



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: January 3, 2020

SUBJECT: December 2019 Shift Reports

Below is the breakdown of Fire Department call types for the month of December 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.

Description	Count
Total Monthly Fire Department Calls	64
Overlapping Calls (Simultaneous Incidents, not included in total)	2

Total Fire Service Calls:	30
Dispatched & Cancelled enroute	12
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	9
Fire	1
Hazardous Conditions (No Fire)	1
Service Calls	8
Good Intent Calls	1
Fire Alarms – System Malfunction	7

Total EMS Calls:	34
Transport Calls	31
Transported to Daytona Beach Halifax	6
Transported to Port Orange Halifax	23
Transported to Advent, NSB	0
Transported to Advent Daytona	2
<i>Out of District Transports (included in total transports)</i>	20
Other Medical Incidents: non-transports	3
Total EMS Transports Year-to-Date	315
In-District EMS Transports (included in YTD)	192
Out-of-District EMS Transports (included in YTD)	123



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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: Chief Scales
FROM: Lieutenant George
DATE: January 04, 2020
SUBJECT: December 2019 Shift Report

Completed Projects:

1. Hydrostatic test of SCBA bottles
2. Filled SCBA bottles and air cascade
3. Restocked station supplies
4. Monthly EMS check out / inventory
5. Picked up and disinfected backboards
6. Station and fire apparatus tour
7. Santa run throughout Town
8. Christmas parade

Ongoing Projects:

1. Target Safety
2. Community Health / CPR / BP Screening

Upcoming Projects:

1. Fire Hydrant Maintenance

New Equipment put in service:

1. None

Completed Training:

1. Burn building VCFS
2. Driver's training
3. Advanced Cardiac Life Support
4. Fire behavior training
5. Volusia County EMS protocol review



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: January 2, 2020
SUBJECT: December 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties

Upcoming Projects:

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- Burn Training
- Instructor Techniques

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jan 1, 2020 3:20 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 12/01/2019 To 12/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	70	56.05
Derek	George	PI303	6	6.08
Cheryl	Herren	PI321	12	7.83
Igor	Kojadinovic	PI448	38	18.48
Kyle	Oberst	PI338	28	15.48
Ray	Plumley	PI501	164	101.05
Pete	Steffen	PI446	14	7.58
Susanne	Williams	PI320	28	25.16
Mike	Young	PI319	31	18.48



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

*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: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 01/03/2020

SUBJECT: December 2019 Administrative Duties

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

- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week
- Filled 5 Shifts for Personal Leave, and all of C shift for employee that is out for the month
- 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
- Combined file cabinets and reorganized filing areas/office supplies
- Took pictures of all employees in Public Works and completed their ID's
- 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
- Attended the Children's Christmas Party, Christmas Parade and Santa Run to take pictures for the website
- Recorded the Town Council and Planning Board meetings and sent to Kim Cherbano to distribute to board members
- Attended the Safety Committee meeting
- Completed a Power Point presentation for the Council meeting with Christmas Parade photos
- Helped with the setup for the employee Christmas Party
- Made new ID for Building Official