-esteem development to a group of 10 parents at the Community Resource Center on April 23, 2012.

HHS staff, in conjunction with the Hoffman Estates Park District, continues to provide youth services at Vogelei Teen Center. The Teen Center provides a safe environment for youth to gather during the afterschool hours. At the Teen Center, teens can shoot pool, play ping pong, play video games, watch television, socialize, and participate in open group discussions. Average attendance: eight youth per operating evening.

Continuing our commitment to community outreach, Monica Saavedra, Cathy Dagian, Jennifer Morales, HHS Psychology Intern, and Julie Johnson, Nursing Intern, represented the Village at the Week of the Young Child Health Fair held at the Schaumburg Sports Complex on April 27, 2012. This event highlights the health needs of young children in the community and helps to connect parents with available healthcare and social service resources. The event was attended by approximately 500 – 600 residents from Hoffman Estates/Schaumburg areas.

Take Charge of Your Health workshops concluded this month after six weeks of instruction. The workshop is designed to educate older adults diagnosed with a chronic disease and to help them better manage their health. The class is co-facilitated by Cathy Dagian and Valerie Wilson. Seven residents completed the course.

Nursing staff provided the following preventive health services: one children's health clinic, one infant health clinic, two Cholestech clinics, two Village employee health clinics, and ten TB testing/adult immunization clinics. Offsite health clinics were held at Hoffman Estates Park District, Willow Creek Food Pantry, Schaumburg Township and the Schaumburg Barn. Vision and hearing testing was conducted at Kindercare, Small World Daycare, Sears Bright Horizons, and Advance Preschool.

Treatment and Crisis Response

Currently HHS' counseling staff is providing mental health services for **71** clients. **Twelve** intake appointments were completed during the month.

Administrative/Additional Activities

Clinical Training

Nursing staff attended a presentation on Hoarding on April 16, 2012.

Monica Saavedra conducted training on Termination with clients on April 17, 2012.

Drug/Sharps collection

During the month, HHS staff collected **50** containers of sharps and **150** containers of expired medications through the pharmaceutical and sharps collection program.

NCL- Discount Prescription Drug program (February, 2012)

Total # of prescriptions: 31
Total dollars saved: \$ 157.67
Average dollars saved: \$ 5.09
Average Savings: 10.6%
Total users: 16

HHS Commissions/Committees/Additional Activities

Algean Garner attended the Commission for Seniors monthly meeting on 4/10/2012.


Algean Garner attended the Commission for Senior's Spring Tea on 4/25/2012.

Algean Garner attended the Commission for Citizens with Disabilities monthly meeting on 4/19/2012.

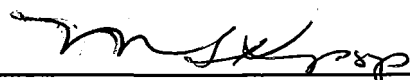
Monica Saavedra attended the Into to Future Committee meeting on 4/19/2012.

Monica Saavedra attended the Youth Commission's Monthly meeting on 4/19/2012.

HHS and the Commission for Disabled Citizens co-facilitated Respite Night on 4/27/2012.



Algean Garner II, Psy.D.
Director
Health and Human Services



Monica Saavedra, Psy.D.
Assistant Director
Health and Human Services

April, 2012

	<i>Resident</i>	<i>Non-Resident</i>	<i>Employee</i>	<i>Monthly Total</i>	<i>Year To Date</i>	<i>Last Year To Date</i>	<i>% of Change</i>
People Served							
Health	209	41	49	299	768	1098	-30.05%
Human Services	75	0	8	83	265	217	22.12%
Prevention/Wellness Contacts							
Programs-Health & Human Svcs.	17	*	*	17	88	31	183.87%
Lending Closet	10	*	*	10	20	33	-39.39%
AllCare (formerly KidCare)	0	*	*	0	3	2	0.00%
Salvation Army	0	*	*	0	2	10	-80.00%
NICOR	0	*	*	0	9	24	-62.50%
Services Provided							
Health							
# of people @ Children's Clinic	10	8	0	18	52	81	-35.80%
# of shots given @ Child clinic	*	*	*	29	86	165	-47.88%
# of people @ Hoffman Baby Clinic	1	0	8	9	17	34	-50.00%
# of shots given @ Baby clinic	*	*	*	19	39	74	-47.30%
# people @ CRC	0	*	*	0	0	0	0.00%
# shots @CRC	*	*	*	0	0	0	0.00%
# Medicaid clients	2	6	*	8	35	48	-27.08%
# Medicaid shots	*	*	*	16	69	90	0.00%
Vision/Hearing (Preschool)	0	*	*	0	0	279	-100.00%
Tanita Body Mass Analyzer	0	0	0	0	0	20	0.00%
Adult TB tests given	6	2	0	8	20	54	-62.96%
Cholestech Tests	13	0	0	13	30	34	-11.76%
Hep A - Adult shots	0	0	2	2	5	68	-92.65%
Hep B - Adult shots	0	2	0	2	6	7	-14.29%
Twinrix - Adult shots	1	2	0	3	11	8	37.50%
Td/Tdap	2	2	0	4	11	9	22.22%
# of free Blood Pressure checks	87	0	17	104	272	254	7.09%
# of free Pulse checks	57	25	17	99	260	245	6.12%
# of free Blood Sugar checks	16	0	4	20	46	17	170.59%
# of free Hemoglobin checks	16	0	1	17	38	55	-30.91%
# of adult Flu vaccines given	0	0	0	0	11	4	175.00%
# of child Flu vaccines given	0	1	0	1	14	29	-51.72%
Human Services							
Individual Sessions	154	0	15	169	515	474	8.65%
Couple Sessions	5	0	1	6	13	16	-18.75%
Family Sessions	6	0	0	6	17	7	142.86%
Testing Sessions	1	0	0	1	3	0	0.00%
Programs							
Lion's Pride	*	*	*	20	56	0	0.00%
Real Girls/Real Talk	*	*	*	0	101	0	0.00%
Reaching for the Stars	*	*	*	0	0	30	-100.00%
Girl Power	*	*	*	0	0	24	-100.00%
Smoking Cessation	*	*	*	0	12	0	#DIV/0!
Take Charge of Health	*	*	*	7	7	0	0.00%
Employee Programs	*	*	*	0	52	0	0.00%
Senior Programs	*	*	*	0	0	0	0.00%
CRC Programs	*	*	*	10	17	0	0.00%
Other	*	*	*	0	0	26	0.00%
Wellness Checks/Crisis Response							
Hours Spent	0	0	0	0	3	5	0.00%

