



**MEMORANDUM**  
**Office of the Fire Chief**

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

**TO:** Jeaneen Witt, Town Manager  
**FROM:** Chief Dan Scales  
**DATE:** May 8, 2019  
**SUBJECT:** April 2019 Shift Reports

*I am attaching reports from all shifts as to their individual activities for the month of April as well as a monthly training report and Administrative Duties. Below is the breakdown of call types from all three shifts for the month of April 2019. Please feel free to contact me if you would like to discuss any items listed on the various reports.*

Description	Count
Total Monthly Fire Department Calls	<b>50</b>

<b>Fire Service Calls:</b>	<b>17</b>
Fires: Building Fire	0
Other	2
Hazardous Conditions (No Fire)	0
Service Calls	7
Good Intent Calls	3
Fire Alarms	5

<b>EMS Calls:</b>	<b>33</b>
<b>Transport Calls</b>	<b>23</b>
Transported to Daytona Beach Halifax	10
Transported to Port Orange Halifax	13
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	0
<i>Out of District Transports (included in total transports)</i>	8
Other Medical Incidents: non-transports	10
<b>Total EMS Transports Year-to-Date</b>	<b>100</b>
In-District EMS Transports (included in YTD)	74
Out-of-District EMS Transports (included in YTD)	26



**MEMORANDUM**  
**TOWN OF PONCE INLET FIRE RESCUE**

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** May 01, 2019  
**SUBJECT:** April 2019 Shift Report

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*Completed Projects:*

1. Replaced broken hydrant markers
2. Fire hydrant maintenance
3. Organized R-78 and R-79's EMS supplies
4. Target Safety
5. Replaced washer and recycled the old one
6. Ordered station clothing for those in need

*Ongoing Projects:*

1. Fire and EMS training
2. Community health
3. Quartermaster

*Upcoming Projects:*

1. Regional water rescue training

*New Equipment put in service:*

1. Clothing washer

*Completed Training:*

1. Fire pump training
2. Emergency Response
3. Emergency vehicle training (EVOC)
4. Stroke assessment

*Upcoming Training:*

1. Arson investigation CEUs
2. Paramedic CEUs



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** May 7, 2019  
**SUBJECT:** April 2019 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution
- Capital Request
- Hydrant Maintenance

*Ongoing Projects:*

- EMS Quality Assurance
- Truck Maintenance
- Training

*Upcoming Projects:*

- Air Chisel

*Completed Training:*

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- SDFD Drivers Course

*Ongoing Training:*

- Target Safety
- Physical Fitness/Training
- Course Delivery

*Upcoming Training:*

- Target Safety
- Physical Fitness/Training
- EMS Training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: May 5, 2019**

**SUBJECT: April Shift Report for "C" Shift**

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Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Hydrant flowing, reflector marker replacement, and data entry

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle, station and equipment maintenance

Upcoming Projects:

- Pre-plan walk-thru's of large residences and businesses

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Emergency Vehicle Operator course

Upcoming Training:

- Daily Physical Fitness Training
- Water Rescue Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

May 9, 2019 10:26 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 04/01/2019 To 04/30/2019

Type: All Assignments

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	65	47.22
Derek	George	PI303	24	19.82
Cheryl	Herren	PI321	57	40.25
Igor	Kojadinovic	PI448	25	16.07
Kyle	Oberst	PI338	23	15.9
Ray	Plumley	PI501	93	57.43
Pete	Steffen	PI446	51	40.98
Susanne	Williams	PI320	28	27.41
Mike	Young	PI319	41	26.47



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 05/08/2019**

**SUBJECT: April 2019 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of April 2019 for the Administrative Assistant at the Fire Department.

- Payroll/ Twice a month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- twice a week
- Filled 8 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events and Town News which included PD notices, RFP's, Police Officer job, Mayor's Letter for Floodplain Management, new permit forms, and pictures from the Children's Easter Egg Hunt, Turtle Day and special mail ballot information
- Attended Town Council Meeting to record and posted on Sharepoint
- Updated Budget spreadsheets for IT and FD
- Collected information for IT capital project
- Collected operating costs for IT Budget and sent to IT Manager
- Balanced the budget/spreadsheets for IT and FD with Incode
- Calendar/Daily items updated on website
- Attended and recorded the Spring Lecture Series presentation, posted on Sharepoint
- Attended the Member Education Seminar in Orlando (ADA information)
- Completed Active Shooter training on FEMA website
- Attended Citizen of the Year Dinner, took photos and posted on website
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Attended Social Media Training at Daytona State College hosted by Florida League of Cities