



**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:** November 8, 2019

**SUBJECT:** October 2019 Shift Reports

*Below is the breakdown of Fire Department call types for the month of October 2019. Included is additional information on overlapping calls and out-of-district transport requests that were cancelled enroute. Please feel free to contact me if you would like to discuss any items listed on the various reports.*

| <b>Description</b>  | <b>Count</b> |
|---|--------------|
| Total Monthly Fire Department Calls                               | <b>53</b>    |
| Overlapping Calls (Simultaneous Incidents, not included in total) | <b>1</b>     |

|   |           |
|---|-----------|
| Total Fire Service Calls:   | <b>21</b> |
| Dispatched & Cancelled enroute                                      | 10        |
| <i>Out-of-district EMS calls cancelled enroute (included above)</i> | 8         |
| Fire  | 0         |
| Hazardous Conditions (No Fire)                                      | 1         |
| Service Calls   | 8         |
| Good Intent Calls   | 0         |
| Fire Alarms – System Malfunction                                    | 2         |

|  |           |
|--|-----------|
| Total EMS Calls:   | <b>32</b> |
| <b>Transport Calls</b>   | 26        |
| Transported to Daytona Beach Halifax                             | 4         |
| Transported to Port Orange Halifax                               | 18        |
| Transported to Advent, NSB                                       | 0         |
| Transported to Advent Daytona                                    | 4         |
| <i>Out of District Transports (included in total transports)</i> | 8         |
| Other Medical Incidents: non-transports                          | 6         |
| Total EMS Transports Year-to-Date                                | 263       |
| In-District EMS Transports (included in YTD)                     | 172       |
| Out-of-District EMS Transports (included in YTD)                 | 91        |



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

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** November 04, 2019  
**SUBJECT:** October 2019 Shift Report

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*Completed Projects:*

1. Monthly EMS check out
2. Picked up and disinfected backboards
3. Ran all small engines and fueled
4. Restocked EMS Supplies

*Ongoing Projects:*

1. Target Safety
2. EMS protocol review
3. Community Health
4. Employee flu shots

*Upcoming Projects/ Training:*

1. Firefighter survival

*New Equipment put in service:*

1. None

*Calls of interest:*

We responded to a 42ft vessel that the boat Captain went unconscious (later found out he went in to cardiac arrest). There were 8 passengers on the boat and none of them could drive the boat. We were able to get to the boat with the help of a local fishing boat. Stabilize the boat's captain and safely dock the vessel. The patient was transported by Ponce Inlet to the hospital where he was listed in stable condition.

*Completed Training:*

1. Driver's training
2. EKG review
3. Emergency response training
4. Tools and equipment training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** November 1, 2019  
**SUBJECT:** October 2019 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution
- New IO needles

*Ongoing Projects:*

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- Writing a Fire House grant for extrication equipment

*Completed Training:*

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- IO Needles
- Hazmat training

*Ongoing Training:*

- Target Safety
- Physical Fitness/Training
- Driver Training
- Instructor Techniques

*Upcoming Training:*

- Target Safety
- Physical Fitness/Training
- EMS Training
- Rope Rescue



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: November 4, 2019**

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

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Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues

Ongoing Projects:

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

Upcoming Projects:

- Repairs and maintenance on all vehicles

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Haz-Mat Training

Upcoming Training:

- Daily Physical Fitness Training
- Rope Rescue Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Nov 6, 2019 9:09 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 10/01/2019 To 10/31/2019

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                 | 42.22                   |
| Derek             | George           | PI303              | 31                 | 16.9                    |
| Cheryl            | Herren           | PI321              | 61                 | 26.25                   |
| Igor              | Kojadinovic      | PI448              | 35                 | 16.48                   |
| Kyle              | Oberst           | PI338              | 32                 | 17.81                   |
| Ray               | Plumley          | PI501              | 132                | 76.41                   |
| Pete              | Steffen          | PI446              | 0                  | 0                       |
| Susanne           | Williams         | PI320              | 35                 | 20.5                    |
| Mike              | Young            | PI319              | 55                 | 27.55                   |



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 11/4/2019**

**SUBJECT: October 2019 Administrative Duties**

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

- Payroll/ Three times this month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week
- Filled 21 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 and Website Alerts, pictures of the Halloween party, Wildlife Fest, Garden Club events, Ghosts of Ponce Past, Halloween party in the park, PICCI Board events, Preschoolers in the Park, Women's Club events, added new employee, Santa Run
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Continued education online with ADA compliance and screen readable forms
- Took pictures of the ongoing construction at Pollard Park
- Answered phones for the Town on 10/5 and 10/31 8am to 4:30, sent out Code Red alerts to employees to keep them updated. Coordinated repairs with Windstream
- Set up recurring payments with AirGas and Spectrum
- Fill in for Peg at the Planning Board meeting and the Town Council meeting for recordings
- Updated FEMA classes log and emailed employees that need to complete
- Met with Dave from C & S Systems to repair sound system in the Council Chambers and scheduled the repairs
- Take pictures and make ID cards for new officers (2) and make a retired one for Rodriguez