



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: December 01, 2017
SUBJECT: November 2017 Shift Reports

I am attaching reports from three shifts as to their individual activities for the month of November as well as a monthly training report, Administrative Duties and Operational Volunteers.

Below is the breakdown of call types from all three shifts for the month of November 2017.

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	19
Total Transport Calls (included in EMS Calls)	14
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	5
Transported to Ormond Beachside, OB	0
Transported to Ormond Memorial	1

Other Medical Incidents	5
Total Hazardous Conditions (No Fire)	0
Cover Assignment, Standby, Move up	0
Other Service Calls	3
Total Service Calls	3
Total Good Intent Calls	3
Malicious False Alarms	0
System Malfunction False Alarms	0
Unintentional False Alarms	1
Other False Alarms	0
Total False Alarms	1
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	26

House Watch Checks

378



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: December 3, 2017

SUBJECT: November 2017 Shift Report for "A" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues

Ongoing Projects:

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

Upcoming Projects:

- Ladder testing

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Hands-on Fire and EMS training
- Rope and Firefighter Rescue Training

Upcoming Training:

- Daily Physical Fitness Training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: December 01, 2017
SUBJECT: November 2017 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- AutoPulse Repair R-78
- Policy Changes

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Property Checks
- Parks Open and Closing

Upcoming Projects:

- Air Chisel

Completed Training:

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

Upcoming Training:

- Target Safety
- Physical Training
- EMS Training
- Confine Space Training



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TO: Chief Daniel Scales
FROM: DE Cheryl Herren
DATE: December 8, 2017
SUBJECT: November 2017 C Shift Report

Completed Projects:

- Rope Training
- Quality Assurance
- Quartermaster Orders and Distribution

Ongoing Projects:

- Truck Maintenance
- Training
- Property Checks
- Parks Open and Closing
- FFRS QA
- Quartermaster duties

Upcoming Projects:

- Research for upcoming uniform and equipment expenditures
- Limited access houses training
- Christmas activities

Completed Training:

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

Upcoming Training:

- Target Safety
- Physical Training
- EMS Training
- Policy and Procedures
- Confined space training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Dec 1, 2017 5:05 AM

Shared with:

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 11/01/2017 To 11/30/2017

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	65	54.97
Cheryl	Herren	PI321	33	23
Igor	Kojadinovic	PI448	40	24.31
Kyle	Oberst	PI338	33	22.06
Pete	Steffen	PI446	48	40.48
Susanne	Williams	PI320	15	15.83
Mike	Young	PI319	33	24.48



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TO: Chief Dan Scales

FROM: FF/PM Kyle Oberst

DATE: 12/07/2017

SUBJECT: November 2017 Operational volunteer monthly report

Activity Log

Chris Ballinger - 24 Hours

- Truck checkouts, EMS Transport

Shaemus Vessell - 24 Hours

- Truck checkouts, Multiple EMS calls, packet sign off



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TO: Chief Dan Scales

FROM: Becky Hugler, Administrative Assistant

DATE: 12/04/2017

SUBJECT: November 2017 Administrative Duties

The following is a list of completed and ongoing projects for the month of November 2017 for the Administrative Assistant at the Fire Department.

- 11/10 Met with sound expert to go over sound dampening issues at Town Hall Chambers
- Filled 10 Shifts for PL, and 1 vacant shift
- Updated employee information on State Fire College website
- Finalized and launched mobile app for website
- Posted all monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all events (Programs in the Parks, Christmas Parade, Santa Run, Tree Lighting Ceremony, A Very Merry Christmas, Fashion Show and Luncheon, FLOW Flyers, Holiday Lights Contest) Also sent out Police Department Press Release
- Entered PO's and updated budget spreadsheets for IT and FD
- Set Up billing for Verizon (new account) with BOA recurring payment
- Ordered 2 new air cards for IT department with Verizon
- Updated News Feed on website and News Flash Section
- Scheduled Port Orange Fire Marshal for plan reviews and final inspections(2 plan reviews, 1 inspection)
- Handled social media town Facebook while Amy Zengotita, Cultural Services Manager was out of the country 11/10-11/20
- Calendar/Daily items updated on website
- Attended November Council Meeting to take pictures of Inauguration
- Attended Tyler Content Management Tyler training online
- Employee of the Year Committee Meeting 11/28/17