



**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 02, 2016  
**SUBJECT:** January 2016 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 2016. 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)  | 20    |
| Transported to Daytona Beach Halifax           | 9     |
| Transported to Port Orange Halifax             | 7     |
| Transported to Bert Fish Memorial, NSB         | 0     |
| Transported to Ormond Memorial                 | 3     |
| Other Medical Incidents                        | 1     |

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|   |    |
|---|----|
| Total Hazardous Conditions (No Fire)    | 0  |
| Cover Assignment, Standby, Move up      | 0  |
| Other Service Calls                     | 6  |
| Total Service Calls                     | 6  |
| Total Good Intent Calls                 | 4  |
| Malicious False Alarms                  | 0  |
| System Malfunction False Alarms         | 1  |
| Unintentional False Alarms              | 2  |
| Other False Alarms                      | 1  |
| Total False Alarms                      | 4  |
| 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:** February 06, 2016  
**SUBJECT:** January 2016 Shift Report

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*Completed Projects:*

1. Moved items out of EMS room and turned in to new firefighter bunkroom
2. Picked up and disinfected backboards
3. Set up new EMS supply room
4. Completed business tax receipts
5. Plan reviews (Towers)
6. Restocked station supplies
7. Monthly EMS equipment inventory E-78
8. Put surplus office supplies upstairs
9. Station maintenance (bathroom light replaced, toilet seat replaced, garbage disposal and bathroom door lock replaced).

*Ongoing Projects:*

1. Target Safety
2. Fire Inspections / Pre-fire safety walk through
3. Business Tax Receipts

*Upcoming Projects:*

1. Fire hydrant maintenance
2. Fire hose testing

*New Equipment put in service:*

1. None

*Completed Training:*

1. Volunteer firefighter training
2. IV and medication training
3. Driver's training
4. Advanced Life Support Training
5. Fire equipment training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: February 2, 2015**

**SUBJECT: January 2015 Shift Report for "B" Shift**

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**Completed Projects:**

- EMS Room reorganization and relocation
- Took new Rescue for mechanical work on exhaust

**Ongoing Projects:**

- Target Safety modules and daily activities logging
- EMS supply inventory, organization and ordering
- Daily vehicle, station and equipment maintenance

**Upcoming Projects:**

- Lucas CPR machine loaner

**New Equipment Put in Service:**

- None

**Completed Training:**

- Target Safety modules
- Young completed BLS Instructor updates

**Upcoming Training:**

- Daily Physical Fitness Training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** February 02, 2016  
**SUBJECT:** January 2015 C Shift Report

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*Completed Projects:*

- Small engine maintenance and repair
- Quality Assurance
- QM Orders and Distribution
- LP Transmissions

*Ongoing Projects:*

- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Quarter Master
- Revamping QA Process
- Fire Operations projects
- Capital Projects

*Upcoming Projects:*

- Premise Data Entry
- EMS Grant

*Completed Training:*

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

*Upcoming Training:*

- Target Safety
- Physical Training



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**TO: Chief Scales**

**FROM: DE/EMT John Brooks**

**DATE: 02-06-2016**

**SUBJECT: Jan 2016 training hours report**

- **Aggregate Completions Report**
- Report executed 02/06/2016
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 01/01/2016 To 01/31/2016

| First Name | Last Name | Employee ID | Completions | Tag                      | Duration (hours) |
|------------|-----------|-------------|-------------|--------------------------|------------------|
| Chris      | Ballinger | PI447       | 51          | TOTAL                    | 34.72            |
| Chris      | Ballinger | PI447       | 6           | not tagged               | 3                |
| Chris      | Ballinger | PI447       | 0           | ems                      | 0                |
| Chris      | Ballinger | PI447       | 21          | company training         | 7.72             |
| Chris      | Ballinger | PI447       | 5           | officer training         | 5                |
| Chris      | Ballinger | PI447       | 19          | driver/operator training | 18.5             |
| Chris      | Ballinger | PI447       | 1           | hazardous materials      | 1                |
| Chris      | Ballinger | PI447       | 0           | recruit training         | 0                |
| Chris      | Ballinger | PI447       | 0           | driver training          | 0                |
| Chris      | Ballinger | PI447       | 0           | facility training        | 0                |
| Chris      | Ballinger | PI447       | 0           | specialty training       | 0                |
| Chris      | Ballinger | PI447       | 0           | facilities training      | 0                |
| John       | Brooks    | PI331       | 64          | TOTAL                    | 41.72            |
| John       | Brooks    | PI331       | 10          | not tagged               | 5                |
| John       | Brooks    | PI331       | 0           | ems                      | 0                |
| John       | Brooks    | PI331       | 37          | company training         | 19.72            |
| John       | Brooks    | PI331       | 1           | officer training         | 1                |
| John       | Brooks    | PI331       | 25          | driver/operator training | 20.5             |
| John       | Brooks    | PI331       | 0           | hazardous materials      | 0                |
| John       | Brooks    | PI331       | 0           | recruit training         | 0                |

