



**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:** June 07, 2016  
**SUBJECT:** May 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	0
Brush/Grass Fires	0
Other Fires	0
Total Fires	0
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	24
Total Transport Calls (included in EMS Calls)	16
Transported to Daytona Beach Halifax	10
Transported to Port Orange Halifax	5
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
Other Medical Incidents	8

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Total Hazardous Conditions (No Fire)	1
Cover Assignment, Standby, Move up	0
Other Service Calls	5
Total Service Calls	5
Total Good Intent Calls	9
Malicious False Alarms	0
System Malfunction False Alarms	2
Unintentional False Alarms	2
Other False Alarms	0
Total False Alarms	4
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	43



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

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*Completed Projects:*

1. Employee interviews
2. Tested fire hose on Attack 78
3. 2016 Updated CPR and AED
4. Finished painting administration side of the fire station
5. Air conditioning repaired E-78
6. Stocked supplies. New shelving unit in fire bay

*Ongoing Projects:*

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

*Upcoming Projects:*

1. Wildfire training
2. Annual fire inspections

*New Equipment put in service:*

1. Traction splint

*Completed Training:*

1. Fire service hydraulics
2. Volunteer training
3. IV Training
4. Driver's training

*Upcoming Training:*

1. Firefighter survival training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: April 4, 2016**

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

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Completed Projects:

- Assisted with Easter event

Ongoing Projects:

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

Upcoming Projects:

- Transitioning to the Operations shift from EMS ordering

New Equipment Put in Service:

- Loaner LUCAS CPR machine procured
- Purchased Hare traction splint

Completed Training:

- Target Safety modules
- Hands-on and video training on LUCAS CPR machine
- ALS renewal

Upcoming Training:

- Daily Physical Fitness Training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** April 2, 2016  
**SUBJECT:** March 2016 C Shift Report

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*Completed Projects:*

- Small engine maintenance and repair
- Quality Assurance
- QM Orders and Distribution
- EMS Grant
- Hose Testing

*Ongoing Projects:*

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

*Upcoming Projects:*

- Premise Data Entry
- Capital Extrication Demo
- Ladder Testing

*Completed Training:*

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

*Upcoming Training:*

- Target Safety
- Physical Training
- High Rise Training
- Firehouse training
- Extrication Training
- CPR Training



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**TO: Chief Dan Scales**

**FROM: FF/PM Kyle Oberst**

**DATE: 04/07/2015**

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

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**Activity Log**

Igor Kojadinovic - 120 Hours

- med calls, truck check outs, training, hose testing, ekg training

TJ Martin - 25 Hours

- Truck check outs, standby, transport, driver training

Ryan Burke - 12 Hours

- Truck check out and medical call

David Becker - 12 Hours

- Truck check out, medical calls, area familiarization



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

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*Completed Inspections:*

- South Point Condominium

*Plan Reviews:*

- 4453 S. Atlantic Ave #7703
- 4425 S. Atlantic Ave #1304
- Towers lanai

*Business Tax:*

- Completed miscellaneous Business Tax Receipts

*Pre-construction meetings:*

- Telephone conference with contractor regarding lanai fire sprinklers

*Miscellaneous:*

Fire Marshal George out on approved personal leave for 9 days during March.