



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: May 3, 2018
SUBJECT: April 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of April 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 April 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 | 37 |
| Total Transport Calls (included in EMS Calls) | 29 |
| Transported to Daytona Beach Halifax | 08 |
| Transported to Port Orange Halifax | 18 |
| Transported to Bert Fish Memorial, NSB | 0 |
| Transported to Florida Hospital Daytona | 3 |

| | |
|---|----|
| Other Medical Incidents | 8 |
| Total Hazardous Conditions (No Fire) | 0 |
| Cover Assignment, Standby, Move up | 0 |
| Other Service Calls | 5 |
| Total Service Calls | 5 |
| Total Good Intent Calls | 17 |
| Malicious False Alarms | 1 |
| System Malfunction False Alarms | 1 |
| Unintentional False Alarms | 0 |
| Other False Alarms | 0 |
| Total False Alarms | 3 |
| Total Severe Weather & Natural Disaster | 0 |
| Total Special Incident Type | 0 |
| Grand Total | 62 |



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TO: Chief Scales
FROM: Lieutenant George
DATE: May 02, 2018
SUBJECT: April 2018 Shift Report

Completed Projects:

1. PALS recertification
2. ACLS recertification
3. Organized R-78 and R-79's EMS supplies
4. Target Safety
5. Serviced Knox Box at Martinique Condominium
6. EMS check out

Ongoing Projects:

1. Fire and EMS training
2. Community health
3. EMT and Paramedic renewals (CEUs)

Upcoming Projects:

1. Paint firefighter bunk rooms

New Equipment put in service:

1. Paramedic IV trays (R-78 and R-79)
- 2.. New digital radios

Completed Training:

1. Fire pump training
2. Emergency Response
3. Driver's training
4. Radio training

Upcoming Training:

1. Arson investigation (CEUs)
2. Blue card training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: May 3, 2018
SUBJECT: April 2018 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Hose Testing
- Renew ACLS License

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training

Upcoming Projects:

- Air Chisel
- Capital Equipment

Completed Training:

- EMS training
- Driver's training
- Target Safety
- Equipment Training
- Physical training
- Pump Training
- PALS
- ACLS
- Courage to be Safe

Ongoing Training:

- Blue Card

Upcoming Training:

- Target Safety
- Physical Training
- EMS Training
- Course Delivery



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: May 1, 2018

SUBJECT: April Shift Report for "C" 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:

- Strip and "dead-line" Engine 178
- Price quotes for SCBA replacement planning

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- ALS Recertification's

Upcoming Training:

- Daily Physical Fitness Training
- Water Rescue

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

May 1, 2018 5:13 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 04/01/2018 To 04/30/2018

Type: All Assignments

| First Name | Last Name | Employee ID | Completions | Duration (hours) |
|-------------------|------------------|--------------------|--------------------|-------------------------|
| John | Brooks | PI331 | 64 | 41.22 |
| Derek | George | PI303 | 30 | 14.15 |
| Cheryl | Herren | PI321 | 31 | 22.75 |
| Igor | Kojadinovic | PI448 | 24 | 9.65 |
| Kyle | Oberst | PI338 | 25 | 10.98 |
| Pete | Steffen | PI446 | 40 | 29.48 |
| Christopher | Tubens | PI500 | 52 | 38.56 |
| Susanne | Williams | PI320 | 17 | 23.33 |
| Mike | Young | PI319 | 26 | 12.9 |



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 5/7/2018

SUBJECT: April 2018 Administrative Duties

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

- Payroll/ Twice a month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week, Filled 16 shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events (Citizens for Ponce Inlet Award Dinner, Turtle Release's, Traffic Advisories, Turtle Day, Vettes at the Light, Ice Cream Social, TPO Survey, Pickleball Seminar, Blood Mobile)
- 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 with new flyers
- Calendar/Daily items updated on website
- Posted Children's Easter Party photos onto website
- Entered all documentation for purchase orders into Tyler Content Management
- Continued to organize NIMS certificates for town employees
- Processed all certification renewals and entered certificates into Target Safety Solutions
- Attended Governor Scott's visit to Ponce Inlet to sign Ponce's Law and added photos to website
- Attended Council meeting for Ponce's Law awards
- Training session with Peg Hunt to help her with website postings
- Assisted Amy Zengotita with setup for Volunteer Appreciation Dinner
- Attended tree dedication ceremony at Town Hall with Garden Club and post photos on website



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TO: Chief Dan Scales

FROM: FF/PM Kyle Oberst

DATE: 05/01/2017

SUBJECT: April 2018 Operational volunteer monthly report

Activity Log

Chris Ballinger - 0 Hours

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