

VILLAGE OF BARRINGTON HILLS

COMMUNICATIONS COMMITTEE

Date Monday, March 18, 2013

Time: 6:00 PM CST

Location: Training Room

Village Hall

112 Algonquin Road

Final Minutes

1. Organizational

1. Call to Order

1. Call to order at 6:09pm by Chair Linda Fox

2. Roll Call

1. Present: Mike Zachar, left at 7:00pm, Vicki Kelly, Barbara Kemp, Chair Linda Fox, Village Administrator Robert Kosin
2. Absent: Trustee Meroni, Laura Ekstrom
3. Late: Mary Beth Holsteen arrived at 6:27pm, Trustee Selman at 6:36 pm

2. Administration

1. Approval of Minutes

1. Linda Fox made a motion to approve minutes, seconded by Barbara Kemp. approved 2-0-4

3. Reports from Village

1. Police Department, Alice Runvik - no report

2. Trustee Selman

1. Coffee had 4 residents in attendance.
2. Suggestions from residents for 9am to 11am or 10am to noon instead of 11am to 1pm
3. Trustee Selman is responding to the residents about concerns brought up at the coffee
4. Patty Meroni, Roads and Bridges, will attend next coffee in May

3. Trustee Meroni -- no report

4. Village Administrator, Robert Kosin

1. Specialty mailer for roadside pickup, e-waste, and vehicle sticker will be sent by Village.
2. Communication Committee budget: under newsletter in budget
3. Last day of Sunshine Week--Village of Barrington Hills website received an A minus in their ratings
4. Posted heavy truck limit on Village roads because of rain, may extend through April or May. List is online at Village website.

#### 4. Old Business

1. Review Website conversion to Wordpress
  1. Barbara passed out handout--attached
  2. Barbara met March 15, 2013 with Anna Paul to plan website layout.
2. Newsletter: choose new editor and plan next edition
  1. Vicki Kelly will work on newsletter, next edition June 2013
  2. Turn around time for printing and mailing was 2 weeks last edition. We need a timeline between printing and mailing. Bob Kosin will document how long it takes for the Village to get the newsletter to the post office after it arrives from the printer.
  3. Feedback from residents has been positive about the last newsletter
3. Approve documents to be included with Welcome Wagon mailing to new residents
  1. Mary Beth Holsteen finishing up information about the community
  2. Will include Welcome Letter, list of resources
  3. Will need list of new residents to send Welcome Wagon mailing.
4. Weather Alerts via Blackboard--no report

#### 5. New Business

1. E911 System Review
  1. Village has put in a bid for a purchase from AT&T for an upgrade to the 911 system. It will support 911 texting when available
  2. 911 texting is not available in Illinois yet.
  3. Residents should update their CTY profiles on the Village website, if new phones, emails have been added
  4. New Alternative Alerts coming from different agencies may not translate to other agencies. For instance, if ComEd sent an alert in Lake County, other government agencies wouldn't receive it. Agencies may include IDOT, CUSD 220, CUSD 300, Village of Barrington Hills, Lake County, Cook County, Metra. There is a tiering of communications. Recipients of these alerts have signed up to get these alerts.
  5. The Village of Barrington Hills uses CTY for emergency announcement.
  6. If residents have concerns about information they've heard in other emergency alerts, they can call Police non-emergency at 847-551-3006 to answer any questions.
  7. Barbara Kemp discussed how to implement advanced emergency text messaging within the Village and agreed to write an article for next newsletter.
2. Blizzard Emergency Alert CMAS/WEA (Community Mass Alert System/Weather Emergency Alert)
  1. The federal government is naming blizzards.
  2. Sign up for ComEd power outage since power outages are common in weather disasters.
  3. Sign up for weather alerts, make sure these are legitimate sources

4. IDOT, tollway authority, METRA. These services limit their information by county
5. The Committee will research this with the goal of presenting information in the newsletter.
3. Such business as may be brought before the Committee
  1. No new business
6. Public Comments
  1. No public comments
7. Adjournment
  1. Vicki Kelly made a motion to adjourn at 8:07pm, seconded by Mary Beth Holsteen approved 4-0-2

Chairman: Linda Fox

Next Scheduled Meeting Monday April 15, 2013