



MEMO

TO: Administrative and Personnel Committee

FROM: David De Angelis

DATE: March 10, 2023

RE: Agenda Items

Item 3: Review and discussion regarding Village employee safety programs.

Included for your review are summaries of the various programs the police, fire and public works have in place for their employees. Please note this does not include all of the standard operating procedures the police and fire departments have for the operation of their departments which include safety aspects. In addition to these, the village also has annual safety reviews done by our insurance carriers, both liability and workers compensation, to make sure we are up to date on our procedures.

Item 4. Review and possible action regarding the creation of a marketing/communications intern.

This item is being referred from Village Board meeting in an effort to evaluate and determine the best method to move forward with enhancing the village's communication as we start some major projects and initiatives including future referendums. We have been very fortunate to have working for us a dispatcher who was a marketing intern for us last year and helped us consolidate a number of social media and webpage presences, as well as working on publication pieces such as the recent materials for the fire and EMS departments. This staff member will be leaving us in September of this year but it is my suggestion we utilize her more in the coming months for various projects and during that time period develop a list of responsibilities we would like from any new intern/staff and start the process of reaching out to the local universities in an attempt to have someone by the third quarter of the year.