



**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 5, 2021  
Subject: October 2021 Fire Department Report

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Attached to this memo are the following items.

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

The Ponce Inlet Fire Department (PIFD) responded to 100 incidents for the month of September, with 55% of the responses falling under the EMS category.

There were no fires in Ponce Inlet for September and PIFD did not respond out-of-district for any fire related incidents.

PIFD transported 44 patients in October: 21 transports from Ponce Inlet, 23 from out-of-district; the average number of transports in 24 hours was 1.4. There was 1 time in October that Ponce Inlet needed an outside agency to transport while PIFD was transporting a Ponce Inlet originated incident. Note: PIFD 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 saw the departure of 1 employee in October; these were in addition to the 4 vacancies existing from August. 3 new fire department employees started in October, with 1 additional hire anticipated in early November. We are very excited to welcome these new employees to the PIFD family.



**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: 11-5-2021

To: Chief Scales

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

**Re: October monthly report**

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

**Plan Reviews**

Fire-4-fire sprinkler additions (NFPA 13), new residential construction (NFPA 13D) and photovoltaic systems (NFPA 70).

**Inspections**

Fire – 6-Final prior to Use and Occupancy and Above Ceiling inspections prior to concealment of sprinkler supply branch lines. One new trash chute at Links Village.

**Logistics**

Two Bound Tree orders for routine EMS items.

**Training**

Began the training with the new Infinium Clear Vue video laryngoscope. This device couples the traditional blade with a color camera that captures a photo or video of the ET tube thru the vocal cords for proof and confirmation of the intubated patient. All PIFR FF/Paramedics have documented five intubations as required by the Medical Director. The standard intubation kit with the battery handle and assorted blades will remain on the apparatus as a back up. We have resumed PT at the Lighthouse in the mornings.

- 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:

Nov 3, 2021 1:55 PM

Shared with:

Not Shared

Filters:

Users: 7 selected

Type: All Assignments

Completion Date Range: From 10/01/2021 To 10/31/2021

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
Fadi	Fattouh	PI1305	49	30.88
Igor	Kojadinovic	PI448	56	28.63
Mike	Young	PI319	58	30.55
Pete	Steffen	PI446	65	48.73
Ray	Plumley	PI501	112	74.01
Steven	Tornelli	S5874	56	37.3
Susanne	Severson	PI320	30	22.25



**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: November 1, 2021  
Subject: Monthly Report for Office Manager

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- Payroll/ Two times this month
- Invoices/PO's daily for Fire Department
- Updated OT log- twice a week
- Filled 10 Shifts for Personal Leave, plus filled 2 open spots
- Posted all departments monthly reports to website
- Started new budget spreadsheet for new fiscal year
- Began a new spreadsheet for overtime and uniforms for this coming year
- Added and deleted employees to the website and FEMA class spreadsheet, and Code Red
- Made new town IDs for PW Office Manager, PT Museum Educator, one Police Officer and four firefighters, 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
- Off boarded 2 employees and sent files to Town Hall
- Organized a dedication ceremony for the Fire Department
- Assisted with the Children's Halloween Party
- Organized a retirement lunch for DE Herren, also ordered her retirement badge
- Ordered all uniforms for the new firefighters, 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
- Met with Ami Pierce on uploading permits that are ADA compliant
- Cleaned out uniform room and donated expired bunker gear to Mainland High School
- Sent out all town events for October and November and added to calendar
- Continue to research closed captioning