*These figures are not available as the numbers are not tracked in this manner.

April, 2012

Revenue

	Resident	Non-Resident	Employee	Monthly Total	Year To Date	Last Year To Date	% of Change
Health							
Children's Clinic	*	*	*	\$ 240.00	\$ 700.00	\$ 1,020.00	-31.37%
Hoffman Baby Clinic	*	*	*	\$ 12.00	\$ 88.00	\$ 195.00	-54.87%
CRC	*	*	*	\$ -	\$ -	\$ -	0.00%
Other Clinics/Fairs	*	*	*	\$ -	\$ -	\$ -	0.00%
TB Test	*	*	*	\$ 238.00	\$ 350.00	\$ 346.00	1.16%
Lipid Profile (\$22)	*	*	*	\$ 517.00	\$ 897.00	\$ 735.00	22.04%
Adult Shots	*	*	*	\$ 251.00	\$ 691.00	\$ 1,045.00	-33.88%
Employee Shots	*	*	*	\$ -	\$ -	\$ -	0.00%
Blood Sugar	*	*	*	\$ -	\$ -	\$ 9.00	-100.00%
Hemoglobin	*	*	*	\$ 27.00	\$ 126.00	\$ 111.00	0.00%
Medicaid	*	*	*	\$ -	\$ 485.20	\$ 468.80	3.50%
Flu/Medicare	*	*	*	\$ -	\$ 160.00	\$ 2,930.82	-94.54%
Flu/Children	*	*	*	\$ -	\$ 20.00	\$ 150.00	0.00%
Vision & Hearing	*	*	*	\$ -	\$ 2,125.00	\$ 4,625.00	-54.05%
AllKids	*	*	*	\$ -	\$ -	\$ -	0.00%
Human Services							
Counseling	**	**	**	\$ 1,897.00	\$ 4,948.00	\$ 5,342.00	-7.38%
Community Programs	**	**	**	\$ -	\$ -	\$ -	0.00%

*Health Services revenue is not tracked by resident, non-resident and employee.

** Human Services fees are not tracked by resident, non-resident and employee.

Clients served at Clinics:	# of People	Percentage
Underinsured:	3	9.00%
No Health Insurance:	16	45.00%
Village Employee:	8	23.00%
Medicaid/KidCare:	8	23.00%
Native American:		
	<u>35</u>	<u>100.00%</u>

To: James H. Norris, Village Manager

APRIL 2012



Nichole Collins

Emergency Management Coordinator

Village of Hoffman Estates

5/23/2012

Below are activities for EMA Coordinator Nichole Collins and the EMA Volunteers for the month of April, 2012.

Preparedness

Training:

April 4. John Zietlow, one of our communication leaders for EMA, taught "Fundamentals of Radio Communications" at the EMA monthly meeting. This course included training on the types of EMA radios we have, how to use them and proper radio communication protocols.

April 23-27. I attended the "Command & General Staff" course in Dixon IL. This course was one of the best and most beneficial to my position that I have ever taken. I have a request in to bring this course to Hoffman Estates for our Crisis Management Team and other first responders and staff that could possibly work in our EOC during an event. The course has given me the knowledge and tools to better prepare for emergencies and plan for events such as the Fourth of July.

April 28-29. Hoffman Estates EMA personnel and other EMA personnel from NE Illinois attended a Ground Search and Rescue course taught by Ron Graziano from our EMA.



