



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: December 8, 2014
SUBJECT: November 2014 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 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	13

Total Transport Calls (included in EMS Calls)	12
Transported to Daytona Beach Halifax	11
Transported to Port Orange Halifax	0
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
Other Medical Incidents	1
Total Hazardous Conditions (No Fire)	1
Cover Assignment, Standby, Move up	0
Other Service Calls	4
Total Service Calls	4
Total Good Intent Calls	2
Malicious False Alarms	0
System Malfunction False Alarms	0
Unintentional False Alarms	4
Other False Alarms	0
Total False Alarms	4
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	24



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

Completed Projects:

1. Station tour (People from Africa)
2. Picked up and disinfected backboards
3. Paramedic and EMT renewals
4. Employee manual review.
5. Plan reviews
6. Restocked station supplies
7. Monthly EMS check out / inventory
8. Completed business tax receipts

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)

New Equipment put in service:

None

Completed Training:

1. Advanced Cardiac Life Support
2. Driver's training
3. Volunteer Training
4. Fire inspector training



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TO: Chief Dan Scales
FROM: Lt. Mike Young
DATE: December 8, 2014
SUBJECT: November Shift Report for "B" Shift

Completed Projects:

- EMS supply inventory, organization and contact list development

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle maintenance and Regen
- Equipment, vehicle and SCBA Maintenance
- Grant Application for new stretcher

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



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

Completed Projects:

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

Ongoing Projects:

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

Upcoming Projects:

- Christmas Parade
- Santa Run
- Capital budgets

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Pump Training
- Physical training

Upcoming Training:

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



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

Completed Inspections:

- Conducted a complaint inspection at Beacon Point regarding storage of items
- Follow up inspection 4511 S. Atlantic Ave
- 4301 S. Atlantic Ave, Police Department

Plan Reviews:

- 4511 S. Atlantic Ave life safety plan review
- Tower 700 revised fire alarm plan review
- 4511 S. Atlantic fire alarm plan review
- 4799 S. Atlantic Ave, Standpipe being upgraded to a wet system

Business Tax:

- *Completed several miscellaneous Business Tax Receipts*

Pre-construction / Fire Marshal meetings:

- Residential subdivision, Avery Landing / New Berry Homes

Miscellaneous:

- Completed CEUs for Fire Inspector renewal
- New NFPA codes arrived



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TO: Chief Dan Scales
FROM: FF/PM Kyle Oberst
DATE: December 4, 2014
SUBJECT: November 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

Ray Kalmar - 0 Hours

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



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TO: Chief Scales
FROM: D/E John Brooks
DATE: December 3, 2014
SUBJECT: November Training Hours Report

- **Aggregate Completions Report**
- Report executed 12/03/2014
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 11/01/2014 To 11/30/2014

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	28	TOTAL	12.64
Chris	Ballinger	PI447	0	not tagged	0
Chris	Ballinger	PI447	0	ems	0
Chris	Ballinger	PI447	0	training drills	0
Chris	Ballinger	PI447	20	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	48	TOTAL	26.98
John	Brooks	322	0	not tagged	0
John	Brooks	322	1	ems	1
John	Brooks	322	0	training drills	0
John	Brooks	322	19	company training	7.48

John	Brooks	322	3	officer training	3
John	Brooks	322	25	driver/operator training	15.5
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	12	TOTAL	14.08
Derek	George	303	0	not tagged	0
Derek	George	303	5	ems	7
Derek	George	303	0	training drills	0
Derek	George	303	4	company training	4.58
Derek	George	303	1	officer training	1
Derek	George	303	2	driver/operator training	1.5
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	17	TOTAL	7.99
Cheryl	Herren	321	0	not tagged	0
Cheryl	Herren	321	0	ems	0
Cheryl	Herren	321	0	training drills	0
Cheryl	Herren	321	8	company training	2.99
Cheryl	Herren	321	0	officer training	0
Cheryl	Herren	321	9	driver/operator training	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	37	TOTAL	17.64
Kyle	Oberst	PI338	0	not tagged	0
Kyle	Oberst	PI338	0	ems	0
Kyle	Oberst	PI338	0	training drills	0
Kyle	Oberst	PI338	25	company training	9.64
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	11	driver/operator training	7
Kyle	Oberst	PI338	0	new driver/operator training	0
Kyle	Oberst	PI338	1	hazardous materials	1
Kyle	Oberst	PI338	0	recruit training	0

Kevin	Scheer	304	35	TOTAL	18.15
Kevin	Scheer	304	0	not tagged	0
Kevin	Scheer	304	1	ems	0
Kevin	Scheer	304	0	training drills	0
Kevin	Scheer	304	21	company training	7.65
Kevin	Scheer	304	0	officer training	0
Kevin	Scheer	304	13	driver/operator training	10.5
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	46	TOTAL	24.56
Pete	Steffen	PI446	0	not tagged	0
Pete	Steffen	PI446	0	ems	0
Pete	Steffen	PI446	0	training drills	0
Pete	Steffen	PI446	25	company training	10.06
Pete	Steffen	PI446	0	officer training	0
Pete	Steffen	PI446	19	driver/operator training	12.5
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	35	TOTAL	18.48
Susanne	Williams	320	0	not tagged	0
Susanne	Williams	320	1	ems	0
Susanne	Williams	320	0	training drills	0
Susanne	Williams	320	16	company training	4.48
Susanne	Williams	320	7	officer training	7
Susanne	Williams	320	11	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	42	TOTAL	30.06
Mike	Young	319	0	not tagged	0
Mike	Young	319	0	ems	0
Mike	Young	319	0	training drills	0
Mike	Young	319	21	company training	14.56
Mike	Young	319	2	officer training	2

Mike	Young	319	17	driver/operator training	11.5
Mike	Young	319	0	new driver/operator training	0
Mike	Young	319	2	hazardous materials	2
Mike	Young	319	0	recruit training	0