



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

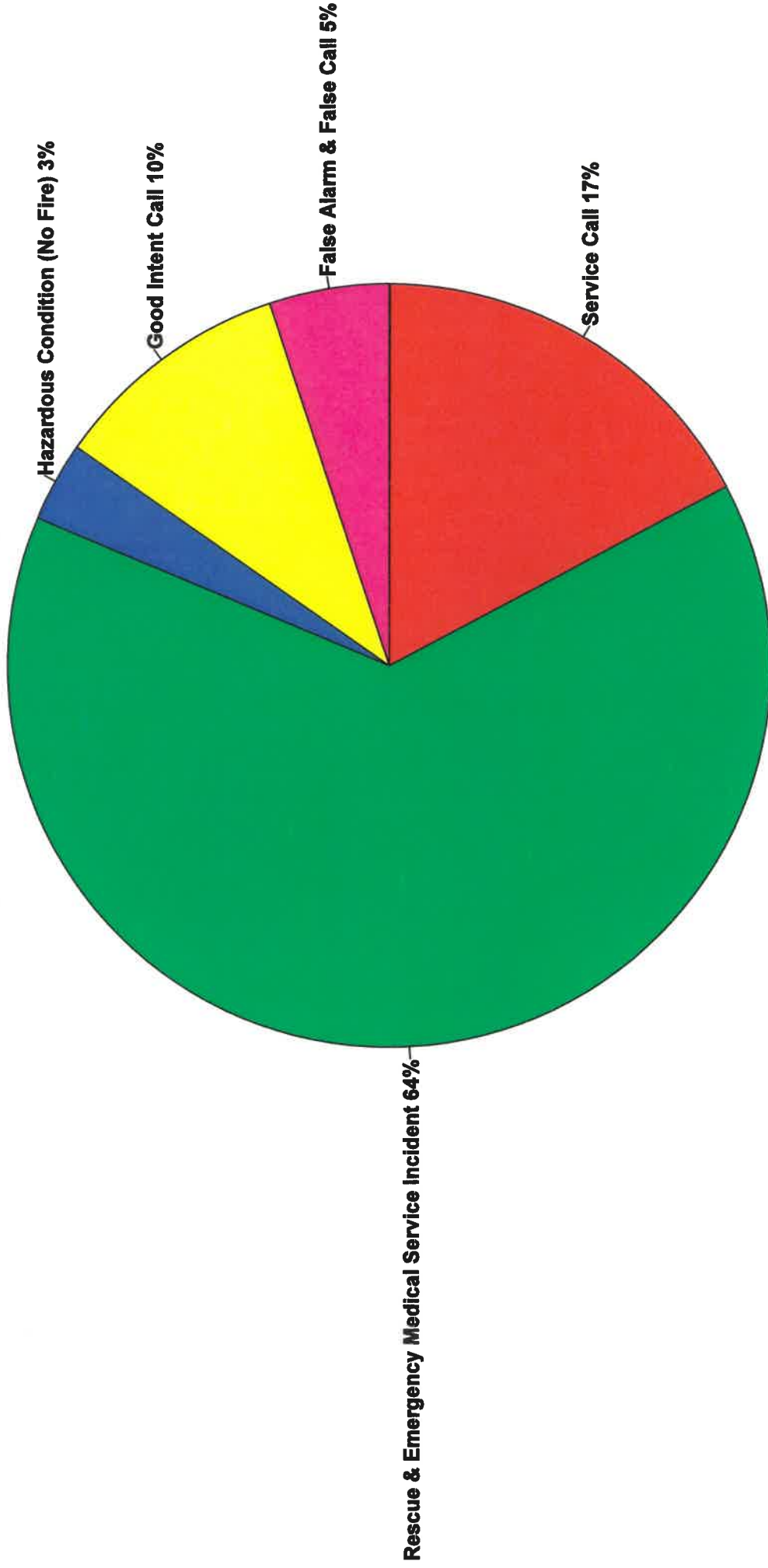
*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
 From: Daniel Scales, Fire Chief  
 Date: February 2, 2021  
 Subject: January 2021 Fire Department Incident Information

