



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: February 5, 2018
SUBJECT: January 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of January 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 January 2018.

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	35
Total Transport Calls (included in EMS Calls)	25
Transported to Daytona Beach Halifax	9
Transported to Port Orange Halifax	12
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	3
Other Medical Incidents	10

Total Hazardous Conditions (No Fire)	0
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Cover Assignment, Standby, Move up	0
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Other Service Calls	8
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Total Service Calls	8
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Total Good Intent Calls	13
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Malicious False Alarms	
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System Malfunction False Alarms	1
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Unintentional False Alarms	4
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Other False Alarms	0
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Total False Alarms	5
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Total Severe Weather & Natural Disaster	0
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Total Special Incident Type	0
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Grand Total	61
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House Watch Checks 158



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: February 6, 2018

SUBJECT: January Shift Report for "A" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Ladder Testing

Ongoing Projects:

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

Upcoming Projects:

- Hose Testing

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: February 05, 2018
SUBJECT: January 2018 B Shift Report

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: February 3, 2018
SUBJECT: January 2018 C Shift Report

Completed Projects:

- Quality Assurance
- Quartermaster Orders and Distribution
- FFRS end of year report sent

Ongoing Projects:

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

Upcoming Projects:

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

Completed Training:

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

Upcoming Training:

- Target Safety
- Search and rescue training
- EMS Training



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TO: Chief Dan Scales

FROM: FF/PM Kyle Oberst

DATE: 02/08/2018

SUBJECT: January Operational Volunteer Monthly Report

Activity Log

Sheamus Vessel – 0 Hours

- No hours this month.

Chris Ballinger – 18 Hours

- Truck checkouts, protocol test.

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Feb 1, 2018 5:05 AM

Shared with:

Not Shared

Filters:

User Status: Active/Offline

Completion Date Range: From 01/01/2018 To 01/31/2018

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
Chris	Ballinger	PI447	1	0
John	Brooks	PI331	85	53.46
Derek	George	PI303	0	0
Cheryl	Herren	PI321	59	32
Becky	Hugler	PI344	0	0
Igor	Kojadinovic	PI448	19	6.16
Kyle	Oberst	PI338	21	7.32
Dan	Scales	PI300	5	2
Pete	Steffen	PI446	82	57.22
Christopher	Tubens	PI500	33	19.4
Susanne	Williams	PI320	27	13.5
Mike	Young	PI319	71	36.54



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TO: Chief Dan Scales

FROM: Becky Hugler, Administrative Assistant

DATE: 2/6/2018

SUBJECT: January 2018 Administrative Duties

The following is a list of completed and ongoing projects for the month of January 2018 for the Administrative Assistant at the Fire Department.

- Scheduled a meeting with CCS representative and vendor for sound abatement in the Council Chambers
- Collected W9's from vendors for 2018
- Update Budget spreadsheets for Fire Department and Information Technology
- Balanced the budget/spreadsheets for Fire Department and Information Technology Department with Incode system
- Attended the Council meeting to live stream and record in Peg Hunt's absence
- Comprised a list of Town employees for the NIMS testing
- Completed 700 and 100 for the NIMS Certification
- Updated Overtime log- once a week
- Filled 12 Shifts for Personal Leave
- Posted all December department monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all events on website calendar(Children's Easter Party, Blood Drive, Citizens of Ponce Inlet Newsletter, Legends Parade)
- Update News Feed on website and News Flash Section
- Scheduled Port Orange Fire Marshal for plan reviews and final inspections(1 plan review, 2 inspections)
- Calendar/Daily items updated on website
- Moved and organized all training materials into conference room