



**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:** May 02, 2016  
**SUBJECT:** April 2016 Shift Reports

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*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	1
Brush/Grass Fires	0
Other Fires	0
Total Fires	1
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	22
Total Transport Calls (included in EMS Calls)	15
Transported to Daytona Beach Halifax	3
Transported to Port Orange Halifax	10
Transported to Bert Fish Memorial, NSB	1
Transported to Ormond Memorial	1
Other Medical Incidents	7

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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	0
Total False Alarms	3
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	36



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** May 06, 2016  
**SUBJECT:** April 2016 Shift Report

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*Completed Projects:*

1. New hire orientation
2. Plan review, lanai enclosure at Towers
3. Business pre-fire plan updates
4. Target Safety
5. Finished up paint on Admin Side moved old desk and file cabinets out
6. EMS check out
7. County rope rescue drill

*Ongoing Projects:*

1. Fire and EMS training
2. Fire Inspections / Pre-fire safety walk through
3. Target Safety

*Upcoming Projects:*

1. Pre-fire plan updates
2. Annual fire inspections

*New Equipment put in service:*

1. None

*Completed Training:*

1. Extrication training
2. Volunteer training
3. Physical training
4. Driver's training

*Upcoming Training:*

1. Wildfire training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: May 1, 2016**

**SUBJECT: April 2016 Shift Report for "B" Shift**

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**Completed Projects:**

- Welcomed and oriented new volunteer Sanford
- Trained several department members in BLS CPR recertification
- Painted office area on Admin side of building

**Ongoing Projects:**

- Target Safety modules and daily activities logging
- Daily vehicle, station and equipment maintenance

**Upcoming Projects:**

- Pump Testing for Fire Apparatus

**New Equipment Put in Service:**

- None

**Completed Training:**

- Target Safety modules
- Extrication Training
- High Rise rope rescue

**Upcoming Training:**

- Daily Physical Fitness Training
- Wildland Firefighter annual classes



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** May 02, 2016  
**SUBJECT:** April 2016 C Shift Report

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*Completed Projects:*

- Small engine maintenance and repair
- Capital request
- Extrication Demo
- Revamped Policies

*Ongoing Projects:*

- EMS Quality Assurance
- Small engine
- Truck Maintenance
- Revamping QA Process
- Fire Operations projects

*Upcoming Projects:*

- Ladder Testing
- Air Pack Testing
- Pump Testing

*Completed Training:*

- EMS training
- Driver's training
- Equipment Training
- Physical training
- EPCR Training w Igor
- CPR Training
- Extrication Training
- High-rise Training

*Upcoming Training:*

- Firehouse training
- Wildland Fire Training



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**TO: Chief Scales**

**FROM: DE Brooks**

**DATE: 05/09/2016**

**SUBJECT: April training hours report**

- **Aggregate Completions Report**
- Report executed 05/09/2016
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 04/01/2016 To 04/30/2016

