



MEMORANDUM
TOWN OF PONCE INLET
OFFICE OF THE FIRE CHIEF

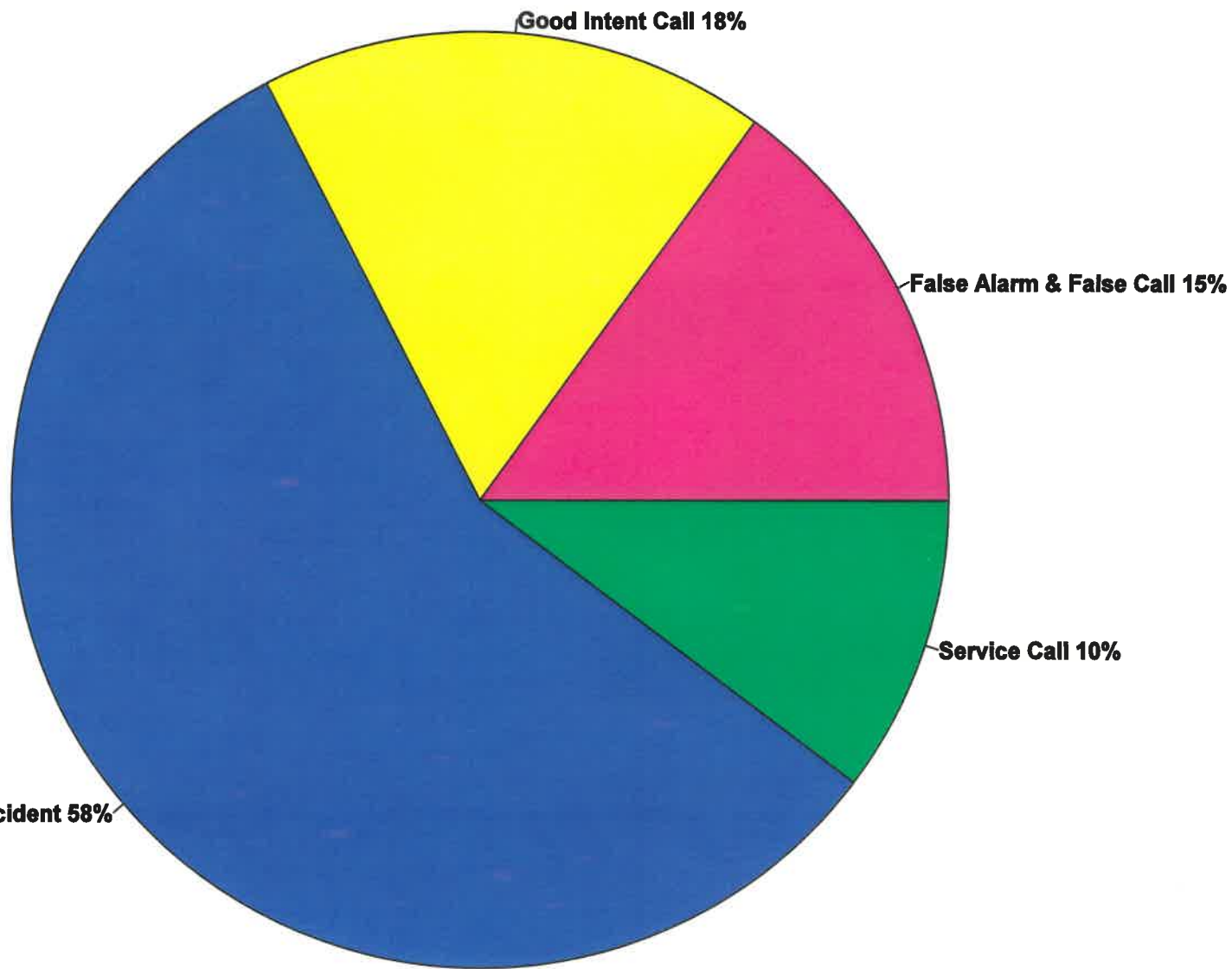
The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
 From: Daniel Scales, Fire Chief
 Date: November 9, 2020
 Subject: October 2020 Fire Department Incident Information

Below is the breakdown of Fire Department call types for the month of October 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: | 41 |
| Incidents requiring outside agency assistance (not included in total) | 0 |
| Total Fire Service Calls: | 18 |
| Dispatched & Cancelled enroute | 2 |
| <i>Out-of-district calls cancelled enroute (included above)</i> | <i>0</i> |
| Service Calls | 5 |
| Good Intent Calls | 5 |
| Fire Alarms – System Malfunction | 6 |
| | |
| Total EMS Calls: | 23 |
| Transport Calls | 16 |
| Transported to Daytona Beach Halifax | 6 |
| Transported to Port Orange Halifax | 6 |
| Transported to Deltona Halifax | 0 |
| Transported to Advent Daytona | 4 |
| <i>Out of District Transports (included in total transports)</i> | <i>0</i> |
| Other Medical Incidents: non-transport | 7 |
| Total EMS Transports Year-to-Date | 211 |
| In-District EMS Transports (included in YTD) | 151 |
| Out-of-District EMS Transports (included in YTD) | 60 |
| Fire Prevention: | |
| Fire Inspections | 9 |
| Fire Plan Reviews | 6 |

Incident Type Summary
Alarm Date Between {10/01/2020} And {10/31/2020}



| | |
|--------------------------|---|
| False Alarm & False Call | Rescue & Emergency Medical Service Incident |
| Good Intent Call | Service Call |



MEMORANDUM
TOWN OF PONCE INLET – OFFICE OF THE DEPUTY 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.*

Date: November 6, 2020

To: Chief Scales

From: Deputy Chief Noble J. Taylor/Fire Marshal

Re: October activity report

Chief Scales, please see the highlights of October listed below.