Exercises:

Continue to work on the Village training and exercise plans.

Planning:

April 4, 9, 11 and 12. Participated in several planning meetings for the week of July 4th events. These meetings included IAP creation meetings, communications, traffic control, resource needs and volunteer participation.

April 4. Attended a demonstration from ComEd about their ideas for standing up joint operations centers during widespread power outages.

April 5. Hosted the 2012 quarterly meeting of the Hoffman Estates Crisis Management Team. There was plenty to review and discuss such as: Hoffman Estates EMA update, Cook County DHSEM and IEMA update, training and exercises, EOP revisions, EMA volunteer update, CMT notifications and response.

April 4, 17. Participated in two meetings at the FD about controlled burn procedures.

Continue to work with Northwest Central Dispatch (NWCD) on CAD numbers for all EMA members, call-out procedures, and Everbridge updates.

Continued to work on EMA procedures for both emergency and planned events to ensure timely, safe and uniform response to requests for assistance.

Hosted / attended several meetings in April regarding the comprehensive building emergency plan for all Village buildings. Maps and diagrams for each building have been revised and training is being scheduled.

Grants

LEAP Grant: Throughout the month of April, I participated in four conference calls and several other conversations as we near completion of the EAP. Focus is now on the business outreach section and final revisions of the plan. The final draft will be reviewed by the EAP planning team next month and will be presented to the committee for approval in early June. The research and documentation included in this plan will surely enhance the Village's EOP as it relates to energy planning and emergencies. I look forward to its inclusion with the EOP and the opportunity to exercise.

Citizen Corps Grant: Continue to work on the FFY 2011 grant requirements.

Emergency Management Performance Grant (EMPG) and State Accreditation: Submitted the 2nd quarter claim for EMA expenses to IEMA for reimbursement on April 30th. Continued to work on accreditation requirements specific to my position as the EMA coordinator, the three year training and exercise plan, EOP revision and ADA requirements.

Committees and Additional Activities

April 4. Held the monthly EMA Volunteers meeting.

April 13. Participated in the quarterly PTI regional conference call.

April 19-21. Attended the yearly IESMA Conference in Peoria. Some of the highlights included; training on strategic operations for emergency management, *addressing animals in disasters*, Lake County's coordinated flood response, *interoperable communication*, *social media in emergency management*, and disability integration.



Nichole Collins
Emergency Management Coordinator



HOFFMAN ESTATES

FIRE DEPARTMENT

Robert G. Gorvett
FIRE CHIEF

May 31, 2012

To: James H. Norris, Village Manager

FIRE DEPARTMENT MONTHLY REPORT APRIL, 2012

This month's activities resulted in the Fire Department responding to 448 calls for service, 315 incidents were for emergency medical service, 111 incidents were suppression-related and 22 were mutual aid to other fire departments.

Emergency incidents of interest during April 2012:

4/15/12 - # 1201560 - 540 Rohrssen Bartlett Fire

Squad 22 responded to Bartlett on the box alarm. Squad 22 arrived on the scene and reported to command who assigned Squad 22 personnel the task of extinguishment and overhaul. Squad 22 was later returned by command and we returned to our own town.

4/17/12 - # 1201589 - I-90/25 off ramp

Companies responded to the above location for an accident with entrapment. Companies on-scene found a truck that rolled off the ramp and was on its side. The driver had self-extricated and Elgin Fire Department was assessing the patient. Squad 22 was assigned hazard control. Ambulance 24 was assigned patient care and assumed the care for the patient from the Elgin Fire Department. Ambulance 24 transported the patient to SAMC with four paramedics.

On the following pages is an overview of department activities and emergency responses for the month of April.

Robert Gorvett
Fire Chief

RG/ch

1900 Hassell Road
Hoffman Estates, Illinois 60169
www.hoffmanestates.org

Phone: 847-843-4825
Fax: 847-781-4849

William D. McLeod
MAYOR

Jacquelyn Green
TRUSTEE

Gary Stanton
TRUSTEE

Karen V. Mills
TRUSTEE

Anna Newell
TRUSTEE

Bev Romanoff
VILLAGE CLERK

Raymond M. Kincaid
TRUSTEE

Gary J. Pilafas
TRUSTEE

James H. Norris
VILLAGE MANAGER

OPERATIONS DIVISION

During the month of April, the following operational issues took place:

- Firefighter Matt Long remains on extended military deployment for the next year in Kosovo.
- Firefighter Rich DeTamble transitioned back to IOD status due to required surgery as a result of an IOD back/hip injury for the remainder of the month.
- Firefighter Henry Rolowicz transitioned back to IOD status due to required surgery as a result of a back injury for the remainder of the month.
- Lieutenant Martino remains on extended sick leave for an off-duty leg injury.
- B/C Tom Mackie is off on extended sick leave for an off-duty leg injury.
- Several members attended the FDIC in Indianapolis, IN to gain information on current technologies and products available to the Fire/EMS/Rescue services.

