



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: November 10, 2014
SUBJECT: October 2014 Shift Reports

I am attaching reports from each shift as to their individual activities for the month of October 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 October 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 | 19 |

| | |
|-----------------------------------------------|----|
| Total Transport Calls (included in EMS Calls) | 14 |
| Transported to Daytona Beach Halifax | 11 |
| Transported to Port Orange Halifax | 3 |
| Transported to Bert Fish Memorial, NSB | 0 |
| Transported to Ormond Memorial | 0 |
| Other Medical Incidents | 5 |
| | |
| Total Hazardous Conditions (No Fire) | 1 |
| | |
| Cover Assignment, Standby, Move up | 1 |
| Other Service Calls | 5 |
| Total Service Calls | 6 |
| | |
| Total Good Intent Calls | 6 |
| | |
| Malicious False Alarms | 0 |
| System Malfunction False Alarms | 1 |
| Unintentional False Alarms | 1 |
| Other False Alarms | 1 |
| Total False Alarms | 3 |
| | |
| Total Severe Weather & Natural Disaster | 0 |
| | |
| Total Special Incident Type | 0 |
| | |
| Grand Total | 35 |



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TO: Chief Scales
FROM: Lieutenant George
DATE: November 04, 2014
SUBJECT: October 2014 Shift Report

Completed Projects:

1. Completed NIFRS reports
2. Picked up and disinfected backboards
3. Craft show at Community Center
4. Employee manual review.
5. Plan reviews
6. Restocked EMS Supplies
7. Pre-construction meeting with fire alarm contractor for Tower's 700
8. 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:

None

Completed Training:

1. Cultural Diversity Training
2. Ebola Training
3. Volunteer Training
4. Fire inspector training



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TO: Chief Dan Scales
FROM: Lt. Mike Young
DATE: October 30, 2014
SUBJECT: October Shift Report for "B" Shift

Completed Projects:

- Assisted condo with Knox Box
- EMS supply inventory and organization

Ongoing Projects:

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

Upcoming Projects:

- Vehicle yearly services
- Hose Testing
- Hydrant maintenance

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Steffen Paramedic recertification classes
- EMS and Fire reporting programs training with new hire FF Steffen

Upcoming Training:

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



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: November 03, 2014
SUBJECT: October 2014 C-Shift Report

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
- Stretcher
- LP Transmissions
- Revamping QA Process

Upcoming Projects:

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Pump Training
- Physical training
- Lots of Target Safety
- Review of Town policy
- Review of Dept Policy

Upcoming Training:

- Target Safety
- Physical Training
- Firehouse Training
- EMS Training
- Policy review



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TO: Chief Scales
FROM: Lieutenant George
DATE: November 04, 2014
SUBJECT: October 2014 Fire Marshal Report

Completed Inspections:

- Complaint inspection at Beacon Point
- Follow up inspection 4511 S. Atlantic Ave

Plan Reviews:

- 4511 S. Atlantic Ave Hood System
- 4511 S. Atlantic Ave Fire Alarm System
- 4511 S. Atlantic Ave Seating and Lighting
- 4651 S. Atlantic Ave Plan review
- Tower 700 fire alarm plan review

Business Tax:

- *Completed several miscellaneous Business Tax Receipts*

Pre-construction / Fire Marshal meetings:

- Giles Electric reference Tower's 700

Miscellaneous:

- Completed CEUs for Fire Inspector renewal



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TO: Chief Dan Scales
FROM: FF/PM Kyle Oberst
DATE: November 4, 2014
SUBJECT: October 2014 Operational volunteer monthly report

Activity Log

Dakota Ramos - 26 Hours

- Stand by, station duties, EMS checks, Halloween event

Hannah Reynolds - 24 Hours

- Stand by, vehicle checks, washed E78

Ray Kalmar - 0 Hours

- Excused due to not being able to make it in because of working full time, attending school and military training.



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TO: Chief Scales

FROM: D/E Brooks

DATE: 11/13/2014

SUBJECT: training hours report

- **Aggregate Completions Report**
- Report executed 11/13/2014
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 10/01/2014 To 10/31/2014

