



**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: December 5, 2018
SUBJECT: November 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of November 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 November 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	39

Fire Service Calls:	16
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	2
Service Calls	5
Good Intent Calls	4
Fire Alarms	5

EMS Calls:	23
Transport Calls	19
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	10
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	6
Other Medical Incidents: non-transports	4
Total EMS Transports Year-to-Date	258
In-District EMS Transports (included in YTD)	186
Out-of-District EMS Transports (included in YTD)	72



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TO: Chief Scales
FROM: Lieutenant George
DATE: December 04, 2018
SUBJECT: November 2018 Shift Report

Completed Projects:

1. Blue card training
2. Picked up and disinfected backboards
3. Ran small engines
4. Employee manual review
5. Rope rescue training Volusia County Training Center
6. Monthly EMS check out / inventory
7. Firefighter bail out training
8. New employee evaluation

Ongoing Projects:

1. Target Safety
2. Community Health

Upcoming Projects:

1. Fire Hydrant Maintenance
2. Burn building training

New Equipment put in service:

1. New power assisted stretcher R-78

Completed Training:

1. EMS protocol training
2. Driver's training
3. Paramedic training
4. New employee training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: December 5, 2018
SUBJECT: November 2018 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Capital purchase of stretcher

Upcoming Projects:

- Air Chisel

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical training
- Rope training

Ongoing Training:

Upcoming Training:

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



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: December 3, 2018

SUBJECT: November Shift Report for "C" Shift

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:

- Repairs on Engine and Medic 78

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Blue Card incident management modules
- Rope Rescue Regional Training
- Oberst completed Anatomy and Physiology class

Upcoming Training:

- Daily Physical Fitness Training
- Burn Building at Fire Academy Training Grounds

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Dec 7, 2018 9:57 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 11/01/2018 To 11/30/2018

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	78	56.38
Derek	George	PI303	24	20.57
Cheryl	Herren	PI321	37	21.58
Igor	Kojadinovic	PI448	23	13.07
Kyle	Oberst	PI338	26	14.48
Ray	Plumley	PI501	98	52.16
Pete	Steffen	PI446	26	22.24
Susanne	Williams	PI320	32	23
Mike	Young	PI319	53	28.22



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 12/03/2018

SUBJECT: November 2018 Administrative Duties

The following is a list of completed and ongoing projects for the month of November 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 and Town News (Christmas Concert, Blood Drive, Fall Lecture Series, Tree Lighting, Programs in the Park, Pre Parade Breakfast with Santa, Annual Holiday Lighting Contest, Museum Painting Party)
- 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 the Tree Lighting Ceremony and coordinated the music for event
- Attended webinar on Civic Plus (website host) enhancements for this quarter
- Assisted the IT Director with various tasks (ordering equipment, contacting vendors for troubleshooting)