ADMINISTRATIVE DIVISION

- Chief Gorvett participated in the following events during the month:
 - Attended the monthly Fire Department Staff Meeting.
 - Attended the Fire and Police Commission Meeting.
 - Attended the Joint Com Ed Operations Centre Meeting.
 - Attended the Fourth of July planning Meeting.
 - Attended the Local Assurance Plan Meeting.
 - Attended the Crisis Management Team Meeting.
 - Attended the NWCD Fire Radio Template Meeting.
 - Attended the Controlled Burn Notification Process Meeting.
 - Attended the Officer Meetings at Station 22.
 - Attended the NCH EMS Chiefs Meeting Arlington Heights.
 - Attended the Northwest Central Executive and Board of Directors Meetings
- Deputy Chief Jorian participated in the following events during the month:
 - Attended the monthly Fire Department Staff Meeting.
 - Attended the MABAS Division 1 Deputy Chiefs Meeting.
 - Continued with contract negotiations/mediation with Local 2061.
 - Attended the Harper College Fire Science Advisory Board Meeting.
 - Attended the MABAS Division 1 Chiefs Meeting Arlington Heights.
 - Attended a User's Group Meeting on the Keltron Wireless Alarm system.
 - Participated in a Proximate Pyrotechnics class offered through the OSFM and hosted by our Fire Department at the Sears Centre.

- Assistant Chief Schuldt participated in the following events this month:
 - Fire Department Staff meeting.
 - MABAS Division 1 Training Officers Meeting.
 - MABAS Division 2 Chiefs Meeting.
 - Continued with contract negotiations/mediation with Local 2061.
 - Attended the exhibits portion of FDIC.
 - Participated in a planning session for the new radio templates.
 - Continued to work on the apparatus division transition to Lt. Golden.
 - Bid preparation for Engine 24 refurbishment – apparatus out for bid
 - Specifications and preparation for Reserve Ambulance 23 replacement purchase.
 - Met with two vendors for a viewing of Engine 24 – refurbishment.

During the month of April, the following public education activities took place:

- Lt. Butler attended the MABAS II Divisional Pub Ed meeting.
- Station tour for French Foreign Exchange students.
- Lieutenant Richter completed one public Heartsaver AED CPR class this month.
- Lieutenant Richter started contacting primary schools about visiting them for a short fire safety presentation.
- Lieutenant Richter reviewed several new NFPA videos.
- There were no smoke detectors or teddy bears distributed to Village residents during the month.

Total Fire Department Responses

Response Activity - April			Station 21		Station 22		Station 23		Station 24	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Fire Incidents	7	23	2	7	3	11	0	1	2	4
Medical Incidents	315	1249	82	332	152	623	29	126	52	168
Other Incidents	104	391	36	137	42	152	14	46	12	56
Mutual Aid Incidents	22	78	8	21	6	27	5	15	3	15
Total Responses	448	1741	128	497	203	813	48	188	69	243

Fire Incidents

Response Activity - April			Station 21		Station 22		Station 23		Station 24	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Building Fire	4	4	0	1	0	1	0	0	1	2
Cooking Fire	2	4	2	2	0	2	0	0	0	0

Vehicle Fire	2	2	0	0	2	2	0	0	0	0
Brush & Grass Fire	0	2	0	1	0	0	0	1	0	0
Other Fire Incident	2	11	0	3	1	6	0	0	1	2
Total Fire Incidents	7	23	2	7	3	11	0	1	2	4

Medical Incidents

Response Activity - April	Station 21		Station 22		Station 23		Station 24			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Emergency Medical	272	1114	76	307	135	574	28	114	33	119
Vehicle Accident	25	77	3	14	13	37	0	6	9	20
Patient Assist	8	30	3	11	4	12	1	6	0	1
Special Events	10	28	0	0	0	0	0	0	10	28
Total Medical Incidents	315	1249	82	332	152	623	29	126	52	168

Mutual Aid Incidents

Response Activity - April	Station 21 Response		Station 22 Response		Station 23 Response		Station 24 Response			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
A/A to Schaumburg	1	5	1	4	0	1	0	0	0	0
A/A to Streamwood	2	5	0	0	2	5	0	0	0	0
Mutual Aid / MABAS Incidents	19	68	7	17	4	21	5	15	3	15
Total Mutual Aid Incidents	22	78	8	21	6	27	5	15	3	15

Other Incidents

Response Activity - April	Station 21		Station 22		Station 23		Station 24			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Elevator Emergencies	0	12	0	4	0	6	0	1	0	1
Gas Investigations	7	17	4	10	3	4	0	2	0	1
Fuel Leak	0	0	0	0	0	0	0	0	0	0
Power Line Problem	1	5	1	3	0	0	0	1	0	1
Hazardous Condition	0	4	0	0	0	2	0	2	0	0
Smoke/Odor Investigation	1	11	0	5	0	3	1	2	0	1
Water Leak	1	4	1	2	0	2	0	0	0	0
Lock-In or Lock-Out	7	19	3	6	1	4	2	6	1	3
Good Intent Call	10	37	1	7	4	15	4	7	1	8

