



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: March 5, 2019
SUBJECT: February 2019 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of February 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 February 2019. 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	42

Fire Service Calls:	10
Fires: Building Fire	1
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	3
Good Intent Calls	4
Fire Alarms	2

EMS Calls:	32
Transport Calls	
Transported to Daytona Beach Halifax	14
Transported to Port Orange Halifax	10
Transported to Bert Fish Memorial, NSB	
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	7
Other Medical Incidents: non-transports	7
Total EMS Transports Year-to-Date	48
In-District EMS Transports (included in YTD)	38
Out-of-District EMS Transports (included in YTD)	10



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TO: Chief Scales
FROM: Lieutenant George
DATE: March 01, 2019
SUBJECT: February 2019 Shift Report

Completed Projects:

1. Monthly EMS Check
2. Ran all small engines.
3. Replaced ACLS medications on R-78
4. Target Safety
5. Ordered new employee uniforms
6. Reviewed proposed Town employee manual

Ongoing Projects:

1. Fire and EMS training
2. Community Health / BP Checks
3. Target Safety

Upcoming Projects:

1. Fire hose testing
2. fire hydrant maintenance

New Equipment put in service:

1. Computer in Lieutenant's Office

Completed Training:

1. ACLS medication review
2. Protocol update
3. Stroke assessment
4. Driver's training

Upcoming Training:

1. technical rescue training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: March 5, 2019
SUBJECT: February 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Igor's DE

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Clean Storage upstairs

Upcoming Projects:

- Air Chisel

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training

Ongoing Training:

- Target Safety
- Physical Fitness/Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Course Delivery
- TRT Training



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: March 3, 2019

SUBJECT: February 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:

- Hydrant Flow and Hose Testing

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Blue Card incident management modules
- FF Plumley completed Pump Operator certification

Upcoming Training:

- Daily Physical Fitness Training
- Regional events to be determined

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Mar 1, 2019 5:22 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 02/01/2019 To 02/28/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	49	32.06
Derek	George	PI303	32	29.5
Cheryl	Herren	PI321	32	15
Igor	Kojadinovic	PI448	25	10.32
Kyle	Oberst	PI338	28	14.9
Ray	Plumley	PI501	84	149.44
Pete	Steffen	PI446	50	36.31
Susanne	Williams	PI320	7	5.5
Mike	Young	PI319	49	23.47



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 03/06/2019

SUBJECT: February 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of January 2019 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 5 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and reposted posted all Town events and Town News (ADA Compliance Announcement, Lost Dog, Job posting, Ponce Boardwalk closings, Spring Lecture Series, Silver Sneakers class, Flea Market, ADA Compliance website troubleshooting)
- 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
- Assisted the IT Director with IT Department tasks (ordering supplies, etc)
- Removed all flyers from the News Flash section of the website, reformatted them to be ADA compliant and replacing with corrected version, continue working with Civic Plus scanning website for errors