



**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: January 3, 2019
SUBJECT: December 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of December 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 December 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	40

Fire Service Calls:	18
Fires: Building Fire	0
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	4
Good Intent Calls	7
Fire Alarms	6

EMS Calls:	22
Transport Calls	18
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	8
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	2
<i>Out of District Transports (included in total transports)</i>	5
Other Medical Incidents: non-transports	4
Total EMS Transports Year-to-Date	271
In-District EMS Transports (included in YTD)	189
Out-of-District EMS Transports (included in YTD)	82



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TO: Chief Scales
FROM: Lieutenant George
DATE: January 06, 2019
SUBJECT: December 2018 Shift Report

Completed Projects:

1. Replaced leaf springs on M-78's trailer
2. Replaced rims and tires on M-78's trailer
3. Restocked station supplies
4. Monthly EMS check out / inventory
5. Picked up and disinfected backboards
6. Station and fire apparatus tour
7. Santa run throughout Town
8. Christmas parade
9. Completed new employee review

Ongoing Projects:

1. Target Safety
2. Community Health / CPR / BP Screening

Upcoming Projects:

1. Fire Hydrant Maintenance

New Equipment put in service:

1. Power assisted stretcher

Completed Training:

1. Burn building VCFS
2. Driver's training
3. Advanced Cardiac Life Support
4. NFPA 1
5. NFPA 101



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: January 3, 2019
SUBJECT: December 2018 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Stretcher
- Christmas

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training

Upcoming Projects:

- Air Chisel

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical training
- Burn Building
- Stretcher Training

Ongoing Training:

Upcoming Training:

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



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: January 3, 2018

SUBJECT: December 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:

- New Stretcher

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Blue Card incident management modules
- Live Fire Burn Building Regional Training

Upcoming Training:

- Daily Physical Fitness Training
- Regional events to be determined

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jan 3, 2019 9:20 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 12/01/2018 To 12/31/2018

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	82	57.21
Derek	George	PI303	4	10
Cheryl	Herren	PI321	21	12.25
Igor	Kojadinovic	PI448	17	6.58
Kyle	Oberst	PI338	42	26.56
Ray	Plumley	PI501	58	28.19
Pete	Steffen	PI446	56	42.98
Susanne	Williams	PI320	20	12.33
Mike	Young	PI319	31	19.48



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 01/03/2019

SUBJECT: December 2018 Administrative Duties

The following is a list of completed and ongoing projects for the month of December 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 15 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 (Boardwalk repairs, IT Manager position, FLOW dates for rest of calendar year, Coffee with a Cop event, Yoga classes, Art Show)
- 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
- Created new page on website for Volunteer opportunities with the Town
- 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
- Implemented AudioEye for Town website
- Assisted the IT Director with various tasks (ordering equipment, contacting vendors for troubleshooting)