



**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:** June 05, 2018  
**SUBJECT:** May 2018 Shift Reports

*I am attaching reports from all shifts as to their individual activities for the month of May as well as the monthly training report and Administrative Duties. Below is the breakdown of call types from all three shifts for the month of May 2018. Please feel free to contact me if you would like to discuss any items listed on the various reports.*

| Description   | Count     |
|---|-----------|
| <b>Fire Service Calls:</b>                                | <b>15</b> |
| Fires: Building Fire                                      | 1         |
| Overpressure, Rupture, Explosion, No Fire                 | 0         |
| Hazardous Conditions (No Fire)                            | 1         |
| Service Calls   | 4         |
| Good Intent Calls   | 5         |
| Fire Alarms   | 4         |
| <b>EMS Calls:</b>   | <b>25</b> |
| Transport Calls   | 18        |
| Out of District Transports (included in total transports) | 3         |
| Transported to Daytona Beach Halifax                      | 7         |
| Transported to Port Orange Halifax                        | 10        |
| Transported to Bert Fish Memorial, NSB                    | 0         |
| Transported to Ormond Memorial                            | 1         |
| Other Medical Incidents: non-transports                   | 7         |
| <b>Total Monthly Calls</b>                                | <b>40</b> |



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** June 04, 2018  
**SUBJECT:** May 2018 Shift Report

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*Completed Projects:*

1. Attack 78 buffed out and paint sealed
2. Organized Rescue 78 and 79's EMS supplies
3. Buffed out Rescue 78's tail lights and reverse lights
4. Target Safety
5. Disinfected EMS supplies on R-78
6. R-78 EMS check out

*Ongoing Projects:*

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

*Upcoming Projects:*

1. Hire Firefighter / Paramedic

*New Equipment put in service:*

1. Select a drip IV extension sets

*Completed Training:*

1. Back Injury Prevention
2. Fire House Training at POFR
3. Driver's training
4. Physical training (Lighthouse)

*Upcoming Training:*

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



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** June 5, 2018  
**SUBJECT:** May 2018 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution

*Ongoing Projects:*

- EMS Quality Assurance
- Truck Maintenance
- Training

*Upcoming Projects:*

- Air Chisel

*Completed Training:*

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

*Ongoing Training:*

- Blue Card

*Upcoming Training:*

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



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: June 3, 2018**

**SUBJECT: May Shift Report for "C" 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:

- Strip and "dead-line" Engine 178

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Fire House Net Reporting Software Training

Upcoming Training:

- Daily Physical Fitness Training
- Vent-Enter-Search Rescue Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jun 1, 2018 5:10 PM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 05/01/2018 To 05/31/2018

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              | 99                 | 62.7                    |
| Derek             | George           | PI303              | 2                  | 1                       |
| Cheryl            | Herren           | PI321              | 54                 | 30.83                   |
| Igor              | Kojadinovic      | PI448              | 35                 | 14.56                   |
| Kyle              | Oberst           | PI338              | 28                 | 13.48                   |
| Pete              | Steffen          | PI446              | 16                 | 10.41                   |
| Susanne           | Williams         | PI320              | 36                 | 22.25                   |
| Mike              | Young            | PI319              | 64                 | 36.46                   |



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 6/6/2018**

**SUBJECT: May 2018 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of May 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 19 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events (Traffic Advisories, Memorial Day Ceremony, Volunteer Position PICCI Board, Spring Programs in the Park, 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
- 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
- Training session with Peg Hunt to help her with website postings
- Met with Staples Representative to discuss office supply orders for next year
- Attended 2 days of Firehouse training in PO
- Posted FF position on Indeed.com
- Ordered and picked up new name plates and PARS tags for Lt. George