



**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: January 7, 2021  
Subject: December 2021 Fire Department Report

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Attached to this memo are the following items.

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

The Ponce Inlet Fire Department (PIFD) responded to 99 incidents for the month of December, with 68% of the responses falling under the EMS category.

There was no fire response in December and the fire department did not respond to any out-of-district fire related incidents. We did respond to a significant motor vehicle accident at Beach St. and Caribbean Way that involved a vehicle that rolled on its side. The occupant required extrication involving the removal of the vehicles roof. Our engine and ambulance crews did a fantastic job, extricating the victim in 17 minutes. We transported the driver to the hospital without incident.

The fire department transported 56 patients in December: 18 transports from Ponce Inlet, 38 from out-of- district; the average number of transports in 24 hours was 1.87. There was 1 time in December that Ponce Inlet needed an outside agency to transport; this occurred while the fire department was transporting a Ponce Inlet 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 90<sup>th</sup> percentile time for both

medical and fire calls meet the NFPA standards. The department averages for December are within or very close to the NFPA standard. We have seen a significant improvement in reaching our fire response 90<sup>th</sup> percentile goal, with improvements needed in the EMS 90<sup>th</sup> percentile goal. We are working on improving the reporting equipment responsiveness as well as increasing awareness of the crews to the time spent on getting the vehicles underway to emergency calls.

In December the fire department underwent a comprehensive safety survey from the State Fire Marshal's office. At the completion of the assessment, the department was in compliance with over 80 criteria of the State's workplace safety inspection. The Town continues to focus on employee safety, assuring our workforce is ready to respond and work in as safe an environment as possible.

In addition to the State Fire Marshal's office safety evaluation, the department also underwent an inspection from the State Division of Emergency Medical Services (EMS) which evaluates our EMS operations, equipment, and record keeping. The department passed with no deficiencies.

The Town Council approved the purchase of a vehicle exhaust system for the fire department, which will remove vehicle gases from the equipment bay within a few seconds of activation. We intend to have this equipment installed in the coming months.

In December the fire department participated in a regional training drill at the Volusia County training facility involving a live burn. Our firefighters trained with other departments from southeast Volusia County in a high heat environment practicing search and victim rescue scenarios. The timing of the training was especially fortuitous, it allowed our new hires a great opportunity to work with their Ponce Inlet colleagues, as well as other firefighters in southeast Volusia County.

The Ponce Inlet Fire Department filled our final employee vacancy in December, bringing the number of new hires since September to five. We are excited with the addition of all our new hires and appreciate the experience they add to our current high-quality staff. The department has no current vacancies.

We are pleased to announce that Firefighter Ray Plumley was nominated for and won the prestigious award as Ponce Inlet Town Employee of the Year. Employees throughout the town were nominated and a selection committee evaluated all nominees, choosing Ray for the Town's Employee of the Year. Congratulations Ray!



**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: 1-5-2022

To: Chief Scales

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

**Re: December monthly report**

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

**Fire Plan Reviews**

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

**Fire Inspections**

Fire – 9-Final prior to Use and Occupancy and Above Ceiling inspections prior to concealment of sprinkler supply branch lines. One photovoltaic system. Ancillary use of an existing occupancy was given at 4958 S. Peninsula.

**Fire Investigations**

Zero fire investigations for December

**Logistics/EMS**

Two Bound Tree orders for routine EMS items. Fentanyl is expired and has been removed from the Engine and Ambulance inventory. Fentanyl is on a nation-wide back order. We have ordered Morphine Sulfate in its place after consultation with the Medical Director, in accordance with Standing Order Medical Protocol section 900.04. We expect to have this controlled drug available within the next day or two. Morphine Sulfate will be our pain reliever for patient use until Fentanyl becomes available again.

**Training**

We have been putting our new hires thru the following training scenarios: Fire attack with pre-connect, hydrant connection, pump operations, SCBA and TO donning, Fire Management Zone (FMZ) familiarity and appliance location. This is going well and each Firefighter is learning quickly as each of them is a self starter and are experienced operators.

**STATE OF FLORIDA DEPARTMENT OF HEALTH □ EMERGENCY  
MEDICAL SERVICES**

**ADVANCED LIFE SUPPORT VEHICLE INSPECTION REPORT  
(SECTION 401.31, F.S.)**

On Thursday December 2, 2021, this inspection was performed of Engine 78 and no deficiencies were found. The state inspector noted that the staff and apparatus were exceptional.

**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
- Thermal Imaging Camera (TIC) training in live fire evolutions at FSI.

Most Respectfully,

Deputy Chief N.J. Taylor, Fire Marshal

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jan 6, 2022 3:49 PM

Shared with:

Not Shared

Filters:

Users: 10 selected

Type: All Assignments

Completion Date Range: From 12/01/2021 To 12/31/2021

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Completions</b>	<b>Duration (hours)</b>
Branden	Garcia	43	18.89
Fadi	Fattouh	15	7.24
Igor	Kojadinovic	46	19.22
John	Juliano	61	32.88
Juan	Millan	16	10.32
Mike	Young	36	19.31
Pete	Steffen	31	24.24
Ray	Plumley	111	70.93
Steven	Tornelli	38	24.81
Susanne	Severson	17	13.08



**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: January 4th, 2021  
Subject: Monthly Report for December 2021 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 18 Shifts for Personal Leave, plus filled 2 open spots
- Posted all departments monthly reports to website
- 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
- Presented ADA compliant option to Council for closed captioning meetings
- 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 for 2 new employees
- Made new employee folders
- Held and attended a successful holiday luncheon with other Office Managers
- Attended Civic Plus webinar
- Organized and attended the Santa Run with the FD crew and PW
- Attended the Children's Holiday party with other staff members
- Coordinate CPR renewals for FD employees
- Attended Safety Committee meeting representing the FD