|        |        |       |    |                          |       |
|--------|--------|-------|----|--------------------------|-------|
| John   | Brooks | PI331 | 0  | driver training          | 0     |
| John   | Brooks | PI331 | 0  | facility training        | 0     |
| John   | Brooks | PI331 | 0  | specialty training       | 0     |
| John   | Brooks | PI331 | 0  | facilities training      | 0     |
| Derek  | George | PI303 | 33 | TOTAL                    | 19.97 |
| Derek  | George | PI303 | 1  | not tagged               | .5    |
| Derek  | George | PI303 | 0  | ems                      | 0     |
| Derek  | George | PI303 | 18 | company training         | 6.97  |
| Derek  | George | PI303 | 11 | officer training         | 11    |
| Derek  | George | PI303 | 7  | driver/operator training | 3.5   |
| Derek  | George | PI303 | 0  | hazardous materials      | 0     |
| Derek  | George | PI303 | 0  | recruit training         | 0     |
| Derek  | George | PI303 | 0  | driver training          | 0     |
| Derek  | George | PI303 | 0  | facility training        | 0     |
| Derek  | George | PI303 | 0  | specialty training       | 0     |
| Derek  | George | PI303 | 0  | facilities training      | 0     |
| Cheryl | Herren | PI321 | 36 | TOTAL                    | 31.5  |
| Cheryl | Herren | PI321 | 0  | not tagged               | 0     |
| Cheryl | Herren | PI321 | 5  | ems                      | 8     |
| Cheryl | Herren | PI321 | 10 | company training         | 2.5   |
| Cheryl | Herren | PI321 | 0  | officer training         | 0     |
| Cheryl | Herren | PI321 | 21 | driver/operator training | 21    |
| Cheryl | Herren | PI321 | 0  | hazardous materials      | 0     |
| Cheryl | Herren | PI321 | 0  | recruit training         | 0     |
| Cheryl | Herren | PI321 | 0  | driver training          | 0     |
| Cheryl | Herren | PI321 | 0  | facility training        | 0     |
| Cheryl | Herren | PI321 | 0  | specialty training       | 0     |
| Cheryl | Herren | PI321 | 0  | facilities training      | 0     |
| Kyle   | Oberst | PI338 | 33 | TOTAL                    | 17.98 |
| Kyle   | Oberst | PI338 | 6  | not tagged               | 3     |
| Kyle   | Oberst | PI338 | 3  | ems                      | 5     |
| Kyle   | Oberst | PI338 | 19 | company training         | 7.48  |
| Kyle   | Oberst | PI338 | 0  | officer training         | 0     |
| Kyle   | Oberst | PI338 | 11 | driver/operator training | 5.5   |
| Kyle   | Oberst | PI338 | 0  | hazardous materials      | 0     |
| Kyle   | Oberst | PI338 | 0  | recruit training         | 0     |
| Kyle   | Oberst | PI338 | 0  | driver training          | 0     |
| Kyle   | Oberst | PI338 | 0  | facility training        | 0     |
| Kyle   | Oberst | PI338 | 0  | specialty training       | 0     |
| Kyle   | Oberst | PI338 | 0  | facilities training      | 0     |
| Kevin  | Scheer | PI304 | 70 | TOTAL                    | 32.37 |
| Kevin  | Scheer | PI304 | 13 | not tagged               | 6.5   |
| Kevin  | Scheer | PI304 | 0  | ems                      | 0     |
| Kevin  | Scheer | PI304 | 46 | company training         | 20.37 |
| Kevin  | Scheer | PI304 | 0  | officer training         | 0     |
| Kevin  | Scheer | PI304 | 24 | driver/operator training | 12    |

