

NOTES

TO: Honorable Mayor and City Council Members
FROM: Merrill Flood, Assistant City Manager *MF*
DATE: March 22, 2017
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Brock Letchworth, Communications Manager, regarding the cancellation of the spring Citizens' Academy class
2. A memo from Eric Griffin, Fire and Rescue Chief, regarding a new Fire and Rescue specialty vehicle

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Attachments



Memorandum

To: Merrill Flood, Assistant City Manager

From: Brock Letchworth, Public Information Officer *KBL*

Date: March 22, 2017

Subject: Citizens' Academy

Due to an insufficient number of applicants, the Citizens' Academy scheduled for the spring has been cancelled. The Academy registration deadline was March 17, and it was scheduled to begin on March 28.

The Public Information Office utilized numerous methods of communication in promoting the Citizens' Academy. Radio ads ran on 103.7 FM, Fresh 97.9 FM, and WOOW-AM. Additionally, ads were placed in The Daily Reflector and flyers and applications were available in City buildings. We also pushed out information about the Academy through the City's social media pages. The Academy was promoted on the City website in the "Spotlight" section on the home page, and it received coverage by the local media.

We are disappointed that we have to cancel, but the PIO will continue to explore ways to improve the Academy and boost registration with hopes of offering it during the fall.

FIRE-RESCUE

MEMORANDUM

TO: Merrill Flood, Acting City Manager

FROM: Eric Griffin, Fire/Rescue Chief 

DATE: March 20, 2017

SUBJECT: New Fire/Rescue Vehicle

The Fire/Rescue Department will take delivery of a new specialty vehicle this week. This unit will be the second vehicle of this type in the City. The unit is a fully rated and equipped firefighting engine with an ambulance module built into the middle. Historically, 85% of Fire/Rescue calls for service are emergency medical calls. However, putting together the two functions means crew members need just one vehicle to be prepared for whatever type of emergency they encounter at an incident. Once the new unit has all of its equipment installed, it will be put into service in the southeast portion of the City. The long range plan is to house this unit in a future station slated to be built off of Firetower Rd.

