



# On the Gulch

## A Newsletter For and About City of Helena Employees Are You Prepared?

There is potential for a variety of emergency situations here in Helena and there are simple ways to prepare for those circumstances.

**Earthquake:** The Great Shake Out was a nationwide earthquake drill on October 23 at 10:23am. More than 107,000 people in Montana participated, that's over 10% of our population! Information about the Great Shake Out is on the website, <http://www.shakeout.org/rockymountain/montana/>.

**Wildfire:** The season is over for 2013 and we know this area is due for a big season in the near future. Most of our city is considered a Wildland/Urban Interface or WUI. That means that we need to prepare our homes NOW for next season, and be prepared in the spring to evacuate our homes if necessary. For information about sharing the cost to mitigate fuel risk on your property, contact the Helena Fire Department or TriCounty Firesafe Working Group (<http://www.lccountymt.gov/des/tri-county-firesafe-working-group.html>).

[county-firesafe-working-group.html](http://www.lccountymt.gov/des/hazards/wildfires.html)). There are plenty of resources to help you prevent and to prepare for a wildfire. Start here: <http://www.lccountymt.gov/des/hazards/wildfires.html>, and click on the links on the right side of the page for more information.

**Flood:** We have some experience with floods in our area, particularly following a wildfire. Click here for information about our floodplain and how to prepare for this possibility, <http://www.lccountymt.gov/des/hazards/flood.html>.

One of the best all-around resources for emergency preparedness is the Ready Montana site managed by the Governor's Office of Community Service. <http://serve.mt.gov/ready-montana/>.

As a city employee, you are a resource for our community as well. First aid and CPR courses are available to you, as are a variety of safety classes. Contact Morgan Maynard-Dixon for information, 447-8333, [mmaynard-dixon@helenamt.gov](mailto:mmaynard-dixon@helenamt.gov)

### Employee News

Congratulations to Jon Pallister, he was promoted to Chief Building Official in October!

Welcome to David Maslowski, our new probationary firefighter!



Frozen in Time  
Photo credit: Farah Lane

### You are an Ambassador! Customer Service Tip #1

As a city employee, you represent all city employees. Every interaction you have with the public and other staff has the potential to improve the relationship and reputation the city has with its residents.

**Smile when you answer the phone, people can tell when you're smiling.**  
**Don't transfer a call until you know the receiver of the call can answer the question. If necessary, take the number and call back when you have an answer to the question.**

It's the Golden Rule; treat others as you wish to be treated. Want good service? Be a good customer!

We want your feedback!

Email: [citynewsletter@helenamt.gov](mailto:citynewsletter@helenamt.gov) with your ideas, comments, and suggestions for future issues.

**25 City of Helena employees contributed more than \$4,300 to Montana Shares & United Way during our city-wide charitable giving campaign!**

**Thank you to our generous staff - let's set a goal to double this next year!**

### Bike Track @ Centennial Park!

"We can't thank Craig (Marr, Helena's parks' superintendent) and Amy enough. They've been tremendous," Harmon said, adding, "The city is lucky to have them, not just as employees, but as people with vision and insight."  
Helena IR, October 15, 2013



Toddlers try out the kids pump track at Vigilante Bike Park on a beautiful October afternoon.



Sculptures at the park were created by the Helena High School Welding Club.

## Firefighter of the Year - Craig Trapp

Helena Fire Marshal Craig Trapp was named the Helena Fire Department's 2013 Firefighter of the Year during Thursday's meeting of The Exchange Club of Helena.

Craig Trapp manages prevention programs within the fire department. He is responsible for inspections, reviewing construction plans to see if they meet regulations aimed at preventing fires, public education efforts and community outreach.

Fire Chief Sean Logan praised the Fire Marshal's skill at working with the public while not compromising public safety.

Trapp received a \$400 check from The Exchange Club. The club also provided the department with another \$400 for it to use toward the charity of its choice.

The money he received and the \$400 given to the department will be used to bolster the department's program that provides free smoke alarms with 10-year batteries to families in low-income neighborhoods.

For more information or to contribute to the smoke detector program, contact Craig Trapp, [ctrapp@helenamt.gov](mailto:ctrapp@helenamt.gov) or 447-8495.



## Tech Tip #8: Photos for PowerPoint \*Ellen Bell

Did you know you can find 1000s of great free photos for your slides – without even leaving PowerPoint?

When you are working in PowerPoint, choose **Insert > Clip Art**. After the Clip Art Task Pane opens, type what you want to **Search for:** and select Photographs under **Results should be:** You can check **Include Office.com content** to get more photos.

Once you find the perfect photo, double click on the photo or left click once on the photo and select either copy or insert to place the photo on your slide.

Use the Picture Tools Format tab to alter the image – i.e. remove a background, crop or rotate the photo, or add artistic effects. You can also add these photos to your Word documents or web page.

## Homemade Cranberry Relish

- 1 bag fresh cranberries
- 1/2 cup brandy or orange juice
- 1 cup brown sugar
- Pinch of salt
- Zest from an orange (or 1 tablespoon finely chopped orange rind)
- Water
- Optional:** ground cinnamon, nutmeg, cloves

Wash cranberries well, put them into a medium saucepan. Mix in brandy, sugar and orange zest. Add water until the liquid is just at the bottom edge of the top layer of cranberries inside the pot. Simmer cranberries until the water is absorbed and the texture is the way you like it. Taste and add sugar as necessary. Let cool, then stir in seasonings to taste.



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