



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: Jeaneen Witt, Town Manager
FROM: Chief Dan Scales
DATE: January 12, 2014
SUBJECT: December 2014 Shift Reports

I am attaching reports from each shift as to their individual activities for the month of December 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 December 2014.

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

Description	Count
Building Fires	2
Vehicle Fires	0
Marine Vessel Fires	1
Trash Fires	0
Brush/Grass Fires	1
Other Fires	0
Total Fires	4
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	18

Total Transport Calls (included in EMS Calls)	10
Transported to Daytona Beach Halifax	7
Transported to Port Orange Halifax	2
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
Other Medical Incidents	8
Total Hazardous Conditions (No Fire)	1
Cover Assignment, Standby, Move up	0
Other Service Calls	8
Total Service Calls	8
Total Good Intent Calls	4
Malicious False Alarms	0
System Malfunction False Alarms	1
Unintentional False Alarms	3
Other False Alarms	0
Total False Alarms	4
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	39



**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 09, 2014
SUBJECT: December 2014 Shift Report

Completed Projects:

1. Picked up and disinfected backboards
2. Completed business tax receipts
3. Plan reviews
4. Restocked station supplies
5. Monthly EMS check out / inventory

Ongoing Projects:

1. Target Safety
2. Fire Inspections / Pre-fire safety walk through
3. Fire Inspector renewal

Upcoming Projects:

1. Fire Hydrant Maintenance
2. Fire and EMS training (County wide)
3. Company Inspections

New Equipment put in service:

None

Completed Training:

1. Drug dose calculation training
2. Driver's training
3. Volunteer Training
4. Company inspector training
5. High rise fire tactics



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: January 4, 2015
SUBJECT: December Shift Report for "B" Shift

Completed Projects:

- Contacted EMS supply company representatives

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle maintenance and Regen
- Equipment, vehicle and SCBA Maintenance
- EMS supplies ordering

Upcoming Projects:

- Vehicle yearly services and repair
- Hose Testing
- Hydrant maintenance

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- EMS and hands-on Fire Training for new hire Steffen

Upcoming Training:

- Daily Physical Fitness Training
- New hire reinforcement of training in all areas and crew cohesion
- Paramedic clearance with Medical Director for FF Steffen



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 05, 2015
SUBJECT: December 2014 C-Shift Report

Completed Projects:

- Small engine maintenance and repair
- EMS and ACLS drugs restocked.
- Quality Assurance
- QM Orders and distribution
- Christmas Parade
- Santa Run

Ongoing Projects:

- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Compliance manual
- Quarter Master
- Stretcher
- LP Transmissions
- Revamping QA Process

Upcoming Projects:

- Capital budgets
- Pre fire plans

Completed Training:

- EMS training
- Driver's training.
- Target Safety

- Pump Training
- Physical training
- Scenario based fire training

Upcoming Training:

- Target Safety
- Physical Training
- Firehouse Training
- EMS Training
- Policy review
- Fire 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 Scales
FROM: Lieutenant George
DATE: January 09, 2014
SUBJECT: December 2014 Fire Marshal Report

Completed Inspections:

- Tower 700 lanai enclosure inspection
- Ponce Inlet Club South underground inspection
- Sprinkler final at Tower 700

Plan Reviews:

- 4511 S. Atlantic Ave life safety plan review
- Tower 700 lanai sprinkler plan review
- Ponce Inlet Club South underground piping

Business Tax:

- *Completed several miscellaneous Business Tax Receipts*

Pre-construction / Fire Marshal meetings:

- Staff meeting regarding subdivision by Jana Drive

Miscellaneous:

- Completed CEUs for Fire Inspector renewal
- Washed and fueled FM-78



**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: FF/PM Kyle Oberst

DATE: 12/31/2014

SUBJECT: December 2014 Operational volunteer monthly report

Activity Log

Dakota Ramos - 0 Hours

- Excused due to being very busy this month at full time job.

Hannah Reynolds - 5 Hours

- Stand by, vehicle checks, ems call, christmas parade.

Ray Kalmar - 6.5 Hours

- Christmas parade. Excused from the 24 hour minimum due to not being able to make it in because of working full time and also attending school.



