



**MEMORANDUM**  
**TOWN OF PONCE INLET**  
**OFFICE OF THE FIRE CHIEF**

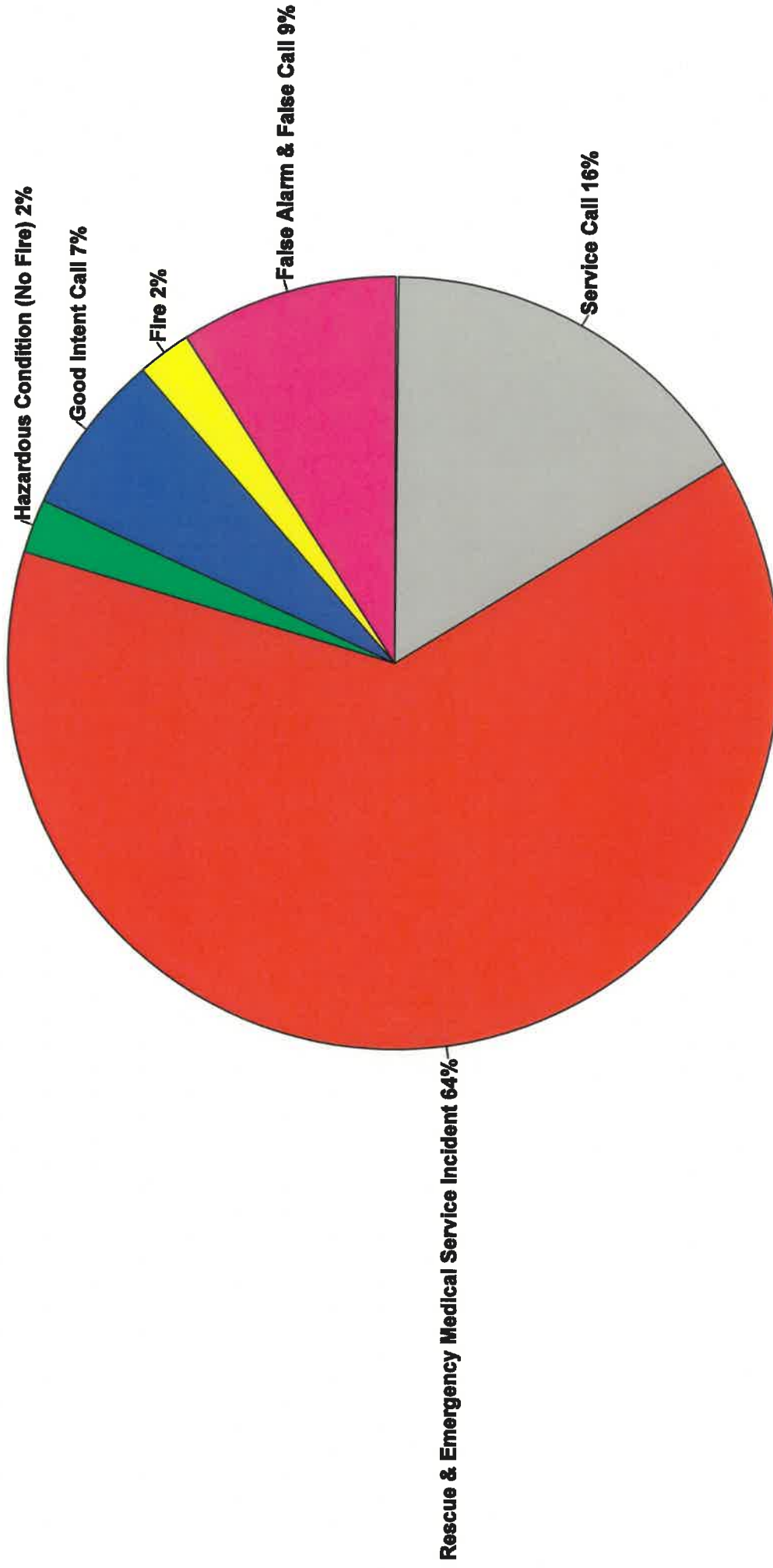
*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
 From: Daniel Scales, Fire Chief  
 Date: October 5, 2020, 2020  
 Subject: September 2020 Fire Department Incident Information

