



**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:** October 9, 2018  
**SUBJECT:** September 2018 Shift Reports

*I am attaching reports from all shifts as to their individual activities for the month of September as well as a monthly training report and Administrative Duties. Below is the breakdown of call types from all three shifts for the month of September 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>47</b>

<b>Fire Service Calls:</b>	<b>20</b>
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	2
Service Calls	5
Good Intent Calls	10
Fire Alarms	3

<b>EMS Calls:</b>	<b>27</b>
Transport Calls	20
Transported to Daytona Beach Halifax	4
Transported to Port Orange Halifax	15
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	5
Other Medical Incidents: non-transports	7
<b>Total EMS Transports Year-to-Date</b>	<b>222</b>
In-District EMS Transports (included in YTD)	157
Out-of-District EMS Transports (included in YTD)	65



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** October 02, 2018  
**SUBJECT:** September 2018 Shift Report

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*Completed Projects:*

1. Flu shots for Town employees
2. Picked up and disinfected backboards
3. Washed fire bay doors and windows
4. Restocked EMS Supplies
5. Restocked low station supplies
6. Detailed and waxed Support 78
7. Monthly EMS Check R-78
8. Monthly EMS Check R-78

*Ongoing Projects:*

1. Target Safety
2. Community Health
3. New employee training

*Upcoming Projects/ Training:*

1. 6-month evaluations for Firefighter Plumley

*New Equipment put in service:*

1. None

*Completed Training:*

1. Fire Officer Training
2. Blue Card Training
3. Target Safety
4. Tools and equipment training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** October 3, 2018  
**SUBJECT:** September 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
- Capital purchases

*Completed Training:*

- EMS training
- Driver's training.
- Target Safety
- Physical training
- BLUE CARD
- DE Exam

*Ongoing Training:*

*Upcoming Training:*

- Target Safety
- Physical Training
- EMS Training
- Course Delivery
- Advanced Procedures
- PTSD Training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: October 3, 2018**

**SUBJECT: September 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
- Protocol and EMS training
- Blue Card incident management modules

Upcoming Training:

- Daily Physical Fitness Training
- Haz-Mat training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Oct 2, 2018 5:11 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 09/01/2018 To 09/30/2018

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	9	4.83
Derek	George	PI303	14	12.16
Cheryl	Herren	PI321	47	24.33
Igor	Kojadinovic	PI448	14	6.74
Kyle	Oberst	PI338	34	17.06
Ray	Plumley	PI501	69	35.09
Pete	Steffen	PI446	53	38.56
Susanne	Williams	PI320	32	36.08
Mike	Young	PI319	65	45.88



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 10/8/2018**

**SUBJECT: September 2018 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of September 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 6 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events and Town News (Fall Newsletter, Operations Changing Lives, Tai Chi Classes, Police Officer position, 5 Cultural Services Events for Fall, 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
- Attended 9/11 Ceremony to take pictures and posted on Town website
- Developed new section on website for FD vehicles
- Developed new page on website for Cultural Services Board
- Attended Incode 10 training