



**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:** September 5, 2014  
**SUBJECT:** August 2014 Shift Reports

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

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	21

Total Transport Calls (included in EMS Calls)	18
Transported to Daytona Beach Halifax	10
Transported to Port Orange Halifax	8
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	0
Other Medical Incidents	3
Total Hazardous Conditions (No Fire)	0
Cover Assignment, Standby, Move up	0
Other Service Calls	8
Total Service Calls	8
Total Good Intent Calls	3
Malicious False Alarms	0
System Malfunction False Alarms	1
Unintentional False Alarms	2
Other False Alarms	0
Total False Alarms	3
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	35
Grand Total	70



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** September 05, 2014  
**SUBJECT:** August 2014 Shift Report

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*Completed Projects:*

1. Picked up ACLS drugs in New Smyrna
2. Picked up and disinfected backboards
3. Fire sprinkler inspection at 4525 S. Atlantic Ave #1206
4. Made new "pigtailed" for apparatus
5. Restocked EMS Supplies
6. Plan Reviews
7. Completed business tax receipts.

*Ongoing Projects:*

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

*Upcoming Projects:*

1. Fire Hydrant Maintenance
2. EMT / Paramedic Renewals

*New Equipment put in service:*

1. None

*Completed Training:*

1. ACLS Renewal
2. PEPP Renewal
3. Volunteer Training
4. Fire inspector training
5. ITLS Renewal

*Upcoming Training:*

1. Water Rescue



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**TO:** Chief Dan Scales  
**FROM:** Lt. Mike Young  
**DATE:** September 03, 2014  
**SUBJECT:** August Shift Report for "B" Shift

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Completed Projects:

- EMS inventory

Ongoing Projects:

- Target Safety modules and daily activity
- Daily vehicle maintenance and Regen
- EMS ordering and inventory Activities
- Equipment and SCBA Maintenance

Upcoming Projects:

- Vehicle yearly services
- Continuing Ferno Grant correspondence
- Assisted with pre-event activities for Autism event
- Attempt to acquire new elevator key to replace broken one

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Paramedic Recertifications

Upcoming Training:

- Daily Physical Fitness Training
- Lt. Young has enrolled in upcoming Trauma Conference



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** September 01, 2014  
**SUBJECT:** August 2014 C-Shift Report

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*Completed Projects:*

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

*Ongoing Projects:*

- EMS Supplies
- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Compliance manual
- Quarter Master
- Gateway

*Upcoming Projects:*

- Life Pak 15

*Completed Training:*

- EMS training
- Driver's training.
- Target Safety
- Pump Training
- Physical training
- Lots of Target Safety
- PEPP Recert

- ACLS Recert
- ITLS Recert

*Upcoming Training:*

- Target Safety
- Physical Training
- Firehouse Training



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** September 05, 2014  
**SUBJECT:** August 2014 Fire Marshal Report

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*Completed Inspections:*

- Racing North Turn Follow Up Inspection
- 4799 S. Atlantic Ave Ponce Inlet Club South Hydrostatic inspection
- Waverly Towers (Fire Alarm expired)
- Ponce Inlet Club South
- Cream De Cafe Follow up inspection
- 4525 S. Atlantic Ave #1206 Final Inspection

*Plan Reviews:*

- 4525 S. Atlantic Ave Sprinkler inspection
- Fire sprinkler replacement Tower's Condominium

*Business Tax:*

- *Completed several miscellaneous Business Tax Receipts*

*Pre-construction / Fire Marshal meetings:*

- Fire doors and fire rating requirements (Ponce Inlet Club South)

*Miscellaneous:*

- Wrote email regarding extension cord usage for Building Official
- Completed CEUs for Fire Inspector renewal
- Washed and fueled FM-78
- Reviewed NFPA codes regarding portable kitchens



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**TO:** Chief Dan Scales  
**FROM:** FF/PM Kyle Oberst  
**DATE:** September 2, 2014  
**SUBJECT:** August 2014 Operational volunteer monthly report

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**Activity Log**

Dakota Ramos - 0 Hours

- Excused due to family illness.

Hannah Reynolds - 26 Hours

- Driver training, surfers for autism, ropes and knots training, MVA, fire detector check, station duties.

Ray Kalmar - 24 Hours

- EMS and driver training, area familiarization, R78 review.



