



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: July 02, 2018
SUBJECT: June 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of June 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 June 2018. Please feel free to contact me if you would like to discuss any items listed on the various reports.

Description	Count
Total Monthly Fire Department Calls	59

Fire Service Calls:	21
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	4
Good Intent Calls	10
Fire Alarms	6

EMS Calls:	38
Transport Calls	27
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	13
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	6
<i>Out of District Transports (included in total transports)</i>	8
Other Medical Incidents: non-transports	11
Total EMS Transports Year-to-Date	150
In-District EMS Transports (included in YTD)	109
Out-of-District EMS Transports (included in YTD)	41



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TO: Chief Scales
FROM: Lieutenant George
DATE: July 04, 2016
SUBJECT: June 2018 Shift Report

Completed Projects:

1. Monthly EMS checks
2. EMS CEUs for Paramedic
3. Ran and fueled small engines
4. Organized and reconfigured EMS supplies on S-78
5. Lighthouse medical bag updated
6. Vehicle maintenance S-78
7. Replaced flashlight charger on R-78

Ongoing Projects:

1. Target Safety
2. Fire Inspections / Pre-fire safety walk through
3. New employee training

Upcoming Training /Projects:

1. Water rescue training

New Equipment put in service:

1. Nasal Narcan

Completed Training:

1. Firehouse training
2. Firefighting training
3. Pump training
4. Driver's training
5. New employee orientation
6. Transport training
7. PCR training
8. Patient assessment training
9. Thermal imaging camera training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: July 2, 2018
SUBJECT: June 2018 B Shift Report

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
- Water Rescue



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: June 24, 2018

SUBJECT: June Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Engine 178 dead line, stripped of hose and equipment

Ongoing Projects:

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

Upcoming Projects:

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Fire House Net Reporting Software Training
- Assisted with new-hire training of Firefighter Plumbley

Upcoming Training:

- Daily Physical Fitness Training
- Water Rescue training

Completions - Aggregated



Type: Completions - Aggregated

Run Date: Jul 9, 2018 11:21 AM

Shared with: Not Shared

Filters: Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 06/01/2018 To 06/30/2018

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	P1331	51	37.06
Derek	George	P1303	34	17.65
Cheryl	Herren	PI321	42	22.25
Igor	Kojadinovic	P1448	29	14.98
Kyle	Oberst	PI338	31	16.81
Ray	Plumley	P1501	6	2.08
Pete	Steffen	PI446	34	28.32
Susanne	Williams	PI320	8	4.25
Mike	Young	P1319	60	33.88



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 7/9/2018

SUBJECT: June 2018 Administrative Duties

The following is a list of completed and ongoing projects for the month of June 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 8 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events (FLOW mobile, Citizens for Ponce Inlet Newsletter, PD Raccoon Update, Concert at Community Ctr., Mosquito Control Spraying)
- 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
- Entered all documentation for purchase orders into Tyler Content Management
- Completed NIMS certificate project for town employees, sent all to HR to file
- Continuing project of entering certificates into Target Safety Solutions
- Training session with Peg Hunt on Council Agendas
- Scheduled Firefighter Interviews
- Coordinated with DE Herren on new hire uniforms and gear
- Attended Safety Committee Meeting
- Took Supervisor's vehicle to Goodyear for service
- Scheduled pictures with the Planning Department and the Police Department for Budget Cover
- Attended the Pre- Hurricane planning meeting