



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: Daniel Scales, Fire Chief

DATE: September 5, 2019

SUBJECT: August 2019 Shift Reports

Below is the breakdown of Fire Department call types for the month of August 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	47
Overlapping Calls (Simultaneous Incidents, not included in total)	0

Total Fire Service Calls:	21
Dispatched & Cancelled enroute	7
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	7
Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	4
Good Intent Calls	1
Fire Alarms – System Malfunction	9

Total EMS Calls:	26
Transport Calls	25
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	14
Transported to Advent, NSB	0
Transported to Advent Daytona	3
<i>Out of District Transports (included in total transports)</i>	10
Other Medical Incidents: non-transports	1
Total EMS Transports Year-to-Date	212
In-District EMS Transports (included in YTD)	139
Out-of-District EMS Transports (included in YTD)	73



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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TO: Chief Scales
FROM: Lieutenant George
DATE: September 03, 2019
SUBJECT: August 2019 Shift Report

Completed Projects:

1. Monthly EMS check out.
2. Picked up and disinfected backboards
3. Forcible entry training
4. Cardiac rhythm training
5. Ordered miscellaneous station uniform supplies
6. Filled cascade system

Ongoing Projects:

1. Target Safety
2. Pre-fire plan updates

Upcoming Projects:

1. Review emergency response protocol

New Equipment put in service:

1. None

Completed Training:

1. Ropes and knots training
2. Fire scene command
3. Volusia County EMS Protocol training
4. Fire service hydraulic training

Upcoming Training:

1. Search and rescue training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: September 4, 2019
SUBJECT: August 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Pre Fire Plan Reviews

Ongoing Projects:

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

Upcoming Projects:

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- Instructor Techniques
- Company Officer

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Instructor Techniques for Brooks



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: September 3, 2019

SUBJECT: August 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
- Haz-Mat Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Sep 1, 2019 3:26 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 08/01/2019 To 08/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	98	68.62
Derek	George	PI303	13	11.91
Cheryl	Herren	PI321	70	42.07
Igor	Kojadinovic	PI448	28	16.41
Kyle	Oberst	PI338	19	13.32
Ray	Plumley	PI501	98	64.35
Pete	Steffen	PI446	60	48.64
Susanne	Williams	PI320	2	7
Mike	Young	PI319	53	31.55



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 09/05/2019

SUBJECT: August 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of August 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 6 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 and Website Alerts which included Sandbag Notice for Hurricane Dorian, Found Cat, Road Closure, Tropical Storm Information, FLOW, Museum Events)
- Completed Training with Ami Pierce and her staff on producing ADA compliant documents for the website
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Continued education online with ADA compliance and screen readable forms
- Take pictures of Pollard Park progress weekly
- Attend Lieutenants meeting at the FD
- Organize Volusia County Fire Chief's Assoc. luncheon
- Attend Hurricane Dorian action meeting