



**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: June 9, 2020

SUBJECT: May 2020 Shift Reports

Below is the breakdown of Fire Department call types for the month of May 2020. Included is additional information on calls requiring outside agency assistance and out-of-district 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	37
Incidents requiring outside agency assistance (not included in total)	0

Total Fire Service Calls:	14
Dispatched & Cancelled enroute	3
<i>Out-of-district calls cancelled enroute (included above)</i>	0
Brush Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	5
Good Intent Calls	3
Fire Alarms – System Malfunction	2

Total EMS Calls:	23
Transport Calls	13
Transported to Daytona Beach Halifax	3
Transported to Port Orange Halifax	9
Transported to Advent, NSB	0
Transported to Advent Daytona	1
<i>Out of District Transports (included in total transports)</i>	0
Other Medical Incidents: non-transports	10
Total EMS Transports Year-to-Date	126
In-District EMS Transports (included in YTD)	66
Out-of-District EMS Transports (included in YTD)	60



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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TO: Chief Scales
FROM: Lieutenant George
DATE: June 2, 2020
SUBJECT: May 2020 Shift Report

Completed Projects:

1. Ordered uniforms for new personnel
2. New employee training
3. Sharpened Chainsaws
4. Target Safety
5. Disinfected EMS supplies on R-78

Ongoing Projects:

1. Fire and EMS training
2. Community health
3. EMT and Paramedic renewals (CEUs)

Upcoming Projects:

1. Station maintenance

New Equipment put in service:

1. I.R. Thermometer
2. Chainsaw sharpener

Completed Training:

1. Life Pack 15 Defibrillator training
2. EMS Protocol training
3. Driver's training
4. Ropes and Knots

Upcoming Training:

1. ACLS / PALS / BTLs



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: June 03, 2020
SUBJECT: May 2020 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- COVID-19 Supplies

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- New Dining room table
- Capital Projects

Upcoming Projects:

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training
- New Employee Training
- Legal and Ethics in the Fire Service

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- PALS/ACLS



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: June 4, 2020

SUBJECT: May 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:

- Repairs and maintenance on all vehicles

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Fire and EMS training for new hires

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jun 8, 2020 3:16 PM

Shared with:

Not Shared

Filters:

Users: 11 selected

User Status: Active, Offline

Completion Date Range: From 05/01/2020 To 05/31/2020

Type: All Assignments

First Name	Last Name	Completions	Duration (hours)
John	Brooks	59	43.64
Fadi	Fattouh	40	23.31
Derek	George	22	11.9
Cheryl	Herren	62	39.08
Igor	Kojadinovic	35	20.56
Kyle	Oberst	34	18.23
Ray	Plumley	102	67.6
Pete	Steffen	53	38.06
Dominic	Vescovi	26	19.73
Susanne	Williams	52	48.66
Mike	Young	58	31.21



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 06/08/2020

SUBJECT: May 2020 Administrative Duties

The following is a list of completed and ongoing projects for the month of May 2020 for the Administrative Assistant at the Fire Department.

- Payroll/ Three times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 15 Shifts for Personal Leave
- Updated budget spreadsheets
- Balanced the budget/spreadsheets with Incode
- Turned over documents to accounting department for IT budget
- Scanned all documentation for purchase orders into Tyler Content Management
- Updated FEMA classes log, added new employees
- Completed 1 new employee ID card
- Posted FF/Paramedic position on Indeed website and monitored mailbox
- Set up interviews for the FF/Paramedic position
- Ordered new equipment for new hires including Deputy Chief
- Attended training for Zoom thru Municode
- Set up practice Zoom meetings for auditor, Council members and employees
- Organized Zoom board meetings and tested in Council Chambers
- Attended Cultural Services, Special Town Council and Regular Town Council meetings to record and Zoom in participants
- Assisted Fire Chief with ISO collection of paperwork
- Organized transfer of all Target Solutions documentation from previous departments for new employees. Added any certs that were missing
- Completed Safety Committee Agenda and sent to Kim C