



**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: May 6, 2021  
 Subject: April 2021 Fire Department Incident Information (updated 5/20/21)

*Below is the breakdown of Fire Department call types for the month of April 2021. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute and the number of in-district patient transports handled by Volusia County EMS (VCEMS).*

Description	Count
<b>Total Monthly Fire Department Calls:</b>	<b>103</b>
Total Fire Service Calls:	<b>42</b>
Dispatched & Cancelled enroute	18
<i>Out-of-district calls cancelled enroute (included above)</i>	18
Service Calls	6
Good Intent Calls	5
Fire Alarms – System Malfunction	11
Lighting Strike	1
Fire	1
<b>Total EMS Calls:</b>	<b>61</b>
<b>Transport Calls</b>	<b>51</b>
Transported to Daytona Beach Halifax	14
Transported to Port Orange Halifax	28
Transported to Advent New Smyrna	1
Transported to Advent Daytona	8
<i>Out of District Transports (included in total transports)</i>	24
Number of In-District Transports Handled by VCEMS (not included in total transports)	1
Other Medical Incidents: non-transports	10
Total EMS Transports Year-to-Date	177
In-District EMS Transports (included in YTD)	<b>91</b>
Out-of-District EMS Transports (included in YTD)	<b>86</b>
<b>Fire Prevention:</b>	
Fire Inspections	5
Fire Plan Reviews	3



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**TOWN OF PONCE INLET**  
**FIRE DEPARTMENT**

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To: Deputy Chief Taylor  
From: Lieutenant George  
Date: 03/30/2021  
Subject: March 2021 A-Shift Report

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*Completed Projects:*

1. Medic 78's monthly EMS equipment check
2. Transferred medical equipment on new ambulance
3. Air cascade training/refresher
4. Filled low SCBA bottles
5. Disinfected EMS supplies on Medic 78
6. Inspected and filled out SCBA log
7. Washed and degreased fire bay floor

*Ongoing Projects:*

1. Target Safety
2. Community Health / BP Checks

*Upcoming Projects:*

1. On hold due to COVID-19

*New Equipment put in service:*

1. New ambulance placed in service.

*Completed Training:*

1. SERF technical rescue training
2. Cardiac treatment and drug administration
3. Training with new ambulance
4. Allergies and anaphylaxis training
5. Assembly occupancy training
6. EVOC refresher training

*Upcoming Training:*

Fire Apparatus operations



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**TO:** Deputy Chief Taylor  
**FROM:** Lt. Susanne Severson  
**DATE:** April 02, 2021  
**SUBJECT:** March 2021 B Shift Report

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*Completed Projects:*

- Quality Assurance
- EMS Orders and Distribution

*Ongoing Projects:*

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- EMS Supplies
- TIC Lanyard
- New Marriage Webbing
- Helping the new M-78 go in-service
- Change in shift personnel

*Training:*

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/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: April 3, 2021**

**SUBJECT: March 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:

- New Ambulance

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- Pump Operations hands-on
- VEIS Rescue training at F.S.I.

Upcoming Training:

- Daily Physical Fitness Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Apr 2, 2021 3:02 PM

Shared with:

Not Shared

Filters:

Users: 12 selected

Type: All Assignments

Completion Date Range: From 03/01/2021 To 03/31/2021

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	90	65.54
Fadi	Fattouh	PI1305	37	15.22
Derek	George	PI303	31	19.73
Cheryl	Herren	PI321	88	48.24
Igor	Kojadinovic	PI448	39	15.06
Kyle	Oberst	PI338	34	14.06
Ray	Plumley	PI501	104	67.51
Susanne	Severson	PI320	21	14.75
Pete	Steffen	PI446	37	32.32
Steven	Tornelli	S5874	42	25.81
Dominic	Vescovi	PI1342	39	19.82
Mike	Young	PI319	57	40.8



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To: Chief Dan Scales  
From: Becky Hugler, Office Manager  
Date: April 02, 2021  
Subject: Monthly Report for Admin

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- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- twice a week
- Filled 10 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
- Took Class A uniform shirts to dry cleaners to have patches sewn on
- Attended the Safety Committee meeting and a webinar
- Updated Community Center and Town calendar on website
- Added new board members to the Essential Services Board page and updated the Town Council page
- Emailed out information about Dog park, traffic advisories, Easter event
- Made new ID for Planning Director, added new photo to department pages on website
- Ordered new supplies for M78 and coordinated putting the ambulance in service
- Corrected facilities page on the website for park reservations