



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: October 6, 2021
Subject: September 2021 Fire Department Report

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 111 incidents for the month of September, with 63% 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 54 patients in September: 18 transports from Ponce Inlet, 36 from out-of-district; the average number of transports in 24 hours was 1.8. There were 2 times in September that Ponce Inlet needed an outside agency to transport; one while PIFD was transporting a Ponce Inlet call and one while PIFD was transporting an out-of-district call. 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 2 employees in September; these were in addition to the 2 vacancies existing from August. 3 new employees have been approved for hire and will begin the week of October 11. 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: 10-5-2021

To: Chief Scales

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

Re: September monthly report

Chief Scales, please see the report for September including: 9-1-1 calls, inspections, plans reviewed, training, equipment, and staffing. It includes a summary of all three duty shifts.

Plan Reviews

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

Inspections

Fire – 5-Final prior to Use and Occupancy and Above Ceiling inspections prior to concealment of sprinkler supply branch lines.

Logistics

Two Bound Tree orders for routine EMS items.

Training

- NFPA1410-Standard for Initial Emergency Scene Operations-36 hours. This training includes-Taking Command of the scene, giving a disposition to dispatch, hands on scenario based pre-connect hose lay, taking a supply, protecting exposure(s), laying into the Fire Department Connection (FDC) and making standpipe connections for fire flow and fire suppression.
- 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:

Oct 7, 2021 3:08 PM

Shared with:

Not Shared

Filters:

Users: 8 selected

Type: All Assignments

Completion Date Range: From 09/01/2021 To 09/30/2021

User Status: Active, Offline

| First Name | Last Name | Completions | Duration (hours) |
|-------------------|------------------|--------------------|-------------------------|
| Cheryl | Herren | 16 | 9.33 |
| Fadi | Fattouh | 27 | 14.65 |
| Igor | Kojadinovic | 58 | 24.13 |
| Mike | Young | 38 | 19.81 |
| Pete | Steffen | 77 | 59.64 |
| Ray | Plumley | 151 | 97.15 |
| Steven | Tornelli | 39 | 24.14 |
| Susanne | Severson | 37 | 24.75 |



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: October 5, 2021
Subject: Monthly Report for Office Manager

- Payroll/ three times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- twice a week
- Filled 38 Shifts
- Posted all departments monthly reports to website
- Ordered cleaning supplies for the station
- Replaced a water cooler
- 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 Code Enforcement meeting and Charter Review Comm
- Ordered COVID supplies for the Town as needed, copied Finance Department
- Assisted Deputy Chief Taylor with job interviews, assisted Fire and Chief and Deputy Chief with documentation for hiring
- Updated Community Center and Town calendar on website
- Made 3 new ID's one for Public Works and one for the Police Department, IT Director
- Added Randy Okum to the website
- Cleaned out the uniform closet to prepare items for new hires
- Updated NIMS spreadsheet with new Town employees, copied certificates and sent to HR
- Off boarded 2 employees and started a third for retirement
- Organize going away luncheon for those two employees
- Facilitated the pickup of the Durango and extrication tool for auction
- Attended the Safety Committee meeting
- Post all special events for September onto website and schedule emails to residents
- Attend webinar for Code Red and one with Civic Plus
- Researched closed captioning for board meetings