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: FF/DE Brooks

DATE: 01/03/2015

SUBJECT: Monthly Training hours

- **Aggregate Completions Report**
- Report executed 01/03/2015
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 12/01/2014 To 12/31/2014

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	39	TOTAL	22.22
Chris	Ballinger	PI447	0	not tagged	0
Chris	Ballinger	PI447	0	ems	0
Chris	Ballinger	PI447	0	training drills	0
Chris	Ballinger	PI447	30	company training	17.72
Chris	Ballinger	PI447	0	officer training	0
Chris	Ballinger	PI447	9	driver/operator training	4.5
Chris	Ballinger	PI447	0	new driver/operator training	0
Chris	Ballinger	PI447	0	hazardous materials	0
Chris	Ballinger	PI447	0	recruit training	0
John	Brooks	322	70	TOTAL	44.05
John	Brooks	322	0	not tagged	0
John	Brooks	322	0	ems	0
John	Brooks	322	1	training drills	3
John	Brooks	322	34	company training	14.55

John	Brooks	322	6	officer training	6
John	Brooks	322	28	driver/operator training	18.5
John	Brooks	322	0	new driver/operator training	0
John	Brooks	322	1	hazardous materials	2
John	Brooks	322	0	recruit training	0
Derek	George	303	32	TOTAL	18.65
Derek	George	303	0	not tagged	0
Derek	George	303	0	ems	0
Derek	George	303	0	training drills	0
Derek	George	303	17	company training	6.15
Derek	George	303	5	officer training	5
Derek	George	303	10	driver/operator training	7.5
Derek	George	303	0	new driver/operator training	0
Derek	George	303	0	hazardous materials	0
Derek	George	303	0	recruit training	0
Cheryl	Herren	321	28	TOTAL	12.75
Cheryl	Herren	321	0	not tagged	0
Cheryl	Herren	321	0	ems	0
Cheryl	Herren	321	0	training drills	0
Cheryl	Herren	321	10	company training	3.25
Cheryl	Herren	321	0	officer training	0
Cheryl	Herren	321	18	driver/operator training	9.5
Cheryl	Herren	321	0	new driver/operator training	0
Cheryl	Herren	321	0	hazardous materials	0
Cheryl	Herren	321	0	recruit training	0
Kyle	Oberst	PI338	36	TOTAL	16.64
Kyle	Oberst	PI338	0	not tagged	0
Kyle	Oberst	PI338	0	ems	0
Kyle	Oberst	PI338	0	training drills	0
Kyle	Oberst	PI338	24	company training	8.64
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	10	driver/operator training	6
Kyle	Oberst	PI338	0	new driver/operator training	0
Kyle	Oberst	PI338	2	hazardous materials	2
Kyle	Oberst	PI338	0	recruit training	0

Kevin	Scheer	304	32	TOTAL	14.24
Kevin	Scheer	304	0	not tagged	0
Kevin	Scheer	304	0	ems	0
Kevin	Scheer	304	0	training drills	0
Kevin	Scheer	304	24	company training	9.74
Kevin	Scheer	304	0	officer training	0
Kevin	Scheer	304	8	driver/operator training	4.5
Kevin	Scheer	304	0	new driver/operator training	0
Kevin	Scheer	304	0	hazardous materials	0
Kevin	Scheer	304	0	recruit training	0
Pete	Steffen	PI446	43	TOTAL	20.05
Pete	Steffen	PI446	0	not tagged	0
Pete	Steffen	PI446	0	ems	0
Pete	Steffen	PI446	0	training drills	0
Pete	Steffen	PI446	26	company training	8.55
Pete	Steffen	PI446	1	officer training	1
Pete	Steffen	PI446	14	driver/operator training	8.5
Pete	Steffen	PI446	0	new driver/operator training	0
Pete	Steffen	PI446	2	hazardous materials	2
Pete	Steffen	PI446	0	recruit training	0
Susanne	Williams	320	38	TOTAL	20.81
Susanne	Williams	320	0	not tagged	0
Susanne	Williams	320	0	ems	0
Susanne	Williams	320	0	training drills	0
Susanne	Williams	320	23	company training	10.81
Susanne	Williams	320	5	officer training	5
Susanne	Williams	320	10	driver/operator training	5
Susanne	Williams	320	0	new driver/operator training	0
Susanne	Williams	320	0	hazardous materials	0
Susanne	Williams	320	0	recruit training	0
Mike	Young	319	55	TOTAL	31.97
Mike	Young	319	0	not tagged	0
Mike	Young	319	0	ems	0
Mike	Young	319	0	training drills	0
Mike	Young	319	27	company training	9.47
Mike	Young	319	8	officer training	8

Mike	Young	319	17	driver/operator training	11.5
Mike	Young	319	0	new driver/operator training	0
Mike	Young	319	3	hazardous materials	3
Mike	Young	319	0	recruit training	0