



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: December 9, 2021
Subject: November 2021 Fire Department Report

Attached to this memo are the following items.

- Department incident summary for the Month of November (with graph)
- Report from the Deputy Fire Chief/Fire Marshal summarizing his activities for the month as well as the three duty shifts
- November fire training summary for the fire department
- Summary of activities from fire department Office Manager

The Ponce Inlet Fire Department (PIFD) responded to 98 incidents for the month of November, with 71% of the responses falling under the EMS category.

There was 1 fire response in November involving the motor of a watercraft, no significant damage occurring. The fire department did not respond to any out-of-district fire related incidents.

The fire department transported 58 patients in November: 25 transports from Ponce Inlet, 33 from out-of- district; the average number of transports in 24 hours was 1.43. There were 2 times in November that Ponce Inlet needed an outside agency to transport; one while the fire department was transporting a Ponce Inlet originated call and one while the fire department was transporting an out-of-district originated call. Note: The Ponce Inlet Fire Department has a minimum staffing requirement of 4 shift personnel; while 2 personnel may be sent for an out-of- district transport, 2 personnel remain in town and the county performs reciprocal transport until our ambulance returns.

The fire department is continuing to focus on improving out turnout times. This is the time from dispatch notification of an incident to the time the unit is enroute. The National Fire Protection Association's (NFPA) current recommended standards are 60 seconds for an EMS emergency and 80 seconds for a Fire related emergency. The turnout data is included with the other call related information. The fire department's goal is to have the 90th percentile time for both medical and fire calls meet the NFPA standards. The departments average for November are within or very close to the NFPA standard, with improvements needed for our times to reach the higher 90th percentile goal.

I am pleased to announce that the fire department received a grant from the State of Florida for the purchase of a bunker gear washing machine. This washing machine is a heavy duty, large capacity unit that will allow us to clean our firefighter's bunker gear on a more regular basis, no longer requiring us to relocate gear to a Port Orange fire station, as is the current practice. One of the requirements to obtain the grant funding was the State of Florida performing a comprehensive safety inspection of our facilities, practices, and policies. I am happy to announce that we satisfied all 54 of the State's safety compliance. We intend on making this evaluation an annual process to assure the Town is providing the safest work environment possible for our firefighters.

In November the fire department participated in a regional training drill involving an active shooter. The drill was coordinated by our own Deputy Fire Chief Noble Taylor and was held at Spruce Creek High School. All the southeast Volusia County fire departments participated, along with various city police departments and the Volusia County Sheriff's Office and was a great success.

The Ponce Inlet Fire Department added a new employee in November, bringing the number of new hires since September to four. We are excited with the addition of our new hires and look forward to them adding their experiences to our current high-quality staff. The department has one current vacancy with the anticipation of completing the hiring process for that opening being completed in December.



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: 12-03-2021

To: Chief Scales

From: Deputy Chief N.J. Taylor, Fire Marshal

Re: November monthly report

Chief Scales, please see the report for November including inspections, plans reviewed, training, equipment, and staffing. It includes a summary of all three duty shifts.

Fire Plan Reviews

Fire-5-fire sprinkler additions (NFPA 13), new residential construction (NFPA 13D) and photovoltaic systems (NFPA 70).

Fire Inspections

Fire – 15-Final prior to Use and Occupancy and Above Ceiling inspections prior to concealment of sprinkler supply branch lines. A second new trash chute at Links Village.

Fire Investigations

Fire-on a boat at 109 Anchor Drive, Ponce Inlet. A 26 foot Aqua Sport that had an engine fire. E78, M78 handled very quickly. Damage was limited to the engine, no damage to the boat, no injuries, no fatalities to civilian or fire personnel. This complete fire investigation report is available on demand.

Logistics

Three Bound Tree orders for routine EMS items.

Training

Active Shooter Preparedness was held for SERF at Spruce Creek High School on 11-22, 23 and 24. This included Port Orange Fire and Police, South Daytona, Ponce Inlet, New Smyrna Beach, Edgewater, Volusia County Fire, Volusia County EMS and Volusia County Sheriff's Department. This training discussed and practiced the first 15-30 minutes of action and response to an incident of this magnitude. The training was well received by the group and there were many positive comments from across the group of participants. I will have more information to share after we get feedback from our Target Solutions response survey(s).

Florida State Fire Marshal Regulatory Compliance Inspection

On Friday November 19, 2021, this fire department was given a compliance inspection. This inspection is all inclusive to validate the requirements of Firefighter Occupational Safety and Health, F.A.C. 69A-62, OSHA 1910.120(q) and 1910.134.

I am happy to report that at the conclusion of this process, Ponce Inlet Fire Rescue is in full compliance with the Florida State Fire Marshals Office and our certificate and accompanying letter is on the way! This process was completed and finalized due to, in no small part, with the super effort of our Office Manager, Ms. Becky Hugler. Ms. Hugler was instrumental in providing policy, SOG, reports and being in a position to fill in any administrative blanks on inspection day. She has my deepest appreciation.

A,B and C Duty Shifts

- ePCR Training
- Monthly EMS check outs
- Vehicle maintenance and repairs for various issues
- Target Safety, and KnowB4 modules
- Protocol and EMS training

Most Respectfully,

Deputy Chief N.J. Taylor, Fire Marshal

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Dec 3, 2021 11:15 AM

Shared with:

Not Shared

Filters:

Users: 10 selected

Type: All Assignments

Completion Date Range: From 11/01/2021 To 11/30/2021

User Status: Active, Offline

First Name	Last Name	Completions	Duration (hours)
Branden	Garcia	54	26.05
Fadi	Fattouh	36	20.73
Igor	Kojadinovic	58	27.88
John	Juliano	61	39.72
Juan	Millan	17	8.07
Mike	Young	53	33.55
Pete	Steffen	52	41.15
Ray	Plumley	108	70.68
Steven	Tornelli	46	33.81
Susanne	Severson	40	27.75



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: Chief Dan Scales
From: Becky Hugler, Office Manager
Date: December 3, 2021
Subject: Monthly Report for Office Manager

- Payroll/ Two times this month
- Invoices/PO's daily for Fire Department
- Updated OT log- twice a week
- Filled 13 Shifts for Personal Leave, plus filled 2 open spots
- Posted all departments monthly reports to website
- Ordered and issued new uniforms for 1 new employee
- Added and deleted employees to the website and FEMA class spreadsheet, and Code Red
- Made new town IDs and sent photos to Kim Cherbano
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Updated Community Center and Town calendar on website
- Attended swearing in ceremony for Council to take photos for social media
- Ordered all uniforms for the new firefighter, found bunker gear to fit, printed orientation packets and set up HR to meet with them on first day
- Set up appointment for new bunker gear sizing
- Made new employee folders
- Continue to research closed captioning for board meetings
- Scheduled 2 meetings for the Holiday Luncheon Committee, met and planned employee luncheon
- Ordered new t shirts for the crew with redesign
- Scheduled hydrant testing meeting with PW & FD with vendor
- Attended Civic Plus webinar
- Scheduled emails for December events on website and resident notices
- Scheduled help for Santa Run and organized delivery of trailer