



**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:** December 5, 2019  
**SUBJECT:** November 2019 Shift Reports

*Below is the breakdown of Fire Department call types for the month of November 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>46</b>
Overlapping Calls (Simultaneous Incidents, not included in total)	<b>1</b>

Total Fire Service Calls:	<b>19</b>
Dispatched & Cancelled enroute	8
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	7
Fire	1
Hazardous Conditions (No Fire)	1
Service Calls	4
Good Intent Calls	1
Fire Alarms – System Malfunction	4

Total EMS Calls:	<b>27</b>
<b>Transport Calls</b>	<b>21</b>
Transported to Daytona Beach Halifax	4
Transported to Port Orange Halifax	13
Transported to Advent, NSB	1
Transported to Advent Daytona	3
<i>Out of District Transports (included in total transports)</i>	<i>12</i>
Other Medical Incidents: non-transports	6
Total EMS Transports Year-to-Date	<b>284</b>
In-District EMS Transports (included in YTD)	181
Out-of-District EMS Transports (included in YTD)	103



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

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** December 05, 2019  
**SUBJECT:** November 2019 Shift Report

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*Completed Projects:*

1. Hydrant Maintenance
2. Picked up and disinfected backboards
3. Ran small engines
4. Employee manual review
5. Rope rescue training
6. Monthly EMS check out / inventory
7. Firefighter bail out training video

*Ongoing Projects:*

1. Target Safety
2. Community Health

*Upcoming Projects:*

1. Burn building training

*New Equipment put in service:*

1. I.O. Device

*Completed Training:*

1. EMS protocol training
2. Driver's training
3. Paramedic training
4. Ropes and knots training
5. I.O. Device training



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

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution
- New EMS Bags placed in service
- Completed a Fire House grant for extrication equipment
- Completed a Narcan Grant
- Assisted Hugler with purge of records

*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

*Ongoing Training:*

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

*Upcoming Training:*

- Target Safety
- Physical Fitness/Training
- EMS Training



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: December 3, 2019**

**SUBJECT: November 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
- Live Fire Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Dec 5, 2019 2:18 PM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 11/01/2019 To 11/30/2019

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	71	49.8
Derek	George	PI303	18	16.07
Cheryl	Herren	PI321	62	34.58
Igor	Kojadinovic	PI448	27	14.65
Kyle	Oberst	PI338	35	19.31
Ray	Plumley	PI501	70	44.28
Pete	Steffen	PI446	0	0
Susanne	Williams	PI320	32	23.91
Mike	Young	PI319	50	25.47



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 12/4/2019**

**SUBJECT: November 2019 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of November 2019 for the Administrative Assistant at the Fire Department.

- Payroll/ Three times this month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week
- Filled 10 Shifts for Personal Leave, and all of C shift for employee that is out for the month
- 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, Legends Parade, Art Guild Art Show, Garden Club Holiday Lights, Children's Christmas party, Holiday trash pick up, Christmas Horns Concert, Bracelet making class at museum, traffic advisories, Santa Run, hydrant testing
- Purchased new Christmas decorations with Amy Z for the Children's Holiday party
- Organized a last minute luncheon for the Volusia County Fire Chief's Assoc. in Council Chambers
- Cleaned out the file cabinets and got boxes ready to take to Town Hall for destruct
- Called Mitel to troubleshoot phone system at the Fire Department
- Added two new officers to Code Red, website and did their Town ID's
- Attended a webinar for Civic Plus on newest updates to the system and ADA compliance
- 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
- Updated FEMA classes log and emailed employees that need to complete