



**MEMORANDUM
Office of the Fire Chief**

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: July 9, 2019
SUBJECT: June 2019 Shift Reports

Below is the breakdown of Fire Department call types for the month of June 2019. Included is additional information on overlapping calls and out-of-district transport requests that were cancelled enroute. 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	73
Overlapping Calls (Simultaneous Incidents, not included in total)	1

Total Fire Service Calls:	31
Dispatched & Cancelled enroute	12
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	8
Brush Fire	1
Hazardous Conditions (No Fire)	3
Service Calls	3
Good Intent Calls	5
Fire Alarms – System Malfunction	7

Total EMS Calls:	42
Transport Calls	35
Transported to Daytona Beach Halifax	11
Transported to Port Orange Halifax	22
Transported to Advent, NSB	0
Transported to Advent Daytona	2
<i>Out of District Transports (included in total transports)</i>	15
Other Medical Incidents: non-transports	7
Total EMS Transports Year-to-Date	159
In-District EMS Transports (included in YTD)	110
Out-of-District EMS Transports (included in YTD)	49



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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TO: Chief Scales
FROM: Lieutenant George
DATE: July 02, 2019
SUBJECT: June 2019 Shift Report

Completed Projects:

1. Monthly EMS checks
2. EMS CEUs for Paramedic
3. Ran and fueled small engines
4. Updated airway rolls
5. Lighthouse medical bag updated
6. Vehicle maintenance S-78 (oil and transmission)

Ongoing Projects:

1. Target Safety
2. Community Health

Upcoming Training /Projects:

1. Water rescue training

New Equipment put in service:

1. None

Completed Training:

1. Firehouse training
2. EMS protocol training
3. Pump training
4. Driver's training
5. EtCO₂ training
6. Transport training
7. PCR training
8. Patient assessment training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: July 3, 2019
SUBJECT: June 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- New IO in service

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- Writing a Fire House Grant for extrication equipment

Upcoming Projects:

- Program and place the Lucas in service

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Water Rescue Training
- Lucas Training



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: July 1, 2019

SUBJECT: June 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:

- Pre-plan walk-thru's of large residences and businesses

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training

Upcoming Training:

- Daily Physical Fitness Training
- Water Rescue Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jul 8, 2019 3:19 PM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 06/01/2019 To 06/30/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	50	35.39
Derek	George	PI303	22	14.15
Cheryl	Herren	PI321	59	38.49
Igor	Kojadinovic	PI448	29	14.98
Kyle	Oberst	PI338	29	16.48
Ray	Plumley	PI501	132	94.41
Pete	Steffen	PI446	34	26.4
Susanne	Williams	PI320	40	27.75
Mike	Young	PI319	47	27.22



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 7/10/2019

SUBJECT: June 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of June 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 posted all Town events and Town News which also included Citizens of PI Summer Newsletter, Town of PI Beach Clean up, Board Vacancies, PD Memos, Fireworks information, Mosquito spraying,
- Attended Code Enforcement meeting to record
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Calendar/Daily items updated on website
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Attended Civic Plus hosted round table in Mount Dora for ADA issues
- Attended class at Daytona State "Creating ADA Documents in Microsoft"
- Chaired the Safety Committee Meeting
- Picked up and returned the BLS box from PO so that new officer could be certified
- Shopping with Amy Z for the Employee Barbecue