*Below is the breakdown of Fire Department call types for the month of September 2020. Included is additional information on calls requiring outside agency assistance and out-of-district 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
<b>Total Monthly Fire Department Calls:</b>	<b>46</b>
Incidents requiring outside agency assistance (not included in total)	<b>0</b>
<b>Total Fire Service Calls:</b>	<b>18</b>
Dispatched & Cancelled enroute	3
<i>Out-of-district calls cancelled enroute (included above)</i>	1
Power line down	1
Dumpster or other outside trash receptacle	1
Service Calls	9
Good Intent Calls	0
Fire Alarms – System Malfunction	4
<b>Total EMS Calls:</b>	<b>28</b>
<b>Transport Calls</b>	21
Transported to Daytona Beach Halifax	3
Transported to Port Orange Halifax	14
Transported to Deltona Halifax	1
Transported to Advent Daytona	3
<i>Out of District Transports (included in total transports)</i>	0
Other Medical Incidents: non-transports	7
<b>Total EMS Transports Year-to-Date</b>	<b>194</b>
In-District EMS Transports (included in YTD)	135
Out-of-District EMS Transports (included in YTD)	60
<b>Fire Prevention:</b>	
Fire Inspections	5
Fire Plan Reviews	3

**Incident Type Summary  
Alarm Date Between {09/01/2020} And {09/30/2020}**





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**TOWN OF PONCE INLET**  
**FIRE DEPARTMENT**

*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: Deputy Chief Taylor  
From: Lieutenant George  
Date: 10/03/2020  
Subject: September 2020 A-Shift Report

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*Completed Projects:*

1. Filled low SCBA bottles
2. EMS monthly check out
3. Disinfected EMS supplies
4. Disinfected bunkrooms
5. Mechanic repaired E-78's air conditioner

*Ongoing Projects:*

1. Target Safety
2. Community Health / BP Checks

*Upcoming Projects:*

1. New employee evaluation

*Completed Training:*

1. Treating penetrating trauma
2. Driver training
3. Fire officer training
4. Respiratory assessment
5. Paramedic renewals



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**FIRE DEPARTMENT**

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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** October 1, 2020  
**SUBJECT:** September 2020 B Shift Report

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*Completed Projects:*

- Quality Assurance
- EMS Orders and Distribution

*Ongoing Projects:*

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

*Training:*

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- Rope Training
- Ladder Training
- CPAT Training

*Upcoming Training:*

- ITLS/PALS
- CPAT training



**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 Dan Scales**

**FROM: Lt. Mike Young**

**DATE: October 2, 2020**

**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, and KnowB4 modules
- Protocol and EMS training

Upcoming Training:

- Daily Physical Fitness Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Oct 5, 2020 9:47 AM

Shared with:

Not Shared

Filters:

Users: 12 selected

User Status: Active, Offline

Completion Date Range: From 09/01/2020 To 09/30/2020

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	36	23.15
Fadi	Fattouh	PI1305	36	18.89
Derek	George	PI303	22	14.82
Cheryl	Herren	PI321	52	28.57
Igor	Kojadinovic	PI448	19	7.99
Kyle	Oberst	PI338	21	11.9
Ray	Plumley	PI501	76	50.95
Pete	Steffen	PI446	36	30.4
Steven	Tornelli	S5874	55	40.72
Dominic	Vescovi	PI1342	63	42.8
Susanne	Williams	PI320	31	29.5
Mike	Young	PI319	47	28.97



**MEMORANDUM**  
**TOWN OF PONCE INLET – OFFICE OF THE DEPUTY 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.*

Date: September 29, 2020

To: Chief Dan Scales

From: Deputy Chief N.J. Taylor

**Re: September 2020 Action Report**

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Chief Scales, the following report is a brief list of action items handled for the month. Please let me know if there are any area's in the following report you would like me to expand upon. Thank you.