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	0	TOTAL	0
Chris	Ballinger	PI447	0	not tagged	0
Chris	Ballinger	PI447	0	ems	0
Chris	Ballinger	PI447	0	company training	0
Chris	Ballinger	PI447	0	officer training	0
Chris	Ballinger	PI447	0	driver/operator training	0
Chris	Ballinger	PI447	0	hazardous materials	0
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	65	TOTAL	44.22
John	Brooks	PI331	9	not tagged	4.5
John	Brooks	PI331	1	ems	1
John	Brooks	PI331	37	company training	20.72
John	Brooks	PI331	0	officer training	0
John	Brooks	PI331	27	driver/operator training	22.5
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	22	TOTAL	12.55
Derek	George	PI303	0	not tagged	0
Derek	George	PI303	0	ems	0
Derek	George	PI303	13	company training	5.05
Derek	George	PI303	6	officer training	6
Derek	George	PI303	4	driver/operator training	2
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	31	TOTAL	31.25
Cheryl	Herren	PI321	0	not tagged	0
Cheryl	Herren	PI321	0	ems	0
Cheryl	Herren	PI321	11	company training	8.25
Cheryl	Herren	PI321	1	officer training	1
Cheryl	Herren	PI321	13	driver/operator training	12
Cheryl	Herren	PI321	4	hazardous materials	6
Cheryl	Herren	PI321	0	recruit training	0
Cheryl	Herren	PI321	0	driver training	0
Cheryl	Herren	PI321	0	facility training	0
Cheryl	Herren	PI321	1	specialty training	0
Cheryl	Herren	PI321	1	facilities training	4
Kyle	Oberst	PI338	47	TOTAL	19.3
Kyle	Oberst	PI338	10	not tagged	5
Kyle	Oberst	PI338	0	ems	0
Kyle	Oberst	PI338	31	company training	11.8
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	15	driver/operator training	7.5
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	1	specialty training	0
Kyle	Oberst	PI338	0	facilities training	0
Kevin	Scheer	PI304	51	TOTAL	26.89
Kevin	Scheer	PI304	8	not tagged	4
Kevin	Scheer	PI304	0	ems	0
Kevin	Scheer	PI304	33	company training	17.39
Kevin	Scheer	PI304	1	officer training	1
Kevin	Scheer	PI304	18	driver/operator training	9

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	61	TOTAL	40.72
Pete	Steffen	PI446	9	not tagged	4.5
Pete	Steffen	PI446	0	ems	0
Pete	Steffen	PI446	28	company training	14.22
Pete	Steffen	PI446	3	officer training	3
Pete	Steffen	PI446	22	driver/operator training	20
Pete	Steffen	PI446	0	hazardous materials	0
Pete	Steffen	PI446	0	recruit training	0
Pete	Steffen	PI446	0	driver training	0
Pete	Steffen	PI446	0	facility training	0
Pete	Steffen	PI446	1	specialty training	0
Pete	Steffen	PI446	0	facilities training	0
Susanne	Williams	PI320	33	TOTAL	35
Susanne	Williams	PI320	6	not tagged	3
Susanne	Williams	PI320	6	ems	8
Susanne	Williams	PI320	9	company training	6
Susanne	Williams	PI320	9	officer training	10
Susanne	Williams	PI320	0	driver/operator training	0
Susanne	Williams	PI320	0	hazardous materials	0
Susanne	Williams	PI320	0	recruit training	0
Susanne	Williams	PI320	0	driver training	0
Susanne	Williams	PI320	1	facility training	4
Susanne	Williams	PI320	1	specialty training	0
Susanne	Williams	PI320	1	facilities training	4
Mike	Young	PI319	58	TOTAL	36.8
Mike	Young	PI319	7	not tagged	3.5
Mike	Young	PI319	5	ems	10
Mike	Young	PI319	32	company training	12.8
Mike	Young	PI319	8	officer training	8
Mike	Young	PI319	15	driver/operator training	7.5
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	1	specialty training	0
Mike	Young	PI319	0	facilities training	0



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**TO: Chief Dan Scales**

**FROM: FF/PM Kyle Oberst**

**DATE: 05/04/2016**

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

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**Activity Log**

Igor Kojadinovic - 72 Hours

- med calls, truck check outs, training, Igor got hired full time

TJ Martin - 8.5 Hours

- Truck checkouts, EMS inventory

Ryan Burke - 48 Hours

- Truck checkouts, EMS calls, SCBA training, Highrise training

David Becker - 12 Hours

- Truck checkouts, Town familiarization.



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** May 06, 2016  
**SUBJECT:** April 2016 Fire Marshal Report

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*Completed Inspections:*

- Lanai fire sprinkler final

*Plan Reviews:*

- Towers lanai
- Towers plan review Unit 1706

*Business Tax:*

- Completed miscellaneous Business Tax Receipts

*Pre-construction meetings:*

- Walk through at 20,000sqft residential house under construction

*Miscellaneous:*

- Pre fire plan / Knox Box updates
- Lt. George acting as shift paramedic and training new hire Igor