Carbon Monoxide Incident	3	38	2	11	1	12	0	8	0	7
Activated Fire Alarm	52	173	17	67	24	73	6	13	5	20
Malicious Fire Alarm	3	9	2	5	0	3	0	0	1	1
Electrical Problem	1	8	0	2	1	5	0	1	0	0
Other Service Provided	4	20	1	7	1	7	1	2	1	4
Response Cancelled	14	34	4	8	7	16	0	1	3	9
Total Other Incidents	104	391	36	137	42	152	14	46	12	56

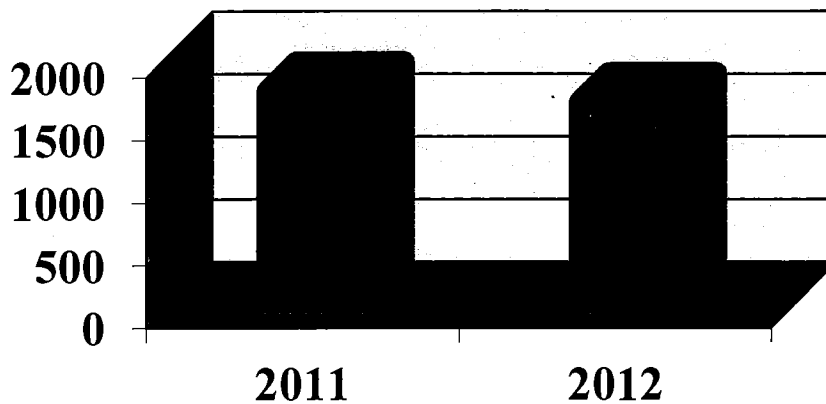
During the month of April, Ambulance 22 was placed in service on the following dates and hours for each date:

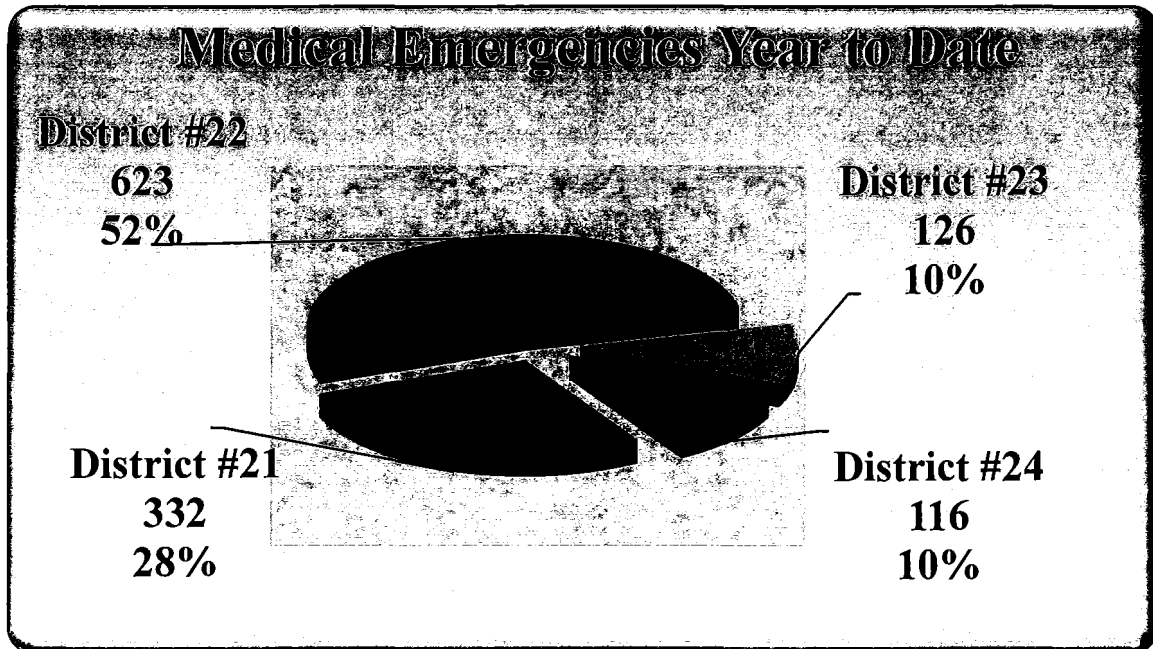
In-Service Hours of Ambulance 22 Per Day/Month																		
January	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	Total Hours	% of Month
	0	0	8	0	0	0	0	0	24	14	0	24	19	0	0	24		
	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st		January	
	24	0	17	0	24	22	24	24	24	24	0	24	0	20	0		340	45.70%
February	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th		
	0	0	0	0	0	24	6	24	24	0	0	0	24	20	0	0		
	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th				February	
	0	0	24	0	0	0	24	0	0	0	0	0	20				190	27.30%
March	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th		
	3	0	0	0	0	23	0	0	24	0	0	0	0	0	22	0		
	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st		March	
	0	0	0	24	24	0	0	0	0	0	0	0	0	0	0		120	16.13%
April	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th		
	0	0	0	0	0	0	0	24	5	11.5	13	0	0	0	0	0		
	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th			April	
	16	0	0	0	0	0	0	0	0	0	0	0	0	19			88.5	12.29%
																	738.5	25.43%

