



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: March 07, 2018
SUBJECT: February 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of February 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 February 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	23
Total Transport Calls (included in EMS Calls)	18
Transported to Daytona Beach Halifax	6
Transported to Port Orange Halifax	10
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	2

Other Medical Incidents	5
Total Hazardous Conditions (No Fire)	0
Cover Assignment, Standby, Move up	0
Other Service Calls	4
Total Service Calls	4
Total Good Intent Calls	9
Malicious False Alarms	
System Malfunction False Alarms	1
Unintentional False Alarms	2
Other False Alarms	0
Total False Alarms	3
Total Severe Weather & Natural Disaster	0
Total Special Incident Type	0
Grand Total	39



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TO: Chief Dan Scales

FROM: Lt. Derek George

DATE: March 7, 2018

SUBJECT: February 2018 Shift Report for "A" Shift

Completed Projects:

- Installed hydrant markers
- Tested attack lines on E-78
- Checked EMS supplies at the top of the Lighthouse
- Washed and waxed Support 78, installed new bug shield, and degreased the engine.

Ongoing Projects:

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

Upcoming Projects:

- Rope rescue / wide area search bags

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Search and rescue drill (multi-agency)
- Pump training

Upcoming Training:

- Wide area search
- ACLS/ITLS training
- Paramedic/EMT/CPR renewals



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TO: Chief Daniel Scales

FROM: Lt. Susanne Williams

DATE: March 7, 2018

SUBJECT: February 2018 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Hose testing

Upcoming Projects:

- Air Chisel
- Renew ALS License

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Equipment Training
- Physical training
- Search and Rescue Training
- Pump Training

Ongoing Training:

- Blue Card
- Courage to Be Safe

Upcoming Training:

- Target Safety
- Physical Training
- EMS Training
- Wide Area Search
- Course Delivery



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: March 6, 2018

SUBJECT: February Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Hose Testing on Attack 78 and delegated other hose testing to crews

Ongoing Projects:

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

Upcoming Projects:

- Strip and "dead-line" Engine 178

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Building Search Training

Upcoming Training:

- Daily Physical Fitness Training



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TO: Chief Dan Scales

FROM: FF/PM Kyle Oberst

DATE: 03/05/2018

SUBJECT: February Operational Volunteer Monthly Report

Activity Log

Chris Ballinger – 0 Hours

- No hours due to full time job.



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TO: Chief Dan Scales

FROM: Becky Hugler, Administrative Assistant

DATE: 3/5/2018

SUBJECT: February 2018 Administrative Duties

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

- Payroll/ Twice a month
- Accounts/PO's -weekly
- Updated OT log- once a week
- Filled 14 Shifts for Personal Leave
- Posted all January department monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all events (PICCI Flea Market, Blood Drive, Vettes at the Light, Women's Club Fashion Show, FLOWmobile) to Town website
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Updated News Feed on website and News Flash Section
- Calendar/Daily items updated on website
- Uploaded and organized all event pictures to the Photo Gallery Section of the Town website
- Met with CCS about Town Council Chambers sound abatement project with Fire Chief
- Attended the Winterhaven Park marker dedication and North Turn Legends Parade to take website pictures
- Attended Meeting for Tyler Content Manager launch
- Tested Tyler Content Manager practices
- Organized NIMS certificates for town employees
- Completed NIMS IS-700 & IS-100