



MEMORANDUM

TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

DATE: February 24, 2006

REF: FYI

PC: Departmental Directors, etal

1. ECPD Captain Frank Koch met with representatives from ADT Security on Thursday, February 23, 2006 in reference to installing security cameras throughout the City. This is in response to the requests made by the Pennsylvania Community Crime Watch and the Sawyertown Community Crime Watch representatives during Council's last meeting held on February 13. ADT will send an engineer on March 8, 2006 to map the locations and provide a cost.
2. The Parks and Recreation Department has applied for a \$5,000 grant from the North Carolina Adopt-A-Trail Grant Program. If successful, the funding will be used for a Bike Trail Map sign, brochures, bike trail signage and sign posts. There is no local match required under this program. The announcement of grant awards will be made on July 1, 2006.
3. On February 20, Chief Pritchard met with the Oxford Heights Community Watch Group. Also in attendance for the meetings was Emergency Management Coordinator Christy Saunders, Jim Sharpnack and Jeff Kline with Piedmont Natural Gas and Tye Adams of Chesapeake and Albemarle Railroad Company. Oxford Heights residents voiced concerns about the proximity of the railroad track and the regulator site for the natural gas system. Each agency assured the citizens that state and federal regulations were followed during installation. Questions were also raised concerning the state of the bridge entering the development and the possibility of installing an additional entrance to the neighborhood. The residents were assured that the fire department has made sufficient arrangements to handle any emergency within the neighborhood and that contingency plans have been made with the US Coast Guard to respond

with its ladder truck should it be needed since it does not exceed the weight limit of the bridge. Christy Saunders distributed forms for "Operation Evacuation" registration and explained the program's operation.

4. The Elizabeth City Fire Department completed its Engineer's Assessment on Friday, February 17 and Chief Pritchard is pleased to announce that Firefighter Dean Harris, Firefighter Chris Carver and Firefighter Brian Richardson have all been promoted to Engineers. There were several dimensions that each candidate completed during the process, including an oral presentation, a road test, a pumping exercise and fire incident management. I would like to congratulate each of the candidates on their promotion.
5. Effective today, the Police Department Communications Bureau has re-located. Communications has now merged with the Records Bureau. By having the two bureaus in one location, the Administrative Division will be able to operate in a more efficient manner.
6. The "Project LifeSaver" Advisory Board held its first meeting on Wednesday, February 22, 2006. Captain Koch advised that the implementation of Project LifeSaver is a top priority and that much progress has been made thus far.
7. Chief Pritchard has announced that the Elizabeth City Fire Department will have some positions open and will begin the hiring process in April. Contact will be made with existing applicants on file for an orientation meeting and agility test. Anyone interested in employment with the ECFD should complete a City application and submit it directly to the Human Resources Department. Applications are available on the City's website.
8. We have received much positive feedback from the public regarding the City's participation in the Chamber's 2006 Business Expo. Employees from each department assisted in the design, construction and manning of the booth. I would like to thank each one who participated in the project and congratulate them on a job well done.
9. The Elizabeth City Police Department Chaplains and NCNW, Inc. will sponsor a floating reception for Mayor Charles Foster on Friday, March 3 from 6 – 8 PM at Knobbs Creek Recreation Center.
10. Council is reminded that the "Essentials of Municipal Government" class begins on Wednesday, March 1 in Nags Head. Please let me know if you wish to carpool with me in order that I can make vehicle arrangements.