|         |          |       |    |                          |       |
|---------|----------|-------|----|--------------------------|-------|
| Kevin   | Scheer   | PI304 | 0  | hazardous materials      | 0     |
| Kevin   | Scheer   | PI304 | 0  | recruit training         | 0     |
| Kevin   | Scheer   | PI304 | 0  | driver training          | 0     |
| Kevin   | Scheer   | PI304 | 0  | facility training        | 0     |
| Kevin   | Scheer   | PI304 | 0  | specialty training       | 0     |
| Kevin   | Scheer   | PI304 | 0  | facilities training      | 0     |
| Pete    | Steffen  | PI446 | 60 | TOTAL                    | 43.64 |
| Pete    | Steffen  | PI446 | 8  | not tagged               | 4     |
| Pete    | Steffen  | PI446 | 2  | ems                      | 3     |
| Pete    | Steffen  | PI446 | 26 | company training         | 13.64 |
| Pete    | Steffen  | PI446 | 4  | officer training         | 4     |
| Pete    | Steffen  | PI446 | 20 | driver/operator training | 18    |
| Pete    | Steffen  | PI446 | 2  | hazardous materials      | 2     |
| Pete    | Steffen  | PI446 | 0  | recruit training         | 0     |
| Pete    | Steffen  | PI446 | 0  | driver training          | 0     |
| Pete    | Steffen  | PI446 | 0  | facility training        | 0     |
| Pete    | Steffen  | PI446 | 0  | specialty training       | 0     |
| Pete    | Steffen  | PI446 | 0  | facilities training      | 0     |
| Susanne | Williams | PI320 | 24 | TOTAL                    | 15.5  |
| Susanne | Williams | PI320 | 7  | not tagged               | 3.5   |
| Susanne | Williams | PI320 | 1  | ems                      | 1     |
| Susanne | Williams | PI320 | 11 | company training         | 6     |
| Susanne | Williams | PI320 | 5  | officer training         | 5     |
| Susanne | Williams | PI320 | 1  | driver/operator training | .5    |
| Susanne | Williams | PI320 | 0  | hazardous materials      | 0     |
| Susanne | Williams | PI320 | 0  | recruit training         | 0     |
| Susanne | Williams | PI320 | 0  | driver training          | 0     |
| Susanne | Williams | PI320 | 0  | facility training        | 0     |
| Susanne | Williams | PI320 | 0  | specialty training       | 0     |
| Susanne | Williams | PI320 | 0  | facilities training      | 0     |
| Mike    | Young    | PI319 | 55 | TOTAL                    | 31.88 |
| Mike    | Young    | PI319 | 7  | not tagged               | 3.5   |
| Mike    | Young    | PI319 | 4  | ems                      | 8     |
| Mike    | Young    | PI319 | 34 | company training         | 12.88 |
| Mike    | Young    | PI319 | 5  | officer training         | 5     |
| Mike    | Young    | PI319 | 16 | driver/operator training | 8     |
| Mike    | Young    | PI319 | 0  | hazardous materials      | 0     |
| Mike    | Young    | PI319 | 0  | recruit training         | 0     |
| Mike    | Young    | PI319 | 0  | driver training          | 0     |
| Mike    | Young    | PI319 | 0  | facility training        | 0     |
| Mike    | Young    | PI319 | 0  | specialty training       | 0     |
| Mike    | Young    | PI319 | 0  | facilities training      | 0     |



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**TO: Chief Dan Scales**

**FROM: FF/PM Kyle Oberst**

**DATE: 02/03/2016**

**SUBJECT: January 2016 Operational volunteer monthly report**

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**Activity Log**

Igor Kojadinovic - 113 Hours

- Truck checkout, stroke alert, training, multiple EMS calls.

TJ Martin - 29.5 Hours

- Truck checkout, ems calls, fueled trucks, exercise.

Kenny Johnson - 27 Hours

- Truck checkouts, training, multiple EMS calls, exercise. (Got hired at Ormond)



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*Completed Inspections:*

- Tower's lanai inspection

*Plan Reviews:*

- Tower lanai sprinkler plan review
- New Berry Homes / Ponce Inlet Key
- Inlet Harbor Subdivision

*Business Tax:*

- *Completed several miscellaneous Business Tax Receipts*

*Pre-construction / Fire Marshal meetings:*

- Inlet Harbor Subdivision

*Miscellaneous:*

- Development Review Committee Meeting
- Construction site updates / visits