(Hours rounded up to the next whole hour)

ANNUAL TOTALS

Total Emergency Responses Year to Date





FIRE PREVENTION BUREAU

- **FINAL INSPECTIONS COMPLETED:**

- None

- **MEETINGS ATTENDED:**

- Site Plan Meetings – Village Hall
- SAMC Addition-Smoke Control
- Hosted Indoor Pyro Class
- Keltron Meeting
- 4th July Carnival/Pyro Meeting with P.W.

TRAINING ATTENDED:

- None

FIRE LOSS - OCCUPANCY TYPE 2012

OCCUPANCY TYPE	January	February	March	April	YTD LOSS
Special Outside	\$0	\$0	\$0	\$0	\$0
Public Assembly	\$0	\$0	\$0	\$0	\$0

Single-Family	\$0	\$0	\$400	\$0	\$400
Multi-Family	\$50	\$500	\$20000	\$0	\$20,550
General Business	\$300,000	\$0	\$0	\$0	\$300,000
Road, Parking Property	\$0	\$0	\$0	\$0	\$0
Storage Property	\$0	\$0	\$0	\$0	\$0
Open Land, Field	\$0	\$0	\$0	\$0	\$0
Vehicle	\$0	\$0	\$0	\$0	\$0
Institutional	\$0	\$0	\$0	\$0	\$0
TOTALS	\$300,050	\$500	\$20,400	\$0	\$320,950

**TOTAL ANNUAL FIRE LOSS
PREVIOUS YEARS**

2012	\$320,950
2011	\$524,800
2010	\$1,693,200
2009	\$991,740
2008	\$1,606,700
2007	\$1,253,350
2006	\$755,420
2005	\$1,442,910
2004	\$4,033,630
2003	\$2,266,370
2002	\$963,600
2001	\$2,709,675

**FIRE INVESTIGATIONS MONTHLY REPORT
APRIL, 2012**

2012 TOTAL FIRES FOR THE MONTH:	Estimate Dollar Loss
JANUARY:	
5555 Trillium	\$300,000.00
1712 Ardwick	\$50.00
FEBRUARY	
1185 Meadow	\$500.00
MARCH	

520 Milan	\$400.00
1995 Oxford	\$20,000.00
APRIL	\$0.00
TOTAL LOSS FOR 2012	\$320,950.00
TOTAL LOSS FOR 2011	\$524,800.00

ANNUAL INSPECTIONS:

Annual Fire Safety Inspections are inspections that are conducted on existing occupancies on an annual basis. These inspections are completed in an attempt to maintain compliance with approved existing municipal codes.

Inspection Type	April	YTD Total	2011 Total
Annual Inspections	16	21	
First Re-inspections		0	
Business license Inspection		4	
Total	16	25	29
Plan Review	April	YTD Total	2011 Total
Building Plan Review	4	12	70
Automatic Fire Alarm		6	38
Other Suppression Systems		0	2
Fuel Storage Tanks		0	3
Hood & Duct Mechanical		0	9
Hood & Duct Suppression		1	8
Open Burn		1	21
Site Plan Review		4	26
Automatic Sprinkler	2	11	46
Temporary Heating	0	0	0
Temporary Structure (tent)	2	2	19
Pyrotechnic Display	2	4	7

Total	10	27	249
Construction Projects	April	YTD Total	2011 Total
Construction/Permit issued	3	19	79
Construction Site Inspection	14	89	283
Construction Site Visits	2	15	109
Total	19	123	471

Miscellaneous Inspections	April	YTD Total	2011 Total
Fire Prevention Complaints	5	24	102
Homeowner Walk-Thru (Residential Sprinkler)	1	2	8
Underground flush test/hydrant flow	2	11	51
Lock Box Lock Change	1	1	17
Total	9	38	178

SPRINKLER ORDINANCE PROGRESS:	April	YTD Total	Remaining to be Installed
Buildings Requiring Sprinklers			
Installed	0	0	121

Wireless Transceivers	April	YTD Total	Total Installed to Date
Installed	0	1	451

TRAINING

For the month of April, the following training activities took place:

Outside Training:

- Capt. Hartman attended Tactics and Strategy 2 class at ECC.
- Capt. Buckel and Capt. Hartman attended Instructor 2 class at ECC.
- FFs Furno, Needham and Kane attended Fire Apparatus Engineer Training at Arlington Heights Fire Academy.
- Capt. Hartman, Capt. Fortunato, Lt Butler, Lt Raymond and FFs Grobe, Loeb, Kotrba and Schmitt attended Hazardous Materials drills.
- Asst. Chief Schuldt, Captains Slagle and Hartman, Lieutenant's Lenczewski, Long, Golden attended the exhibits portion of FDIC in Indianapolis.
- Capt. Hartman, Lieutenants Wellhausen, O'Donnell, FF's Dotlich and Kurzawinski attended a Technical Rescue drill held at Sears Centre.

