



**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:** January 03, 2018  
**SUBJECT:** December 2017 Shift Reports

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*I am attaching reports from all shifts as to their individual activities for the month of December 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 December 2017.*

*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	1
Trash Fires	0
Brush/Grass Fires	1
Other Fires	0
Total Fires	3
Total Overpressure Rupture, Explosion, No Fire	0
EMS Calls	17
Total Transport Calls (included in EMS Calls)	12
Transported to Daytona Beach Halifax	2
Transported to Port Orange Halifax	8
Transported to Ormond Beachside, OB	0
Transported to Ormond Memorial	2

Other Medical Incidents	5
Total Hazardous Conditions (No Fire)	2
Cover Assignment, Standby, Move up	0
Other Service Calls	1
Total Service Calls	1
Total Good Intent Calls	7
Malicious False Alarms	0
System Malfunction False Alarms	3
Unintentional False Alarms	3
Other False Alarms	0
Total False Alarms	6
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	37

House Watch Checks

426



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: December 30, 2017**

**SUBJECT: December 2017 Shift Report for "A" Shift**

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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
- Replacement of pump governor on Engine 78

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Hands-on Fire and EMS training

Upcoming Training:

- Daily Physical Fitness Training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** January 03, 2018  
**SUBJECT:** December 2017 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution
- 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

*Upcoming Training:*

- Target Safety
- Physical Training
- EMS Training
- Extrication Training



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**TO:** Chief Daniel Scales

**FROM:** DE Cheryl Herren

**DATE:** January 4, 2018

**SUBJECT:** December 2017 C Shift Report

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*Completed Projects:*

- Quality Assurance
- Quartermaster Orders and Distribution
- T-shirts in and distributed
- Christmas activities

*Ongoing Projects:*

- Truck Maintenance
- Training
- Property Checks
- Parks Open and Closing
- FFRS QA
- Quartermaster duties -ordered new helmets extrication gloves

*Upcoming Projects:*

- Research for upcoming uniform and equipment expenditures
- Limited access houses training
- Extrication training
- Hose testing

*Completed Training:*

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

*Upcoming Training:*

- Target Safety
- Extrication training
- EMS Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jan 1, 2018 5:06 AM

Shared with:

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 12/01/2017 To 12/31/2017

Type: All Assignments

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	70	43.38
Cheryl	Herren	PI321	11	7.75
Igor	Kojadinovic	PI448	57	25.05
Kyle	Oberst	PI338	31	14.06
Pete	Steffen	PI446	0	0
Susanne	Williams	PI320	30	20
Mike	Young	PI319	11	5.49



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**TO:** Chief Dan Scales

**FROM:** Becky Hugler, Administrative Assistant

**DATE:** 01/03/2018

**SUBJECT:** December 2017 Administrative Duties

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

- Accounts/Purchase Orders -weekly
- Updated Budget spreadsheets for IT and FD
- Updated OT log- once a week
- Filled 5 Shifts for PL, 34 for OT(Covered through January)
- Posted all November department monthly reports to website
- Sent out email reminders for Cultural Services Department and post all events to the website calendar (Spring 2018 Programs in the Parks, 2018 Ponce Preserves the Planet, 2018 Spring Lecture Series)
- Updated News Feed and News Flash section on Town website with current Town events
- Scheduled Port Orange Fire Marshal for plan reviews and final inspections(1 plan review, 2 inspections)
- Calendar/Daily items updated on website
- Helped Amy Zengotita clean out/organize the storage closet in the Town Chambers
- Submitted Newsletter article and Employee Spotlight for the Fire Department
- Drove Supervisor's vehicle to Sanford to get graphics applied and picked up a week later
- Attended Holiday Tree Lighting Ceremony at the Fire Department to take pictures for Town website
- Attended Christmas Parade to take pictures for Town website
- Purchased candy for the Santa Run event, attended one evening to take pictures for Town website
- Trained Wanda Binz on Target Solutions
- Trained Peg Hunt on scheduling website reminder emails



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**TO: Chief Dan Scales**

**FROM: FF/PM Kyle Oberst**

**DATE: 01/04/2018**

**SUBJECT: December Operational Volunteer Monthly Report**

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**Activity Log**

Sheamus Vessel – 0 Hours

- No hours this month.

Chris Ballinger – 0 Hours

- Did not come due to work obligations.