



**MEMORANDUM**  
**TOWN OF PONCE INLET – OFFICE OF THE FIRE CHIEF**

*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.*

Date: March 09, 2016

To: Jeaneen Witt, Town Manager

From: Daniel Scales, Fire Chief

Re: February 2016 Shift Reports

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*I am attaching reports from each shift as to their individual activities for the month of February as well as a monthly report from the Fire Marshal and Operational Volunteers. A breakdown of all call types for February 2016 was not available from the county at this time. Please feel free to contact me if you would like to discuss any items listed on the various reports.*



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**TOWN OF PONCE INLET FIRE RESCUE**

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** March 07, 2015  
**SUBJECT:** February 2016 Shift Report

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*Completed Projects:*

1. South Point Fire Inspection
2. Ran all small engines.
3. Replaced ACLS medications on R-78 and E-78
4. Target Safety
5. Community Day
6. Started painting Fire Administrative side.

*Ongoing Projects:*

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

*Upcoming Projects:*

1. Fire hose testing
2. Annual fire inspections

*New Equipment put in service:*

1. Computer in Lieutenant's Office

*Completed Training:*

1. ACLS medication review
2. Volunteer training
3. I.V. Training
4. Driver's training

*Upcoming Training:*

1. Mass Causality Incident Training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: March 8, 2016**

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

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Completed Projects:

- Monthly EMS check on Engine 78

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 acquired for testing

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Lt. Young attended SERP training at Florida State Fire College

Upcoming Training:

- Daily Physical Fitness Training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** March 01, 2016  
**SUBJECT:** February 2015 C Shift Report

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*Completed Projects:*

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

*Ongoing Projects:*

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

*Upcoming Projects:*

- Premise Data Entry
- Capital Extrication Demo

*Completed Training:*

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

*Upcoming Training:*

- Target Safety
- Physical Training
- Ropes Training
- Firehouse training
- Extrication Training



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**TO: Chief Scales**

**FROM: DE Brooks**

**DATE: 3/7/2016**

**SUBJECT: monthly training hours**

- **Aggregate Completions Report**
- Report executed 03/07/2016
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 02/01/2016 To 02/29/2016

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
Chris	Ballinger	PI447	30	TOTAL	21.48
Chris	Ballinger	PI447	0	not tagged	0
Chris	Ballinger	PI447	0	ems	0
Chris	Ballinger	PI447	16	company training	7.48
Chris	Ballinger	PI447	2	officer training	2
Chris	Ballinger	PI447	12	driver/operator training	12
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	73	TOTAL	46.8
John	Brooks	PI331	11	not tagged	5.5
John	Brooks	PI331	1	ems	0
John	Brooks	PI331	41	company training	21.3
John	Brooks	PI331	0	officer training	0
John	Brooks	PI331	31	driver/operator training	25.5
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	32	TOTAL	15.72
Derek	George	PI303	0	not tagged	0
Derek	George	PI303	0	ems	0
Derek	George	PI303	26	company training	9.72
Derek	George	PI303	6	officer training	6
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	18	TOTAL	14.75
Cheryl	Herren	PI321	2	not tagged	1
Cheryl	Herren	PI321	4	ems	5
Cheryl	Herren	PI321	3	company training	.75
Cheryl	Herren	PI321	1	officer training	1
Cheryl	Herren	PI321	8	driver/operator training	7
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	16.48
Kyle	Oberst	PI338	6	not tagged	3
Kyle	Oberst	PI338	3	ems	4
Kyle	Oberst	PI338	18	company training	6.48
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	12	driver/operator training	6
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	36	TOTAL	16.06
Kevin	Scheer	PI304	7	not tagged	3.5
Kevin	Scheer	PI304	0	ems	0
Kevin	Scheer	PI304	23	company training	9.56
Kevin	Scheer	PI304	0	officer training	0
Kevin	Scheer	PI304	13	driver/operator training	6.5

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	91	TOTAL	64.88
Pete	Steffen	PI446	11	not tagged	5.5
Pete	Steffen	PI446	1	ems	0
Pete	Steffen	PI446	44	company training	26.38
Pete	Steffen	PI446	8	officer training	8
Pete	Steffen	PI446	30	driver/operator training	26
Pete	Steffen	PI446	1	hazardous materials	1
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	6	TOTAL	3.5
Susanne	Williams	PI320	2	not tagged	1
Susanne	Williams	PI320	0	ems	0
Susanne	Williams	PI320	2	company training	.5
Susanne	Williams	PI320	2	officer training	2
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	0	facility training	0
Susanne	Williams	PI320	0	specialty training	0
Susanne	Williams	PI320	0	facilities training	0
Mike	Young	PI319	37	TOTAL	21.98
Mike	Young	PI319	7	not tagged	3.5
Mike	Young	PI319	2	ems	4
Mike	Young	PI319	20	company training	6.98
Mike	Young	PI319	7	officer training	7
Mike	Young	PI319	7	driver/operator training	3.5
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	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: 03/07/2015**

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

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**Activity Log**

Igor Kojadinovic - 121 Hours

- 8 med calls, truck check outs, training

TJ Martin - 24 Hours

- Truck check outs, standby

Kenny Johnson - 8 Hours

- His last shift, he got hired at Ormond Beach FD



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** March 08, 2016  
**SUBJECT:** February 2016 Fire Marshal Report

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*Completed Inspections:*

- Towers lanai enclosure #1304
- South Point Condominium

*Plan Reviews:*

- Inlet Harbor Subdivision
- Tower lanais

*Business Tax:*

- *Completed miscellaneous Business Tax Receipts*

*Meetings:*

- None
- Business tax meeting with Becky
- Inlet Harbor Subdivision (Development Review Team)

*Miscellaneous:*

- Construction update