



**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:** October 4, 2019

**SUBJECT:** September 2019 Shift Reports

*Below is the breakdown of Fire Department call types for the month of September 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.*

<b>Description</b>	<b>Count</b>
Total Monthly Fire Department Calls	<b>48</b>
Overlapping Calls (Simultaneous Incidents, not included in total)	<b>1</b>

Total Fire Service Calls:	<b>21</b>
Dispatched & Cancelled enroute	10
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	10
Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	5
Good Intent Calls	3
Fire Alarms – System Malfunction	3

Total EMS Calls:	<b>27</b>
<b>Transport Calls</b>	<b>25</b>
Transported to Daytona Beach Halifax	11
Transported to Port Orange Halifax	13
Transported to Advent, NSB	0
Transported to Advent Daytona	1
<i>Out of District Transports (included in total transports)</i>	10
Other Medical Incidents: non-transports	2
Total EMS Transports Year-to-Date	<b>237</b>
In-District EMS Transports (included in YTD)	154
Out-of-District EMS Transports (included in YTD)	83



**MEMORANDUM**  
**TOWN OF PONCE INLET FIRE RESCUE**

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** October 01, 2019  
**SUBJECT:** September 2019 Shift Report

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*Completed Projects:*

1. Pre-fire plan updates
2. Picked up and disinfected backboards
3. Ordered new hats for firefighters
4. Restocked EMS Supplies
5. Restocked low station supplies
6. Detailed and waxed Support 78
7. Monthly EMS Check M-78

*Ongoing Projects:*

1. Target Safety

*Upcoming Projects/ Training:*

1. Haz-Mat training (multi-agency)

*New Equipment put in service:*

1. None

*Completed Training:*

1. Fire Officer training
2. EMS protocol training
3. Target Safety
4. Tools and equipment training
5. EtCo2 training



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** October 1, 2019  
**SUBJECT:** September 2019 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution

*Ongoing Projects:*

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

*Upcoming Projects:*

- New EZ IO Needles

*Completed Training:*

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

*Ongoing Training:*

- Target Safety
- Physical Fitness/Training
- Driver Training
- Instructor Techniques

*Upcoming Training:*

- Target Safety
- Physical Fitness/Training
- EMS Training
- Regional training Hazmat



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: October 3, 2019**

**SUBJECT: September Shift Report for "C" Shift**

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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 and maintenance on all vehicles

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:

Oct 1, 2019 3:26 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 09/01/2019 To 09/30/2019

Type: All Assignments

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	57	40.64
Derek	George	PI303	25	20.66
Cheryl	Herren	PI321	28	20
Igor	Kojadinovic	PI448	34	14.06
Kyle	Oberst	PI338	22	9.9
Ray	Plumley	PI501	90	57.1
Pete	Steffen	PI446	17	15.16
Susanne	Williams	PI320	28	23.5
Mike	Young	PI319	41	24.64



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 10/02/2019**

**SUBJECT: September 2019 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of September 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 25 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 Citizens of PI Newsletter, Fall Lecture Series, Preschool program, PIWC Holiday Boutique, Comm Ctr Flea Market, Operation Changing Lives, Halloween Park party, Museum Fall events, Holiday Party Events, Veteran's Day, Budget, Job postings, new employees and Utility Billing page changes
- Closed out blanket PO's for this year and prepared total amounts for next year
- 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
- Took pictures of the ongoing construction at Pollard Park
- Attended the September 11<sup>th</sup> Memorial Ceremony at the Fire Department