



**MEMORANDUM**  
**TOWN OF PONCE INLET FIRE RESCUE, 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 Clauss, Town Manager**

**FROM: Daniel Scales, Fire Chief**

**DATE: January 10, 2014**

**SUBJECT: 2013 Fire Department Reports**

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I am attaching reports from each shift as to their individual activities for 2013 as well as a monthly report from the Fire Marshal and Operational Volunteers.

Below is the breakdown of call types from all three shifts for 2013.

Please feel free to contact me if you would like to discuss any items listed on the various reports.

Description	Count
Building Fires	3
Vehicle Fires	0
Marine Vessel Fires	0
Trash Fires	0
Brush/Grass Fires	0
Other Fires	2
Total Fires	5
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	
Total Transport Calls (included in EMS Calls)	183
Transported to Daytona Beach Halifax	63
Transported to Port Orange Halifax	107
Transported to Bert Fish Memorial, NSB	3

Transported to Ormond Memorial	10
Other Medical Incidents	80
Total Hazardous Conditions (No Fire)	12
Cover Assignment, Standby, Move up	1
Other Service Calls	65
Total Service Calls	66
Total Good Intent Calls	53
Malicious False Alarms	0
System Malfunction False Alarms	14
Unintentional False Alarms	28
Other False Alarms	1
Total False Alarms	43
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	3
Grand Total	445



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**TO:** Dan Scales, Fire Chief  
**FROM:** Lieutenant Derek George  
**DATE:** November 12, 2013  
**SUBJECT:** 2013 Annual A-Shift Report

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During 2013, the members of A-Shift participated in countless hours of training in firefighting and emergency medical services. In addition, they trained a new probationary Firefighter / Paramedic in all aspects of emergency services and patient transport with the Town's ambulance. In addition to completing his probationary training, the new employee completed the necessary training to be come a "Driver / Engineer".

Several Police Officer's, Town employees, and members of the community were trained in CPR / AED and proper use of a fire extinguisher. Members of A-shift created and/or uploaded online training so that members of other shifts could participate in emergency services training.

All of the fire hydrants in the south end of the Town were flow tested and inspected by members of A-shift. In addition, broken or missing reflective blue hydrant markers were replaced. Hundreds of feet of fire hose was flow tested and hydrostatically tested to ensure its reliability.

Members of A-Shift treated and/or transported over a hundred injured and/or ill patients from the Town to area hospitals. They installed safety device in the ambulance so that the stretcher cannot fall out of the back of the ambulance.

In addition to training responsibilities, members of A-Shift are also charged with the task of fire prevention and plan reviews. Several hydrostatic fire sprinkler tests and fire alarm tests were conducted.

A-shift also participated in many public relation events like the Santa Run, Easter Bunny Transportation, Spark 5K, Christmas Parade and other children activities. We also gave countless tours of the fire station and our fire trucks to children throughout the community as well as Town visitors.

The members of A-Shift look forward to 2014 and plan to participate in advanced training in emergency medical services and fire extinguishment training.



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: January 3, 2014**

**SUBJECT: Yearly Shift Report for "B" Shift**

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In addition to performing our primary roll as a Fire Rescue team, our shift supported and was involved in numerous community events. While serving the citizens of Ponce Inlet we also engaged in several training opportunities from Fire tactics and college course work to Regional Leadership training.

We lost one member of our shift, Firefighter Humphries and have changes coming for the following year. D.E. Herren will be moving to "C" Shift and D.E. Bell will be joining us. Our hire board made recommendations and Chief Scales chose to offer the new position to Chris Ballenger. Chris will soon bring much EMS experience to the shift and department. I'm looking forward to working and training with the new crew.

**Education Opportunities:**

- Lieutenant Young participated in several multi-agency classes, Target Safety modules and S.E. Volusia regional Leadership Training
- D.E. Herren participated in several multi-agency classes and Target Safety modules
- Firefighter Humphries participated in several multi-agency classes, Target Safety modules and Wildland Firefighter Training

**Equipment Care:**

- Our Holmatro Extrication Tool system was serviced in detail by a factory approved company.
- The apparatus all received their routine and annual checks, any occasional problems that were noted by staff were corrected and all Fire Pumps received their annual Pump Testing
- We performed hose testing, hydrant flushing and scheduled the completion of both Ladder Testing and Cascade System upkeep.
- We priced and scheduled the retrofitting of a different style of mirrors for better vision and safety. It has made a positive difference.

Record Keeping and other tasks:

- Daily routine administrative tasks such as logs, reports and Transport Issues recording were done.
- NIFRS reviews were done throughout the year and the Annual submittal to the State was done.
- Quartermaster duties such as uniform and Bunker Gear ordering were completed.



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**TO:** Chief Dan Scales

**FROM:** Lt. Susanne Williams

**DATE:** 01-07-2013

**SUBJECT:** Annual Report for 2013

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2013, where did it go? This past year flew by and didn't slow down. Between fire service calls, EMS calls, EMS Transport calls, the success of the transport pilot program, training, college education courses, EMS maintenance, and equipment maintenance, I am surprised I had the time to smoke out the fire station with my inadequate culinary skills. On a serious note, even as busy as we were this past year and the added responsibility that everyone was given, our crews continued to excel and give our community the best. The 2014 outlook shows that it will be even BETTER!