10-5-20 Placed 4601-4631 on a 24 hour firewatch due to the fire pump being out of service. The firewatch was discontinued on Friday October 9th without any incident. Tested all three shifts for fit and facepiece use with the Honeywell mask and the N-95. Had two chainsaws repaired at John Deere in South Daytona. Performed plans review and fire inspection as needed. Took the Live Fire Training Instructor I class at Volusia County Fire Rescue training center. Took the exam at Pearson-Vue and now I am a certified LFTI. This will assist the department and the South East region as we go forward with group training. Reviewed and approved a residential photovoltaic solar system on a single family dwelling. Took the crews with me to see how it is installed and more importantly how to identify and disconnect the system in an emergency circumstance. We were refunded \$47.52 from a vendor that accidentally charged us twice for the same thing. They were very apologetic and made it right as soon as we notified them of the problem. Recently, PIFR was awarded a FireHouse Sub grant for new extrication tools. I have tried three times to contact the store manager and make a presentation of a plaque to show our gratitude and I cannot get anyone to call me back. Supplied VCPP with some needed information about our operation here as to vehicle mileage and usage, SCBA, TO gear and radio type. M-79 is still in service at NSB.

Respectfully,

Deputy Chief N.J. Taylor/Fire Marshal



MEMORANDUM
TOWN OF PONCE INLET
FIRE DEPARTMENT

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: Deputy Chief Taylor
From: Lieutenant George
Date: 11/02/2020
Subject: October 2020 A-Shift Report

Completed Projects:

1. Put new ERG's on the vehicles
2. EMS check out
3. Disinfected EMS supplies
4. Filled low SCBA bottles
5. Checked out SCBA air packs
6. Renewed Paramedic and EMT licenses
7. Completed new employee evaluation (6 month)

Ongoing Projects:

1. Target Safety
2. Community Health / BP Checks

Upcoming Projects:

1. Firefighter survival training

New Equipment put in service:

1. None

Completed Training:

1. Paramedic drug calculations
2. Driver's training
3. Building construction training
4. HIPPA update
5. Hazardous material initial response training
6. Portable fire extinguisher training

Upcoming Training:

On hold due to COVID-19



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FIRE DEPARTMENT

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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: November 6, 2020
SUBJECT: October 2020 B Shift Report

Completed Projects:

- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- Capital Projects

Training:

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- Rope Training
- Ladder Training
- PALS Training

Upcoming Training:

- ITLS
- Burn Building training



**MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE**

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INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: November 4, 2020

SUBJECT: October 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, and KnowB4 modules
- Protocol and EMS training
- PAL's Recertification for Paramedics

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Nov 6, 2020 2:24 PM

Shared with:

Not Shared

Filters:

Users: 12 selected

Type: All Assignments

Completion Date Range: From 10/01/2020 To 10/31/2020

User Status: Active, Offline

| First Name | Last Name | Employee ID | Completions | Duration (hours) |
|-------------------|------------------|--------------------|--------------------|-------------------------|
| John | Brooks | PI331 | 5 2 | 39.23 |
| Fadi | Fattouh | PI1305 | 2 5 | 13.98 |
| Derek | George | PI303 | 2 9 | 24.9 |
| Cheryl | Herren | PI321 | 2 3 | 13.66 |
| Igor | Kojadinovic | PI448 | 3 0 | 19.32 |
| Kyle | Oberst | PI338 | 2 4 | 13.9 |
| Ray | Plumley | PI501 | 9 2 | 63.69 |
| Pete | Steffen | PI446 | 5 6 | 41.81 |
| Steven | Tornelli | S5874 | 3 2 | 20.56 |
| Dominic | Vescovi | PI1342 | 5 1 | 34.31 |
| Susanne | Williams | PI320 | 1 6 | 12.08 |
| Mike | Young | PI319 | 3 4 | 20.4 |



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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: Chief Scales

From: Becky Hugler, Office Manager/Town Website Administrator

Date: 11/05/2020

Subject: October 2020 Administrative Duties

- Payroll/ Three times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 8 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated by Zoom the Town Council, Cultural Services, Code Board and Planning Board workshop and Planning Board meetings
- Made 2 new Town ID's for Public Works employees
- Attended webinar about Civic Plus enhancements
- Ordered COVID supplies for the Town as needed, copied Finance Department
- Renewed Paramedic and EMT licenses with the state
- Completed orders for the new employees' bunker gear
- Renewed Notary stamp
- Sent out email for uniform needs for this year and did spreadsheet
- Entered all blanket PO's for FY 20/21
- Ordered winter job shirts for new Firefighters
- Attended virtual Code Red training
- Assisted Cultural Services Manager with planning of Halloween drive thru event