| First Name | Last Name | Employee ID | Completions | Tag | Duration (hours) |
|------------|-----------|-------------|-------------|------------------------------|------------------|
| Chris | Ballinger | PI447 | 27 | TOTAL | 12.64 |
| Chris | Ballinger | PI447 | 0 | not tagged | 0 |
| Chris | Ballinger | PI447 | 1 | ems | 0 |
| Chris | Ballinger | PI447 | 0 | training drills | 0 |
| Chris | Ballinger | PI447 | 18 | company training | 8.64 |
| Chris | Ballinger | PI447 | 0 | officer training | 0 |
| Chris | Ballinger | PI447 | 8 | driver/operator training | 4 |
| 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 | 51 | TOTAL | 28.81 |
| John | Brooks | 322 | 0 | not tagged | 0 |
| John | Brooks | 322 | 4 | ems | 3 |
| John | Brooks | 322 | 0 | training drills | 0 |
| John | Brooks | 322 | 19 | company training | 6.81 |

| | | | | | |
|--------|--------|-------|----|------------------------------|-------|
| John | Brooks | 322 | 4 | officer training | 4 |
| John | Brooks | 322 | 24 | driver/operator training | 15 |
| 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 | 24 | TOTAL | 20.65 |
| Derek | George | 303 | 0 | not tagged | 0 |
| Derek | George | 303 | 4 | ems | 6 |
| Derek | George | 303 | 0 | training drills | 0 |
| Derek | George | 303 | 8 | company training | 2.65 |
| Derek | George | 303 | 7 | officer training | 7 |
| Derek | George | 303 | 5 | driver/operator training | 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 | 35 | TOTAL | 15.74 |
| Cheryl | Herren | 321 | 0 | not tagged | 0 |
| Cheryl | Herren | 321 | 1 | ems | 0 |
| Cheryl | Herren | 321 | 0 | training drills | 0 |
| Cheryl | Herren | 321 | 12 | company training | 3.24 |
| Cheryl | Herren | 321 | 0 | officer training | 0 |
| Cheryl | Herren | 321 | 22 | driver/operator training | 12.5 |
| 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 | 47 | TOTAL | 21.8 |
| Kyle | Oberst | PI338 | 0 | not tagged | 0 |
| Kyle | Oberst | PI338 | 1 | ems | 0 |
| Kyle | Oberst | PI338 | 0 | training drills | 0 |
| Kyle | Oberst | PI338 | 30 | company training | 10.8 |
| Kyle | Oberst | PI338 | 1 | officer training | 1 |
| Kyle | Oberst | PI338 | 13 | driver/operator training | 8 |
| 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 | 69 | TOTAL | 40.21 |
| Kevin | Scheer | 304 | 0 | not tagged | 0 |
| Kevin | Scheer | 304 | 0 | ems | 0 |
| Kevin | Scheer | 304 | 0 | training drills | 0 |
| Kevin | Scheer | 304 | 38 | company training | 13.71 |
| Kevin | Scheer | 304 | 0 | officer training | 0 |
| Kevin | Scheer | 304 | 31 | driver/operator training | 26.5 |
| 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 | 26 | TOTAL | 18.89 |
| Pete | Steffen | PI446 | 2 | not tagged | 8 |
| Pete | Steffen | PI446 | 1 | ems | 0 |
| Pete | Steffen | PI446 | 0 | training drills | 0 |
| Pete | Steffen | PI446 | 14 | company training | 4.39 |
| Pete | Steffen | PI446 | 0 | officer training | 0 |
| Pete | Steffen | PI446 | 9 | driver/operator training | 6.5 |
| Pete | Steffen | PI446 | 0 | new driver/operator training | 0 |
| Pete | Steffen | PI446 | 0 | hazardous materials | 0 |
| Pete | Steffen | PI446 | 0 | recruit training | 0 |
| Susanne | Williams | 320 | 48 | TOTAL | 25.22 |
| Susanne | Williams | 320 | 0 | not tagged | 0 |
| Susanne | Williams | 320 | 0 | ems | 0 |
| Susanne | Williams | 320 | 0 | training drills | 0 |
| Susanne | Williams | 320 | 22 | company training | 6.22 |
| Susanne | Williams | 320 | 9 | officer training | 9 |
| Susanne | Williams | 320 | 17 | driver/operator training | 10 |
| 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 | 33 | TOTAL | 16.39 |
| Mike | Young | 319 | 0 | not tagged | 0 |
| Mike | Young | 319 | 1 | ems | 0 |
| Mike | Young | 319 | 0 | training drills | 0 |
| Mike | Young | 319 | 19 | company training | 6.89 |
| Mike | Young | 319 | 2 | officer training | 2 |

| | | | | | |
|------|-------|-----|----|------------------------------|-----|
| Mike | Young | 319 | 11 | driver/operator training | 7.5 |
| Mike | Young | 319 | 0 | new driver/operator training | 0 |
| Mike | Young | 319 | 0 | hazardous materials | 0 |
| Mike | Young | 319 | 0 | recruit training | |