



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: March 8, 2021
 Subject: February 2021 Fire Department Incident Information (updated 5/20/21)

Below is the breakdown of Fire Department call types for the month of February 2021. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute.

Description	Count
Total Monthly Fire Department Calls:	77
Incidents requiring outside agency assistance (not included in total)	0
Total Fire Service Calls:	26
Dispatched & Cancelled enroute	9
<i>Out-of-district calls cancelled enroute (included above)</i>	9
Service Calls	6
Good Intent Calls	2
Fire Alarms – System Malfunction	6
Hazardous Conditions	3
Fire	0
Total EMS Calls:	51
Transport Calls	40
Transported to Daytona Beach Halifax	20
Transported to Port Orange Halifax	14
Transported to Advent New Smyrna	0
Transported to Advent Daytona	6
<i>Out of District Transports (included in total transports)</i>	24
Other Medical Incidents: non-transports	11
Total EMS Transports Year-to-Date	67
In-District EMS Transports (included in YTD)	34
Out-of-District EMS Transports (included in YTD)	33
Fire Prevention:	
Fire Inspections	15
Fire Plan Reviews	0



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FIRE DEPARTMENT

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To: Deputy Chief Taylor
From: Lieutenant George
Date: 04/28/2021
Subject: April 2021 A-Shift Report

Completed Projects:

1. Ran small engines and topped off with fuel.
2. Disinfected bunkrooms with new aerosol machine.
3. Filled low air packs and bottles.
4. Disinfected EMS supplies.
5. Replaced expired ACLS medications.
6. SCBA check out (all vehicles).

Ongoing Projects:

1. Target Safety.
2. Community Health / BP Checks.

Completed Training:

1. Medical Director's in Service Training video.
2. Driver's training
3. New EMS protocol review.
4. Narcan protocol review.



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TO: Deputy Chief Taylor
FROM: Lt. Susanne Severson
DATE: May 01, 2021
SUBJECT: April 2021 B Shift Report

Completed Projects:

- Quality Assurance
- EMS Orders and Distribution
- New M-78 is in Service
- SCBA Placed Back in Service
- Narcotic overview
- M-79 was Taken Out of Service

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- EMS Supplies

Training:

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- EVOC
- Piercing Nozzle Training



**MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE**

*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 Dan Scales

FROM: Lt. Mike Young

DATE: March 3, 2021

SUBJECT: February 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:

- New York Hook

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- Pump Operations hands-on

Upcoming Training:

- Daily Physical Fitness Training
- VEIS rescue training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Mar 1, 2021 4:13 AM

Shared with:

Not Shared

Filters:

Users: 11 selected

Type: All Assignments

Completion Date Range: From 02/01/2021 To 02/28/2021

User Status: Active, Offline

First Name	Last Name	Completions	Duration (hours)
John	Brooks	73	51.13
Fadi	Fattouh	26	12.81
Derek	George	30	18.56
Cheryl	Herren	57	32.08
Igor	Kojadinovic	27	14.4
Kyle	Oberst	23	13.9
Ray	Plumley	83	57.28
Susanne	Severson	30	30.5
Pete	Steffen	41	32.73
Dominic	Vescovi	17	10.25
Mike	Young	32	20.48



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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 Dan Scales
From: Becky Hugler, Office Manager
Date: March 1st, 2021
Subject: Monthly Report for Admin

- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- twice a week
- Filled 8 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD, completed budget comparison to Incode
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated by Zoom the Town Council meetings
- Ordered COVID supplies for the Town as needed, copied Finance Department
- Placed Class A uniform orders for new firefighters and t-shirts for Chief's
- Updated Community Center and Town calendar on website
- Designed new page for new board (ESAB) and updated the board vacancies page
- Emailed to residents information about Ponce Preserve Boardwalk project, Planning Workshop, Scam Alert for PIPD Chief, Traffic Alerts
- Made 2 new ID's for Public Works employees and 2 for recent promotions at the Police Dept
- Picked up CPR training box from PO to recertify 2 police officers
- Updated NIMS spreadsheet with new Town employees, copied certificates and sent to HR