



**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:** November 01, 2016  
**SUBJECT:** October 2016 Shift Reports

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*I am attaching reports from each shift as to their individual activities for the month of October 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 October 2016. Please feel free to contact me if you would like to discuss any items listed on the various reports*

Description	Count
Building Fires	1
Vehicle Fires	0
Marine Vessel Fires	0
Trash Fires	0
Brush/Grass Fires	0
Other Fires	0
Total Fires	1
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	20
Total Transport Calls (included in EMS Calls)	17
Transported to Daytona Beach Halifax	11
Transported to Port Orange Halifax	4
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	2
Other Medical Incidents	3

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Total Hazardous Conditions (No Fire)	2
Cover Assignment, Standby, Move up	0
Other Service Calls	10
Total Service Calls	10
Total Good Intent Calls	6
Malicious False Alarms	0
System Malfunction False Alarms	9
Unintentional False Alarms	9
Other False Alarms	0
Total False Alarms	18
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	57



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** November 02, 2016  
**SUBJECT:** October 2016 Shift Report

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*Completed Projects:*

1. Cleaned and lubricated the ladders
2. Picked up and disinfected backboards
3. Ran all small engines and fueled for hurricane
4. Installed tarp on fire station roof to avoid further storm damage
5. Taught police officers CPR and AED
6. Restocked EMS Supplies
7. Plan Reviews
8. Completed business tax receipts
9. Replaced citizen's smoke detector
10. Wrote memorandum regarding high rise sprinkler requirements
11. Went Tidewater and Oceanquest regarding fire pump being out of service
12. Updated EMS supplies at the top of the Lighthouse

*Ongoing Projects:*

1. Target Safety
2. Fire Inspections / Pre-fire safety walk through
3. Community Health

*Upcoming Projects/ Training:*

1. Firefighter survival

*New Equipment put in service:*

1. None

*Completed Training:*

1. Firefighter fitness
2. EMS diving accidents
3. Volunteer Training
4. Tools and equipment training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: November 03, 2016**

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

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Completed Projects:

- Assist with hurricane response and recovery operations
- Assist PIPW with roof re-patching of FD roof
- Monthly EMS check outs

Ongoing Projects:

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

Upcoming Projects:

- Hydrant maintenance

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules

Upcoming Training:

- Daily Physical Fitness Training
- Aerial Operations



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** November 01, 2016  
**SUBJECT:** October 2016 C Shift Report

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*Completed Projects:*

- EMS Supplies

*Ongoing Projects:*

- EMS Quality Assurance
- EMS Supplies
- QM Projects

*Upcoming Projects:*

*Completed Training:*

- EMS training
- Driver's training
- Equipment Training
- Physical training
- Volunteer training

*Upcoming Training:*

- Firehouse training
- Volunteer training
- Ariel Training



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** November 05, 2016  
**SUBJECT:** October 2016 Fire Marshal Report

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*Completed Inspections:*

- Tower's lanai enclosure

*Plan Reviews:*

- NorthTurn temporary tent structure

*Business Tax:*

- Completed several miscellaneous Business Tax Receipts

*Pre-construction / Fire Marshal meetings:*

- Master Craft meeting regarding non-compliant fire pump

*Miscellaneous:*

- Replaced citizen's smoke detector
- Wrote high-rise fire sprinkler memorandum
- Went to Atlantica and Oceanquest reference fire pump issue



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**TO: Chief Scales**

**FROM: DE Brooks**

**DATE: 11/03/2016**

**SUBJECT: training hours report**

- **Aggregate Completions Report**
- Report executed 11/03/2016
- Users: 9 selected users
- Assignment Type: All Assignments
- Completion Dates: From 10/01/2016 To 10/31/2016

First Name	Last Name	Employee ID	Completions	Tag	Duration (hours)
John	Brooks	PI331	84	TOTAL	58.38
John	Brooks	PI331	11	not tagged	5.5
John	Brooks	PI331	6	ems	7
John	Brooks	PI331	44	company training	22.88
John	Brooks	PI331	0	officer training	0
John	Brooks	PI331	34	driver/operator training	28.5
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	16.3
Derek	George	PI303	0	not tagged	0
Derek	George	PI303	1	ems	1
Derek	George	PI303	23	company training	7.8
Derek	George	PI303	7	officer training	7
Derek	George	PI303	3	driver/operator training	1.5
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	21	TOTAL	10
Cheryl	Herren	PI321	12	not tagged	6
Cheryl	Herren	PI321	1	ems	1
Cheryl	Herren	PI321	7	company training	2.5
Cheryl	Herren	PI321	0	officer training	0
Cheryl	Herren	PI321	1	driver/operator training	.5
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
Igor	Kojadinovic	PI448	40	TOTAL	25.66
Igor	Kojadinovic	PI448	5	not tagged	2.5
Igor	Kojadinovic	PI448	6	ems	9
Igor	Kojadinovic	PI448	22	company training	10.66
Igor	Kojadinovic	PI448	0	officer training	0
Igor	Kojadinovic	PI448	15	driver/operator training	7.5
Igor	Kojadinovic	PI448	0	hazardous materials	0
Igor	Kojadinovic	PI448	0	recruit training	0
Igor	Kojadinovic	PI448	0	driver training	0
Igor	Kojadinovic	PI448	0	facility training	0
Igor	Kojadinovic	PI448	0	specialty training	0
Igor	Kojadinovic	PI448	0	facilities training	0
Kyle	Oberst	PI338	39	TOTAL	17.22
Kyle	Oberst	PI338	9	not tagged	4.5
Kyle	Oberst	PI338	0	ems	0
Kyle	Oberst	PI338	30	company training	12.72
Kyle	Oberst	PI338	0	officer training	0
Kyle	Oberst	PI338	9	driver/operator training	4.5
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	36	TOTAL	19.48
Kevin	Scheer	PI304	4	not tagged	2
Kevin	Scheer	PI304	2	ems	2
Kevin	Scheer	PI304	24	company training	12.48
Kevin	Scheer	PI304	0	officer training	0
Kevin	Scheer	PI304	12	driver/operator training	6



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	33	TOTAL	24.32
Pete	Steffen	PI446	4	not tagged	2
Pete	Steffen	PI446	0	ems	0
Pete	Steffen	PI446	14	company training	7.82
Pete	Steffen	PI446	4	officer training	4
Pete	Steffen	PI446	10	driver/operator training	9
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	19	TOTAL	23.83
Susanne	Williams	PI320	1	not tagged	.5
Susanne	Williams	PI320	0	ems	0
Susanne	Williams	PI320	11	company training	14.33
Susanne	Williams	PI320	3	officer training	3
Susanne	Williams	PI320	1	driver/operator training	.5
Susanne	Williams	PI320	4	hazardous materials	6
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	71	TOTAL	34.87
Mike	Young	PI319	14	not tagged	7
Mike	Young	PI319	0	ems	0
Mike	Young	PI319	46	company training	16.87
Mike	Young	PI319	11	officer training	11
Mike	Young	PI319	14	driver/operator training	7
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: 11/01/2016**

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

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**Activity Log**

TJ Martin - 0 Hours  
- No Hours

Ryan Burke - 48 Hours  
- Truck checkouts, ems calls, help during hurricane

David Becker - 24 Hours  
- Truck checkouts, wash vehicles, EMS calls, changed battery in fire alarm

Chris Ballinger - 0 Hours  
-No Hours