In-house Training:

- Sears Holdings Fire Alarm training – coordinated by Insp. Scot Neil.
- Autism and other special needs patient training – online presented by OSFM and IFSI.
- Pace Bus emergency operations awareness – presented by Pace Bus and coordinated by FF O'Brien.

Company training: (Instructed by the Captains and Lieutenants)

- Attack line lead out drills and elevated master stream evolutions.
- GUMBY Suit, Ground ladders and Hydrant Connections.
- Building familiarization through preplan review and building visits.
- Department and NWC EMS policy reviews.

Total training hours for the month of April for all members were 2,240:

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	April	Total Hours YTD
7,564				2,240	9,804



VILLAGE OF BARRINGTON

April 9, 2012

Chief Robert Gorvett
HOFFMAN ESTATES FIRE DEPARTMENT
1900 Hassell Road
Hoffman Estates, Illinois 60195

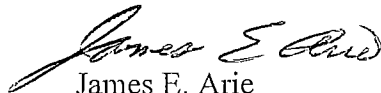
Dear Chief Gorvett:

On March 28, the Barrington Fire Department responded to a structure fire at 23170 Church Street in unincorporated Lake County. Upon arrival, the attached two car garage was fully involved. Fire had also extended to the rear of the home. Tender Box 26-1 North was activated to the first alarm. Once box alarm companies arrived, extinguishment of the fire occurred soon thereafter.

Even though the fire caused extensive damage to the home, it was extinguished safely and efficiently. There were no injuries to firefighters or civilians.

The response of your personnel was instrumental in our efforts to extinguish the fire. We look forward to assisting you in your time of need, just as you have done for us.

Sincerely,


James E. Arie

Fire Chief

CC: FF Kraig Olsen
FF Dean Slater
FF Ray Ritter
B/C Rich Englund
Monthly Report

VILLAGE HALL
200 S. HOUGH ST.
BARRINGTON, IL 60010
(847) 304-3400

**PRESIDENT & BOARD
MANAGER'S OFFICE**
TEL (847) 304-3444
FAX (847) 304-3490

FINANCIAL SERVICES
TEL (847) 304-3400
FAX (847) 381-7506

BUILDING & PLANNING
TEL (847) 304-3460
FAX (847) 381-1056

PUBLIC WORKS
300 N. RAYMOND AVE.
BARRINGTON, IL 60010
TEL (847) 381-7903
FAX (847) 382-3030

PUBLIC SAFETY
400 N. NORTHWEST HWY.
BARRINGTON, IL 60010

POLICE
TEL (847) 304-3500
FAX (847) 381-2165

FIRE
TEL (847) 304-3600
FAX (847) 381-1889



VILLAGE OF SCHAUMBURG

FIRE DEPARTMENT / 1601 N. ROSELLE ROAD / SCHAUMBURG, IL 60195-3612
847.885.6300 / TDD 847.885.9045 / FAX 847.985.6360 / WWW.CL.SCHAUMBURG.IL.US

April 16, 2012

Chief Robert Gorvett
Hoffman Estates Fire Department
1900 Hassell Road Road
Hoffman Estates IL 60195

Dear Chief Gorvett:

Thank you for the assistance provided to Schaumburg by the Hoffman Estates Fire Department on Friday, April 6, 2012.

The assistance of your personnel proved to be invaluable in preventing the hazmat incident at Schaumburg High School from having even more serious consequences. The incident again proves the value of MABAS.

Thanks again for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Dave".

David Schumann
Fire Chief

CC: Monthly Report

FF Mike Lorkowski
CP Pat Fortunato
FF Steve Nusser
FF John Beldin
FF Steve Stein

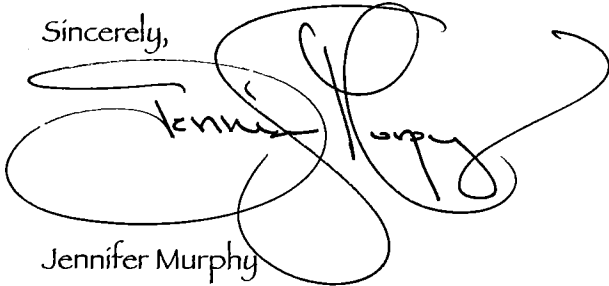
Jennifer Murphy
1811 Maureen Drive
Hoffman Estates, IL 60192

April 18, 2012

Dear Fire Chief Gorrett,

I have been living in Hoffman Estates for 6 years and I visited the new fire house with my 2-year old son, Ryder. My son had a wonderful time getting in and out of the fire trucks, ambulance and boat. The entire crew was nice but I was impressed by Jeffrey Northrup. He was kind, patient and took time with my son, explaining the different functions of the fire truck and ambulance, as well as getting dressed in all of his fire gear. My son was enthralled and had a great time. Thanks to Jeffrey, my son continues to talk about his trip to the fire house. Please thank him and the rest of the crew for a memorable visit.