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- In response to a request from the new Fire Marshal at the City of Deltona, we created a thumb drive loaded with information about fire prevention, firefighter training and community risk reduction that will educate new and veteran fire service personnel, based on the Sixth edition of the essentials manual. It is available to all of our surrounding and neighboring communities, as we rely on each other for automatic and mutual aid.
  - Replaced two ceiling fans in dorm rooms in FS-78.
  - Volusia County IT/Communications come to the station to check the dorm room closest to the electrical service for EMF (electromagnetic field). There is no EMF being emitted from the panel and the room and area registered "zero."
  - We held a September 11<sup>th</sup> remembrance ceremony on the 10<sup>th</sup>.
  - We placed a new US Flag at HQ just prior to the ceremony.
  - Reviewed the fire code changes to the upcoming 7<sup>th</sup> Edition of the Florida Fire Prevention Code which will take effect on 12-31-2020.
  - We submitted all the final documents and answered questions to Verisk for our ISO evaluation.
  - Placed a new water cooler on E-78.
  - Updated our "After the fire" handout.
  - Gave a fire safety speech and made a PPT presentation that focuses on kitchen fire safety in the home, to the Town Council on 9-17-2020.
  - Repaired SCBA 211(battery placement).
  - Responded to a fire to assist in Port Orange, 776 Falcon Drive-accidental.
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- Responded to a fire in South Daytona, Banana Key apartments-accidental, food on the stove. No reported injury, no fatality(s) in either fire, room and contents only on each fire.
  - Met the fire alarm technician at Town Hall, 4300 S. Atlantic to have him isolate the duct detector (#4) in a mechanical room due to moisture content. I instructed the tech to order a new detector (on order) and he will place it after October 1.
  - Inspected the generator room doors at 4650 Links Village and assisted them in finding the replacement product online, if they so choose. Took two chainsaws to John Deere implement for maintenance.
  - M-78 had been taken to New Smyrna Beach apparatus maintenance for many of the dash lights being on and the A/C stopping intermittently. We also had been draining the fuel separator of water quite frequently. I inquired to the shop supervisor if they could change the fuel separator and he stated they did not have that filter in stock. Napa auto parts had the filter and we changed it here at FS-78 and have no reported fuel separator problems or issues since placing the new filter. Just to verify that all of the diesel fuel at Public Works was of good quality and did not have an excess water content, we requested that the fuel vendor test the fuel and it came back as “under moisture content.”
  - Signed up for Live Fire Training Instructor which will run from October 6-10 at FSI.
  - I spoke with Fire Investigator William Brown of the ProNet Group, the parent insurance company for the fire on 8-1-2020 at 114 Marie Drive in Ponce Inlet. He informed me that after their complete and final investigation of the fire in question that “There finding as to the origin of the fire was exactly the same as the Ponce Inlet Fire Dept.”
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Site Inspections: 5

Plan Reviews: 3

Emergency Calls Responded: 7

Thank you for the opportunity and it is my pleasure to serve the Citizens of Ponce Inlet in all aspects of fire and life safety.

Most Respectfully,

Deputy Chief N.J. Taylor/Fire Marshal





**MEMORANDUM**  
**TOWN OF PONCE INLET**  
**FIRE DEPARTMENT**

*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: Becky Hugler, Office Manager/Town Website Administrator

Date: 10/01/2020

Subject: October 2020 Administrative Duties

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- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 10 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Printed budget and confirmed transactions for the year
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated the Budget Town Council, Regular Town Council, Cultural Services, and Planning Board meetings, also set up for meetings beforehand
- Issued Retired ID card to Lt. Walker
- Copied Jeri Hall on all COVID-19 supply purchases for the department
- Chaired the Safety Committee Meeting
- Ordered new boots for FF Plumley
- Updated printer/copier information to include new department employees
- Attended/assisted Jackie French videoing the September 11<sup>th</sup> ceremony for Social Media
- Uploaded Town auto insurance information to the COPCN Volusia County site
- Assist Jeri Hall with close out of blanket PO's for the year end