



**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:** August 13, 2018  
**SUBJECT:** July 2018 Shift Reports

*I am attaching reports from all shifts as to their individual activities for the month of July 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 July 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	<b>61</b>

<b>Fire Service Calls:</b>	<b>27</b>
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	5
Good Intent Calls	13
Fire Alarms	8

<b>EMS Calls:</b>	<b>34</b>
Transport Calls	27
Transported to Daytona Beach Halifax	7
Transported to Port Orange Halifax	19
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	8
Other Medical Incidents: non-transports	7
<b>Total EMS Transports Year-to-Date</b>	<b>185</b>
In-District EMS Transports (included in YTD)	133
Out-of-District EMS Transports (included in YTD)	52



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** August 03, 2018  
**SUBJECT:** July 2018 Shift Report

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*Completed Projects:*

1. Installed new overhead extension cord for R-78
2. Washed and detailed Support 78
3. Washed and detailed A-78
4. Completed monthly EMS equipment check
5. Ponce Key Roadway Assessment

*Ongoing Projects:*

1. Target Safety
2. Blue Card Certification
3. Community Health / BP Checks

*Upcoming Projects:*

1. Fire Hydrant Maintenance

*New Equipment put in service:*

1. None

*Completed Training:*

1. Water Rescue training
2. Cascade System training
3. EMS protocol training
4. Trauma assessment
5. Fire Scene training

*Upcoming Training:*

1. Fire Officer training
2. NFPA training
3. Blue Card training
4. Fire flow training
5. New Employee training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** August 13, 2018  
**SUBJECT:** July 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
- Water Rescue Training
- Igor Completed Pump Ops!!!

*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: August 6, 2018, 2018**

**SUBJECT: July 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:

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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
- Water Rescue Training

Upcoming Training:

- Daily Physical Fitness Training
- Hazmat Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Aug 1, 2018 5:15 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 07/01/2018 To 07/31/2018

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	49	31.06
Derek	George	PI303	32	17.65
Cheryl	Herren	PI321	70	40
Igor	Kojadinovic	PI448	27	11.32
Kyle	Oberst	PI338	37	15.39
Ray	Plumley	PI501	105	75.76
Pete	Steffen	PI446	26	18.24
Susanne	Williams	PI320	48	59.08
Mike	Young	PI319	22	14.32



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 8/2/2018**

**SUBJECT: July 2018 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of July 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 13 Shifts for Personal Leave and Training
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events (Hot Topics Updates, Board Vacancies, 9/11 Ceremony, Garden Club Craft Sale, Traffic Advisories)
- 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
- Training session with Peg Hunt on Council Agendas
- Attended meeting for instruction on filling in to record Board Meetings for next two months
- Completed Budget Cover project with Amy Zengotita
- Conducted interviews with panel for Office Specialist in Cultural Services Department
- Attended the Planning Board meeting