

Bill Chambers

From: Charlie Bush
Sent: Friday, September 23, 2022 12:38 PM
To: CityCouncil
Cc: AllStaff
Subject: FW: Weekly Update
Attachments: 20220916_IT_Department_Report.pdf

Here is an addendum to the Weekly Update **from last week** from the First Department. I missed the Chief's email in putting together the initial draft below and then I forgot to click send before leaving town.

Fire Department Staffing/Personnel:

- Past 7 days we have had 36 hours of coverage that we were unable to fill with volunteers/part-time staffing; over 3 shifts. These days we had to take an ambulance/engine out of service and run short-handed.
- Volunteer Testing- Next test will be October

Events/Training/Public Outreach:

- Crews have been performing their annual commercial fire inspections as assigned, with due dates of October 31st.
- Multiple members taking their Hazardous Materials certification courses with two more weekends remaining.
- Have two of our volunteer Firefighter EMT's signed up to be on standby at the High School Football games every Friday night.
- Hosted the ongoing training for EMS providers in Skagit County this past Tuesday in the Council Chambers.

Equipment:

- Two ambulances had mechanical issue this past week and were out of service due to parts not being available. Glen obtained them via online sourcing and vehicles are now operational.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to early 2023.
- Currently completing specifications on Fire Engine replacement that is scheduled for 2024 ER&R purchase; currently an average of 15 month or more build process.

Thanks,

Charlie Bush

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Pronouns: he; him; his

From: Charlie Bush
Sent: Friday, September 16, 2022 10:23 AM
To: CityCouncil <CityCouncil@Sedro-Woolley.gov>
Cc: AllStaff <AllStaff@Sedro-Woolley.gov>
Subject: Weekly Update

Council,

Here are this week's updates:

Public Works

- SR20/SR9-Township Intersection Improvements – Colacurcio Brothers, Inc. - The contractor complete most of the new concrete curb work this week. They will be working the evening of 9/15/22 preparing for nighttime paving to start 9/19/22. The crosswalks remain functional with temporary surfacing until the remaining concrete and asphalt pavement is installed. Contractor flagging personnel in conjunction with SWSD crossing guards continue to assist school children crossing the work zone. Remaining concrete is work is planned for 9/22 and 9/23/2022. Final asphalt paving and pavement markings will follow during the period 9/26 to 9/29, after which the project will be complete.
- WWTP Laboratory/Operations Building and Public Works Building Project – Faber Construction Corporation - The contractor continues with final touches on both buildings. Activation of the new power and HVAC systems is scheduled for 9/26/2022. Final touch up and certificate of occupancy is scheduled for the week of 10/3/22. The Alternate #2 additional site work for the future Public Works Vehicle Storage Building will not be completed until October. An order for the furnishings for the buildings is on the council agenda for 9/28/22. Final occupancy is not expected until the furnishings arrive near the end of the year.
- 2023 Projects Design Phase - Work continues on a number of planned 2023 construction projects, including Olmsted Park Phase 1 Infrastructure and Phase 2 Structures, the SR9/Township & McGarigle/John Liner Road Intersection Improvements, and SR20-Cascade Trail Phase 2A. We are also nearing design phase obligation for the John Liner Road Bicycle/Pedestrian Improvements Project, which will be followed by consultant selection. We are also in the preliminary stages of consultant selection for the Jones/John Liner BNSF Undercrossing Project Phase 2, and the 2023 Sewer Collection System projects.
- Memorial Park Design - Amendment 8 to Pacific Landscape Architecture for final design of the Memorial Park improvements is on the Council agenda for 9/28/22. The final design is for a reduced scope that will include playground, spray park and playground improvements.
- Public Works Operations/Street Department- Public Works Operations crew are clearing the recently purchased Nelson property on Cook Road in preparation for demolition of the existing house and shed. An asbestos abatement contractor will remove asbestos containing materials from the structure. Crews are also completing paint striping and crosswalk thermoplastic citywide.
- Public Works Operations/Facilities/Parks Department - Facilities/Parks personnel are constructing a new storage shed for the Tesarik Field, with materials provided by the SW Little League. This replaces a smaller unit, and will allow for storage of an Little League artificial pitching mound. This allows use of the ballfield for girls softball use, increasing the use of the field. A contractor is in the process of repointing and sealing the brick masonry for the Hammer Heritage Clock Tower. This will correct a water infiltration that is damaging the inside of the tower. A also contractor recently completed interior modifications of the new Fire Station 2.75 storage building to add a chain link fence divider with gates. A contractor also recently completed the Fire Station 2 exterior painting project. The new RAVO street sweeper delivered in July is being put to good use in catching up on sweeping citywide. The older Elgin sweeper has also been repaired and will remain as backup. Staff also completed installation of “Born Learning” signage provided by Hospital District 304 at Houser Park. District 304

is offering to provide signage for the scheduled Olmsted Park walking train when it completes in 2022. A MOU for this will be on the Council agenda for 9/28/22. A new Niche Wall is to be delivered and installed at Union Cemetery on 9/29/22.

Information Technology - Attached

Other Stuff

- Redistricting the City's Wards After the 2020 Census – We've completed work on the ordinance required to implement changes to our ward system. We are required to have a public hearing and must wait until at least the following meeting before action can be taken to adopt the new ward boundaries. As a result, we have a public hearing scheduled for 9/28 and will plan to bring the ordinance back to you, subject to any changes as a result of the public hearing, for action at the 10/12 meeting.
- National Research Center (NRC) Advisory Board – I recently joined the inaugural [NRC](#) Advisory Board. The Board is comprised of local government public officials from across the US who will confer with NRC staff on emerging issues and needs in local government. Incidentally, I know about half of the board from prior career experiences and national board service. NRC is one of the leading providers of surveys and research for local governments nationally. There is no compensation involved and no budget impact to our City. We are not endorsing any of NRC/Polco's products. The benefit to our City will be the opportunity to help develop and refine research approaches that benefit local government, the opportunity to present at some conferences representing Sedro-Woolley, and the opportunity to learn things from my peers on the Board and from NRC staff that can be applied here. It is a two-year appointment, with a possibility for extension.
- International City/County Management Association (ICMA) Conference – I'm leaving early tomorrow to attend the ICMA Conference in Columbus, OH. It runs through Wednesday and I'll be back in the office on Thursday. I'll be checking emails and voice mails while I am gone.
- Acting City Administrator – Information Technology Director Bill Chambers will be Acting City Administrator while I am away.

Thanks,

Charlie Bush

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