From: Charlie Bush
Sent: Friday, October 21, 2022 3:05 PM
To: CityCouncil
Cc: AllStaff
Subject: Weekly Update
Attachments: Take-Back Day Oct 29 2022.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Council,

Here are this week's items:

Information Technology (from IT Director Bill Chambers)

Public Works/OPS and WWTP Offices: Network infrastructure is lit up at the new Public Works and Wastewater facilities, and linked to our existing LAN. Network switches, security cameras, wireless access points and the electronic security access system are in place and working. IP phones will be migrated from the old offices with computer workstations, printers and other peripherals when departments are ready to move into the new space. Then all older Mitel phones will be upgraded with the new ones that we purchased.

ACCIS Conference: Woody will be attending the Fall 2022 ACCIS (Association of County and City Information Systems) Conference at Skamania Lodge in Stevenson, Washington from October 31 through November 3.

Docuware Cloud: Bill has been working with our Docuware rep to find ways to improve our Docuware Electronic Document Management System (EDMS) and reduce annual costs. Moving from our on-premise deployment to their cloud product will reduce annual software fees, eliminate server maintenance costs, and will provide enhanced functionality to our staff.

Smarsh: We are working with Smarsh and Microsoft to prepare for a major change in the way Microsoft allows Smarsh to archive our Teams content. Smarsh has a solution in place which leverages the Microsoft Export API, but we need to confirm that our Microsoft 365 licensing includes the use of this feature. Stay tuned.

Fire Department (from Chief Frank Wagner)

Fire Department Staffing/Personnel:

- Past 7 days we have had zero open shifts.
- Volunteer Testing - This past Saturday had 7 applicants, however only 3 showed up for the testing. One of the three thought it was a full-time position and did not finish test.
- Have one of our Volunteers who is a resident at Station 1 that is contemplating moving out within next couple months.
- Continue to have one Paramedic on FMLA, which is affecting overtime and staffing.
- Quarterly Conversations are being completed this week.

Events/Training/Public Outreach:

- Crews have been performing their annual commercial fire inspections as assigned, with due dates of October 31st.

- Fire Prevention Week has been a great success with visits to Mary Purcell, Central and Evergreen Schools with plans to also visit Good Beginnings.
- Drug Take Back and Wellness event will be Saturday October 29th here at City Hall (see attachment)
- The last High School Football home game of the regular season is Friday Night 10/21 and we will have a crew stationed at the game.
- Recruit Academy is going great, Amanda Barclay is running this academy with help from Jerry Gardner, Dillon Russell, and Drew Jenkins.

Equipment:

- Have had multiple issues with garage doors and motors at both stations in the past couple of weeks. Crawford Doors has parts on order for repairs they could not complete.
- Fire Engine E5512 is still in the shop for repairs, with a plan of return to service next week.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to early 2023.

Other Stuff (from me)

- 23-24 Budget – The budget is in the packet. We look forward to further discussion with you at Wednesday's meeting.

- City Council Governance Handbook – We've been working on recommended edits and plan to bring them to you for a first read at your November 2 work session.

Thanks,

Charlie Bush

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one simple step

take back your meds

Washington State Health Care Authority

National Drug Take Back Day and Wellness Fair

Saturday, Oct. 29th | 10 am - 2 pm

Sedro-Woolley City Hall – 325 Metcalf St

Bring your expired or unused medications for safe disposal

Skagit Co Public Health will distribute naloxone, fentanyl test strips, SUD and behavioral health resource materials

Pick up information on WIC and United Fitness Center offerings

Helping Hands Food Bank

Have your blood pressure checked by Schaffner Pharmacy

Pick up your free **glow bracelets** for Halloween safety!

United General District 304

Skagit County Washington

Helping Hands

Sedro-Woolley Rise – Rallying to inspire safe environments

North Sound ACH

Schaffner Pharmacy

Police – Sedro 1898 Woolley