"C" shift is proud to list the following accomplishments:

*Education:*

- Driver/Engineer Steve Bell completed several college classes and is currently only two classes away from getting his bachelors. Steve also attended several computer classes that helped complete several tasks given in addition is his daily assignments. Steve attended the (2) Water on Fire courses that were hosted by New Smyrna Beach. Steve also completed several Target Safety courses.
- Lt. Williams completed several online Target Safety courses, along with two Water on Fire courses. She also took several EMS specialty courses throughout the year.
- Fire Fighter Kevin Scheer completed his ALL of his required EMS CEU courses on Target Safety. Kevin also attended one of the Water on Fire courses.

- In 2014, we hope to attend additional courses in advanced EMS, incident command, fire officer, fire inspection, and computer programs. .

*Equipment:*

- The fire department purchased a new stretcher for Rescue 78 using the proceeds earned by the transport program. "C" shift assisted with this purchase and implementation of the equipment.
- "C" assisted with the purchase of the WebPCR program for a tablet.
- "C" assisted with the purchase of the Gateway that will be installed on the cardiac monitor. The Gateway allows a paramedic to transmit a 12 lead to the receiving hospital wirelessly.

*Events:*

- We coordinated the hydrant maintenance and painting program.
- We coordinated the fire hose testing policy
- Our shift provided the State and the County with data for quarterly emergency services reporting. In addition, quality assurance was completed on random emergency reports as well as those reports that the Medical Director requested.
- We are expecting a new addition.
- We continue to order all the medical supplies for the emergency calls.
- We maintain all of the small engines and conduct yearly service on them.
- We continue to coordinate and facilitate the employee flu shot program.
- We actively participated in many of the community functions that occurred on our shift. Steve participated in many of them off duty as well, enjoying them as a resident.
- Revamped the EMS monthly check list.

This year we will be experiencing the loss of a great member of our C-Shift TEAM. Driver Engineer and right hand man will be leaving our team to go to B-shift. In his place, will be obtaining Driver Engineer Herren.



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**TO:** Dan Scales, Fire Chief  
**FROM:** Lieutenant Derek George, Fire Marshal  
**DATE:** January 8, 2013  
**SUBJECT:** 2013 Annual Fire Marshal Report

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2013 was an excellent year in the fire prevention division. The Town did not suffer any loss of life or great fire damage during 2013. The Firefighters participated in many hours of combat firefighting training. In addition, many of the condominiums and businesses within the Town received fire safety inspections. During visits to local businesses and condominiums, many fire safety suggestions were presented to make them safer.

Many of the Knox Boxes were updated with new key to ensure rapid entry into the business or condominium during emergency responses. Several business tax inspections were also conducted to ensure the safety of our smaller businesses within the Town. A few residents were given assistance in obtaining and installing their own Knox Boxes so that the Firefighters can gain entry to physically disabled residents.

The Fire Marshal completed the requirements outlined by the Florida State Fire Marshal's office to become a Fire Code Administrator. In addition, he participated in meetings with neighboring agencies to ensure the Town is enforcing the fire codes in accordance with industry standards.

Several "pre-fire plan walk throughs" were performed by the Firefighters to become aware of the location of fire protection and fire detection devices within the Town's businesses and condominiums. The fire hydrants throughout the Town were flow tested, maintained and painted in accordance with National Fire Protection Standards.

A fire suppression stand pipe was installed in the County's Park to assist with rapid extinguishment of brush fires within this environmentally sensitive area. The standpipe systems were installed on the walkways throughout the park. Three new fire hydrants were also installed in the park as well.

The Fire Marshals vehicle was upgraded with a new LED lightbar and outfitted with emergency medical supplies. This vehicle is being used as a "back up" emergency response vehicle when the ambulance is out of Town transporting an injured or ill patient to one of the area hospitals.

The Fire Marshal participated in several hours of continuing education to ensure that he stays current on modern fire prevention tactics and to meet the State Fire Marshal's requirements for recertifying as a Fire Safety Inspector I and II .

I look forward to a productive and safe year in 2014. Many training opportunities have been arranged to ensure that all of our Firefighters stay current with the most modern techniques to combat brush fires and structure fires. Fire safety inspections and pre-fire walk throughs will continue throughout 2014 in an effort to make our Town one of the most fire safe Towns in Florida.



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**TO:** Chief Dan Scales

**FROM:** Jeni Trepasso, Administrative Assistant

**DATE:** December 31, 2013

**SUBJECT: 2013 Annual Volunteer Report**

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Volunteer hours logged:

Shawn Genovese-

**24 hours**

*(hired full-time at another agency)*

Dakota Ramos-

**224 hours**

Jeremiah Mills-

**12 hours**

*(terminated due to lack of participation)*

Matthew Gillespie-

**199.5 hours**

Pete Steffen-

**204 hours**