



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: February 6, 2014
SUBJECT: January 2015 Shift Reports

I am attaching reports from each shift as to their individual activities for the month of January 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 January 2015.

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	1
Total Fires	1
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	25

Total Transport Calls (included in EMS Calls)	20
Transported to Daytona Beach Halifax	9
Transported to Port Orange Halifax	9
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	2
Other Medical Incidents	5
Total Hazardous Conditions (No Fire)	0
Cover Assignment, Standby, Move up	0
Other Service Calls	6
Total Service Calls	6
Total Good Intent Calls	3
Malicious False Alarms	0
System Malfunction False Alarms	5
Unintentional False Alarms	6
Other False Alarms	0
Total False Alarms	11
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	46



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TO: Chief Scales
FROM: Lieutenant George
DATE: February 5, 2015
SUBJECT: January 2015 A Shift Report

Completed Projects:

1. Picked up and disinfected backboards
2. Completed business tax receipts
3. Plan reviews (Towers)
4. Restocked station supplies
5. Monthly EMS R-78 check out / inventory
6. Attended county wide training committee

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:

1. NFPA 2015 Fire Codes

Completed Training:

1. Fire Marshal renewal training
2. Fire Code update training
3. Volunteer Training
4. Advanced Life Support Training
5. Fire equipment training



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TO: Chief Dan Scales
FROM: Lt. Mike Young
DATE: January 31, 2015
SUBJECT: January 2015 B Shift Report

Completed Projects:

- Train up and clearance meeting with Medical Director for FF-Paramedic Steffen
- Assigned annual hose testing completed
- Assigned pre-fire update and property checks completed
- Assist with annual fire extinguisher services
- Attended Fire-East Conference and met with EMS supplies vendors

Ongoing Projects:

- Target Safety modules and daily activities logging
- Grant Application for new stretcher
- EMS supply inventory, organization and ordering
- Daily vehicle, station and equipment maintenance

Upcoming Projects:

- Replacement backboard ordering

New Equipment Put in Service:

- Gait Belt

Completed Training:

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

Upcoming Training:

- Daily Physical Fitness Training
- New hire reinforcement of training in all areas and crew cohesion



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: February 1, 2015
SUBJECT: January 2015 C Shift Report

Completed Projects:

- Small engine maintenance and repair
- EMS and ACLS drugs restocked.
- Quality Assurance
- QM Orders and distribution
- E78 repaired
- E78 Pump tested

Ongoing Projects:

- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Compliance manual
- Quarter Master
- LP Transmissions
- Revamping QA Process
- Capital budget
- Pre Fire Plans
- Fire Operations projects
- Ladder testing
- Hose Testing

Upcoming Projects:

- Pre Fire Plans

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
- Fire Training regional



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TO: Chief Scales
FROM: Lieutenant George
DATE: February 5, 2015
SUBJECT: January 2015 Fire Marshal Report

Completed Inspections:

- Tower 600 unit 6101 lanai enclosure inspection
- 4767 S. Atlantic Ave # 701
- 4505 S. Atlantic Ave (Both buildings)
- 4511 S. Atlantic Ave (final)
- Sandcastle North and South
- Lighthouse Ice Cream
- 4535 S. Atlantic Ave
- Tower 100-600

Plan Reviews:

- Tower lanai sprinkler plan review (5 of them)

Business Tax:

- *Completed several miscellaneous Business Tax Receipts*

Pre-construction / Fire Marshal meetings:

- Lighthouse Ice Cream

Miscellaneous:

- Renewed Fire Marshal license



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TO: Chief Dan Scales
FROM: FF/PM Kyle Oberst
DATE: February 2, 2015
SUBJECT: January 2015 Operational Volunteer Report

Activity Log

Dakota Ramos - 12.5 Hours

- Excused from the 24 hour minimum due to being very busy this month at full time job. Station duties, EMS checks, SCBA check.

Hannah Reynolds - 5 Hours

- Stand by, station duties, vehicle checks, EMS call.

Ray Kalmar - 0 Hours

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

TJ Martin - 31 Hours

- Station duties, Hose testing, ladder checks, truck checks.



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TO: Chief Scales
FROM: DE/EMT Brooks
DATE: February 2, 2015
SUBJECT: January 2015 Training Hours Report

- **Aggregate Completions Report**
- Report executed 02/05/2015
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 01/01/2015 To 01/31/2015

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	36	TOTAL	19.3
Chris	Ballinger	PI447	3	not tagged	1.5
Chris	Ballinger	PI447	4	ems	4
Chris	Ballinger	PI447	0	training drills	0
Chris	Ballinger	PI447	25	company training	9.8
Chris	Ballinger	PI447	0	officer training	0
Chris	Ballinger	PI447	3	driver/operator training	3
Chris	Ballinger	PI447	0	new driver/operator training	0
Chris	Ballinger	PI447	1	hazardous materials	1
Chris	Ballinger	PI447	0	recruit training	0
John	Brooks	322	64	TOTAL	56.3
John	Brooks	322	4	not tagged	9.5
John	Brooks	322	0	ems	0
John	Brooks	322	0	training drills	0
John	Brooks	322	31	company training	10.8

John	Brooks	322	3	officer training	3
John	Brooks	322	26	driver/operator training	33
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	49	TOTAL	37.22
Derek	George	303	1	not tagged	8
Derek	George	303	0	ems	0
Derek	George	303	0	training drills	0
Derek	George	303	29	company training	10.22
Derek	George	303	9	officer training	9
Derek	George	303	10	driver/operator training	10
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	44	TOTAL	44.57
Cheryl	Herren	321	5	not tagged	10
Cheryl	Herren	321	0	ems	0
Cheryl	Herren	321	0	training drills	0
Cheryl	Herren	321	21	company training	10.07
Cheryl	Herren	321	1	officer training	1
Cheryl	Herren	321	17	driver/operator training	23.5
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	45	TOTAL	30.8
Kyle	Oberst	PI338	3	not tagged	9
Kyle	Oberst	PI338	2	ems	2
Kyle	Oberst	PI338	0	training drills	0
Kyle	Oberst	PI338	31	company training	10.8
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	9	driver/operator training	9
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	56	TOTAL	46.39
Kevin	Scheer	304	3	not tagged	9
Kevin	Scheer	304	2	ems	3
Kevin	Scheer	304	0	training drills	0
Kevin	Scheer	304	35	company training	16.39
Kevin	Scheer	304	0	officer training	0
Kevin	Scheer	304	16	driver/operator training	18
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	30	TOTAL	32.99
Pete	Steffen	PI446	2	not tagged	8.5
Pete	Steffen	PI446	6	ems	7
Pete	Steffen	PI446	0	training drills	0
Pete	Steffen	PI446	22	company training	17.49
Pete	Steffen	PI446	0	officer training	0
Pete	Steffen	PI446	0	driver/operator training	0
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	33	TOTAL	39.75
Susanne	Williams	320	1	not tagged	8
Susanne	Williams	320	1	ems	.5
Susanne	Williams	320	0	training drills	0
Susanne	Williams	320	14	company training	10.25
Susanne	Williams	320	8	officer training	9
Susanne	Williams	320	9	driver/operator training	12
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	68	TOTAL	58.8
Mike	Young	319	3	not tagged	9
Mike	Young	319	2	ems	2
Mike	Young	319	0	training drills	0
Mike	Young	319	42	company training	24.8
Mike	Young	319	7	officer training	9

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