*Below is the breakdown of Fire Department call types for the month of January 2021. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute.*

Description	Count
<b>Total Monthly Fire Department Calls:</b>	<b>60</b>
Incidents requiring outside agency assistance (not included in total)	<b>0</b>
<b>Total Fire Service Calls:</b>	<b>22</b>
Dispatched & Cancelled enroute	4
<i>Out-of-district calls cancelled enroute (included above)</i>	4
Service Calls	11
Good Intent Calls	2
Fire Alarms – System Malfunction	3
Hazardous Conditions	2
Fire	0
<b>Total EMS Calls:</b>	<b>38</b>
<b>Transport Calls</b>	<b>27</b>
Transported to Daytona Beach Halifax	10
Transported to Port Orange Halifax	13
Transported to Advent New Smyrna	1
Transported to Advent Daytona	3
<i>Out of District Transports (included in total transports)</i>	9
Other Medical Incidents: non-transports	11
<b>Total EMS Transports Year-to-Date</b>	<b>27</b>
In-District EMS Transports (included in YTD)	18
Out-of-District EMS Transports (included in YTD)	9
<b>Fire Prevention:</b>	
Fire Inspections	22
Fire Plan Reviews	2

**Incident Type Summary  
Alarm Date Between {01/01/2021} And {01/31/2021}**





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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: 01/31/2021  
Subject: January 2021 A-Shift Report

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*Completed Projects:*

1. Engine 78's monthly EMS equipment check
2. Charged Extrication tool batteries
3. Installed name badges on SCBA facemasks
4. Ran and fueled small engines
5. Checked out SCBA air packs / filled low air packs
6. Lubricated the pump primer on E-78 freed up handle

*Ongoing Projects:*

1. Target Safety
2. Community Health / BP Checks

*New Equipment put in service:*

1. New patient compartment drug box

*Completed Training:*

1. Workplace violence
2. Bleeding and Shock
3. NFPA 1001 Fire Behavior
4. Volusia County EMS protocol training
5. Target safety training
6. HIV / AIDS Awareness
7. Completed EMS First Quarter Inservice
8. Completed Pre-Hospital Trauma Life Support Training



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**TO:** Deputy Chief Taylor  
**FROM:** Lt. Susanne Severson  
**DATE:** February 1, 2021  
**SUBJECT:** January 2021 B Shift Report

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*Completed Projects:*

- Quality Assurance
- EMS Orders and Distribution
- EMS Med Boxes
- E78 Hose Line fixed
- Adjusted Hose Load

*Ongoing Projects:*

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

*Training:*

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- Pump Ops
- ITLS
- Hydraulics



**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: February 8, 2021**

**SUBJECT: January 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
- Pump Operations hands-on

Upcoming Training:

- Daily Physical Fitness Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Feb 1, 2021 10:44 AM

Shared with:

Not Shared

Filters:

Users: 12 selected

Type: All Assignments

Completion Date Range: From 01/01/2021 To 01/31/2021

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	45	28.23
Fadi	Fattouh	PI1305	22	10.65
Derek	George	PI303	43	26.81
Cheryl	Herren	PI321	38	27.41
Igor	Kojadinovic	PI448	16	6.24
Kyle	Oberst	PI338	16	7.74
Ray	Plumley	PI501	114	69.92
Susanne	Severson	PI320	49	42.58
Pete	Steffen	PI446	24	16.24
Steven	Tornelli	S5874	47	25.72
Dominic	Vescovi	PI1342	18	6.66
Mike	Young	PI319	42	21.64



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*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: Becky Hugler, Office Manager  
Date: February 1<sup>st</sup>, 2021  
Subject: Monthly Report for Admin

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- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 7 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated by Zoom the Town Council meetings
- Placed uniform orders for new fiscal year with several different vendors and distributed items as they arrived. Ordered Class A uniforms for new employees
- Updated Community Center calendar on the website for PICC
- Send PD and FD monthly reports to C4pi
- Organize uniform room
- Pick up CPR box in Port Orange to certify new officer
- Update NIMS training spreadsheet, adding new employees and sending certificates up to HR
- New employee at the Police Department-made ID, added to website and Code Red system