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**TO: Chief Scales**

**FROM: DE/EMT Brooks**

**DATE: 09-06-2014**

**SUBJECT: Training hours report**

- **Aggregate Completions Report**
- Report executed 09/02/2014
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 08/01/2014 To 08/31/2014

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	33	TOTAL	15.72
Chris	Ballinger	PI447	0	not tagged	0
Chris	Ballinger	PI447	0	ems	0
Chris	Ballinger	PI447	0	training drills	0
Chris	Ballinger	PI447	23	company training	10.22
Chris	Ballinger	PI447	0	officer training	0
Chris	Ballinger	PI447	10	driver/operator training	5.5
Chris	Ballinger	PI447	0	new driver/operator training	0
Chris	Ballinger	PI447	0	hazardous materials	0
Chris	Ballinger	PI447	0	recruit training	0
Steve	Bell	305	0	TOTAL	0
Steve	Bell	305	0	not tagged	0
Steve	Bell	305	0	ems	0
Steve	Bell	305	0	training drills	0
Steve	Bell	305	0	company training	0

Steve	Bell	305	0	officer training	0
Steve	Bell	305	0	driver/operator training	0
Steve	Bell	305	0	new driver/operator training	0
Steve	Bell	305	0	hazardous materials	0
Steve	Bell	305	0	recruit training	0
John	Brooks	322	69	TOTAL	37.88
John	Brooks	322	0	not tagged	0
John	Brooks	322	4	ems	4
John	Brooks	322	0	training drills	0
John	Brooks	322	33	company training	11.88
John	Brooks	322	1	officer training	1
John	Brooks	322	31	driver/operator training	21
John	Brooks	322	0	new driver/operator training	0
John	Brooks	322	0	hazardous materials	0
John	Brooks	322	0	recruit training	0
Derek	George	303	15	TOTAL	19
Derek	George	303	0	not tagged	0
Derek	George	303	4	ems	4
Derek	George	303	0	training drills	0
Derek	George	303	3	company training	7
Derek	George	303	8	officer training	8
Derek	George	303	0	driver/operator training	0
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	54	TOTAL	36.06
Cheryl	Herren	321	3	not tagged	12
Cheryl	Herren	321	0	ems	0
Cheryl	Herren	321	0	training drills	0
Cheryl	Herren	321	22	company training	7.56
Cheryl	Herren	321	0	officer training	0
Cheryl	Herren	321	29	driver/operator training	16.5
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	53	TOTAL	28.8
Kyle	Oberst	PI338	0	not tagged	0
Kyle	Oberst	PI338	2	ems	2
Kyle	Oberst	PI338	0	training drills	0
Kyle	Oberst	PI338	36	company training	16.8
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	15	driver/operator training	10
Kyle	Oberst	PI338	0	new driver/operator training	0
Kyle	Oberst	PI338	0	hazardous materials	0
Kyle	Oberst	PI338	0	recruit training	0
Kevin	Scheer	304	18	TOTAL	7.5
Kevin	Scheer	304	0	not tagged	0
Kevin	Scheer	304	0	ems	0
Kevin	Scheer	304	0	training drills	0
Kevin	Scheer	304	12	company training	4.5
Kevin	Scheer	304	0	officer training	0
Kevin	Scheer	304	6	driver/operator training	3
Kevin	Scheer	304	0	new driver/operator training	0
Kevin	Scheer	304	0	hazardous materials	0
Kevin	Scheer	304	0	recruit training	0
Susanne	Williams	320	47	TOTAL	36.96
Susanne	Williams	320	4	not tagged	16
Susanne	Williams	320	0	ems	0
Susanne	Williams	320	0	training drills	0
Susanne	Williams	320	23	company training	6.96
Susanne	Williams	320	7	officer training	7
Susanne	Williams	320	13	driver/operator training	7
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	38	TOTAL	15.63
Mike	Young	319	0	not tagged	0
Mike	Young	319	0	ems	0
Mike	Young	319	0	training drills	0
Mike	Young	319	23	company training	6.63
Mike	Young	319	1	officer training	1

Mike	Young	319	13	driver/operator training	7
Mike	Young	319	0	new driver/operator training	0
Mike	Young	319	1	hazardous materials	1
Mike	Young	319	0	recruit training	0