



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: Chief Dan Scales

DATE: December 10, 2013

SUBJECT: November 2013 Shift Reports

I am attaching reports from each shift as to their individual activities for the month of November 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 the month of November 2013.

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

Description	Count
Building Fires	0
Vehicle Fires	0
Marine Vessel Fires	0
Trash Fires	0
Brush/Grass Fires	0
Other Fires	0
Total Fires	0
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	
Total Transport Calls (included in EMS Calls)	11
Transported to Daytona Beach Halifax	4

Transported to Port Orange Halifax	6
Transported to Bert Fish Memorial, NSB	1
Transported to Ormond Memorial	0
Other Medical Incidents	3
Total Hazardous Conditions (No Fire)	1
Cover Assignment, Standby, Move up	1
Other Service Calls	6
Total Service Calls	7
Total Good Intent Calls	2
Malicious False Alarms	0
System Malfunction False Alarms	1
Unintentional False Alarms	3
Other False Alarms	2
Total False Alarms	6
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	33



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TO: Chief Scales
FROM: Lieutenant George
DATE: November 04, 2013
SUBJECT: November 2013 Shift Report

Completed Projects:

1. Light bar added to FM-78
2. Hydraulic / fire flow training
3. Taught CPR/AED/Fire Extinguisher training to Police Dept
4. EMS training (trauma).
5. Changed locks to the fire station
6. Replaced R-78's oxygen tank

Ongoing Projects:

1. Fire and EMS training
2. Pre-fire walk through. Fire Inspections. Business tax receipts
3. Target Safety
4. Harbour Village A/C issue

Upcoming Projects:

1. Hire new Firefighter / Paramedic
2. Annual fire inspections

New Equipment put in service:

1. Light bar

Completed Training:

1. Lighthouse training.
2. Physical training.
3. Incident Command 200 training.
4. Driver's training.

Upcoming Training:

1. Lighthouse training.
2. Haz-Mat training.



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: December 04, 2013

SUBJECT: November Shift Report for "B" Shift

Completed Projects:

- Assisted with 5 K race (Young)
- Took FM-78 vehicle to Comm International for new equipment install
- Quartermaster orders
- EMS inventory and organization of Rescue 78
- Various administrative tasks during PL for administrative staff (Young)

Ongoing Projects:

- Target Safety modules and daily activity
- Vehicle Maintenance
- Quartermaster Activities
- Equipment Maintenance

Upcoming Projects:

- Mirror replacement for Engine 78

New Equipment Put in Service:

- None

Completed Training:

- Hose deployment
- Ladder deployment
- Target Safety modules
- Leadership Training (Young)

Upcoming Training:

- Daily Physical Fitness Training



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TO: Chief Dan Scales

FROM: Lt. Susanne Williams

DATE: 12-08-2013

SUBJECT: November Monthly Report for C Shift

Month: November Year: 2013

Completed Projects:

- Small engine maintenance and repair
- EMS and ACLS drugs restocked.
- Quality Assurance

Ongoing Projects:

- EMS Supplies
- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Compliance manual

Upcoming Projects:

New Equipment put in service:

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Pump Training
- Physical training
- BA Courses
- New MDT Policy Training

Upcoming Training:

- Target Safety
- Physical Training
- BA courses



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TO: Chief Scales
FROM: Lieutenant George
DATE: December 07, 2013
SUBJECT: November 2013 Fire Marshal Report

Completed Inspections:

- Police Department
- Harbour Village 100, 200, 400, 500, 700 A/C fire wall/ damper issue
- Hydro inspection FDC at Tower 900
- Hydro inspection lanai enclosures

Plan Reviews:

- 4641 S. Atlantic Ave wireless fire alarm monitoring.
- Towers remodel (Lani enclosure)
- 4616 S. Atlantic Ave plan review fire wall
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Business Tax:

- *Completed 10 miscellaneous Business Tax Receipts*

Miscellaneous:

- Meeting with building official reference to A/C at Harbour village
- Letter to Tower's 800 and 900 reference to emergency lighting replacement
- New light bar on FM78



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TO: Chief Dan Scales

FROM: Jeni Simken, Administrative Assistant

DATE: December 5, 2013

SUBJECT: November Volunteer Report

Volunteer hours logged:

Dakota Ramos-
27 hours logged
11/15, 11/29

Matthew Gillespie-
34 hours logged
11/10, 11/27

Pete Steffen-
24 hours logged
11/3, 11/5, 11/19