



**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:** November 8, 2018  
**SUBJECT:** October 2018 Shift Reports

*I am attaching reports from all shifts as to their individual activities for the month of October 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 October 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>42</b>

<b>Fire Service Calls:</b>	<b>14</b>
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	5
Good Intent Calls	8
Fire Alarms	1

<b>EMS Calls:</b>	<b>28</b>
Transport Calls	20
Transported to Daytona Beach Halifax	9
Transported to Port Orange Halifax	9
Transported to Bert Fish Memorial, NSB	1
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	6
Other Medical Incidents: non-transports	8
<b>Total EMS Transports Year-to-Date</b>	<b>242</b>
In-District EMS Transports (included in YTD)	171
Out-of-District EMS Transports (included in YTD)	71



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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** November 01, 2018  
**SUBJECT:** October 2018 Shift Report

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*Completed Projects:*

1. Monthly EMS check out
2. Picked up and disinfected backboards
3. Ran all small engines and fueled
4. Pressure washed fire bay doors and windows
5. Taught police officers CPR and AED
6. Restocked EMS Supplies

*Ongoing Projects:*

1. Target Safety
2. Blue Card Fire Officer training
3. Community Health
4. New employee training

*Upcoming Projects/ Training:*

1. Firefighter survival

*New Equipment put in service:*

1. None

*Completed Training:*

1. Firefighter fitness
2. EKG review
3. Emergency response training
4. Tools and equipment training
5. Driver's training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** November 8, 2018  
**SUBJECT:** October 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
- PTSD Training
- Hazmat Training

*Ongoing Training:*

*Upcoming Training:*

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



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: November 3, 2018**

**SUBJECT: October 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
- Haz-Mat Regional Training

Upcoming Training:

- Daily Physical Fitness Training
- Rope Rescue Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Nov 12, 2018 7:57 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 10/01/2018 To 10/31/2018

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	66	35.38
Derek	George	PI303	27	25.07
Cheryl	Herren	PI321	44	16.25
Igor	Kojadinovic	PI448	26	8.4
Kyle	Oberst	PI338	27	9.9
Ray	Plumley	PI501	85	38.5
Pete	Steffen	PI446	46	29.4
Susanne	Williams	PI320	23	15.08
Mike	Young	PI319	54	28.72



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 11/5/2018**

**SUBJECT: October 2018 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of October 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 (weekly)
- Filled 12 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Scanned all invoices and documentation into Incode TCM (weekly)
- Sent out email reminders for Cultural Services Department and posted all Town events and Town News (Veteran's Day, Preschoolers in the Parks, Blood Drive, Community Center Events, Board Vacancies, Santa Run, Christmas Parade, Traffic Advisories)
- Updated Budget spreadsheets for IT and FD (daily)
- 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 the Town Halloween Party and posted pictures on website
- Completed Paramedic and EMT recertifications with Dept. of Health
- Attended webinar on Civic Plus (website host) enhancements for this quarter
- Corrected Building and Planning Departments web pages with new information
- Attended Webinar with Civic Plus on ADA Compliance