Sincerely,

A large, stylized handwritten signature in black ink. The signature is written in a cursive style and appears to read "Jennifer Murphy". The letters are connected and flow together, with a prominent loop at the end.

Jennifer Murphy

C.C. Monthly Report

FF Jeff Northrup

April 23, 2012

Chief Robert Gorvett
Hoffman Estates Fire Dept.
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Chief Gorvett:

On behalf of the Hoffman Estates Sister Cities Commission, I want to thank Lt. Butler for the great tour he gave to our visiting French students and teachers. They always are excited to dress in fire gear and especially to go up in the basket. I know that's a lot of work and very time consuming for the firefighters, and we really appreciate their willingness to do it.

Please let Lt. Butler know that we all really enjoyed the tour. Thank you.

Sincerely,

Jill Wood-Naatz
Sister Cities Commission
Hoffman Estates, IL.

*CC: Lt. Tony Butler
B/c Rich Englund
Monthly Report*



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

April 23, 2012

Chief Robert Gorvett
Hoffman Estates Fire Department
1900 Hassell Road
Hoffman Estates, IL 60195

~~Dear Chief Gorvett:~~
BOB

On behalf of the entire Arlington Heights Fire Department I would like to thank you and your members of your department for your assistance at the house fire that took place at 1142 S. Fernandez Avenue in Arlington Heights, on April 18, 2012. Thanks to the interdepartmental cooperation we have established, the incident was handled professionally and with a successful outcome – once again indicating that the Mutual Aid Box Alarm System works well for all of us!

As always, it is a pleasure to have the Hoffman Estates Fire Department as our neighbor. Our relationship is one we are proud of and have the utmost respect for.

Sincerely,

ARLINGTON HEIGHTS FIRE DEPARTMENT

Glenn Ericksen
Chief

cc: Monthly Report

*FF Kyle Cooper
FF Mark Hartwig
Lt Kevin O'Donnell
Blc Rich Englund*

April 24, 2012

Chief Robert Gorvett
Hoffman Estates Fire Dept.
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Chief Gorvett and Commander Englund:

On the morning of Wednesday, April 18th, I suffered a heart attack in my home as I was getting ready to leave for work. I called 911 and Hoffman Estates emergency response personnel immediately came to my aid. If my memory serves me correctly, there were at least six responders from both the police and fire departments. I was taken to St. Alexius after receiving emergency care. The cardiologist told me later that day that if not for the immediate and excellent care I received at first response, I would have suffered catastrophic damage to my heart or died on the spot. I do not know the names of these men and this message is without a doubt an insufficient way of expressing my appreciation and gratitude. I simply ask that you communicate to these men my thanks, and that they know they gave me the greatest gift for which there is no way I can ever repay them.

I start cardiac rehabilitation on Friday, and my prognosis for a full recovery is excellent. I will celebrate a grandson's sixth birthday on Saturday with the knowledge that if not for what these guys did for me, it would not become a reality. If there is a way the Village can acknowledge what they did, it should be done.

With many thanks and heartfelt gratitude from a ten year resident of the Village,

Ralph Koransky
2150 Hassell Road, No. 107
Hoffman Estates, IL 60169
847/769-8497

CC: *monthly Report*

FF Matt Fijałkowski
FF Dan Kurzawinski
FF Vince Pesavento
FF Steve Nusser
FF John Beldin
FF Justin Schuenke

MILFORD BROWN
President

BONNIE BAYSER
Secretary

FRED OLSON
Treasurer

JOHN DAVIS
Trustee

JOSEPH MAHONEY
Trustee



JAMES SALETTA
Fire Chief

11808 Coral Street
P.O. Box 517
Huntley, Illinois 60142
847-669-5066
Fax 847-669-0139

April 25, 2012

Hoffman Estates Fire Department
Chief Bob Gorvett
1900 Hassell Rd.
Hoffman Estates, IL 60169

Dear Chief Gorvett,

On behalf of the Huntley Fire Protection District and the Winkelman family, we would like to thank you for your department's participation in the walk-thru for Captain John "Winky" Winkelman. It is heartening to know that the fire service has respect for tradition and that we come together to support each other in a time of need. Your department's participation honored John and was a source of comfort to our department and John's family.

Thank you.

Sincerely,


Jim Saletta
Fire Chief

cc: Monthly Report