



**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: Jeaneen Witt, Town Manager
FROM: Chief Dan Scales
DATE: February 1, 2019
SUBJECT: January 2019 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of January as well as a monthly training report and Administrative Duties.

Below is the breakdown of call types from all three shifts for the month of January 2019. Please feel free to contact me if you would like to discuss any items listed on the various reports.

Description	Count
Total Monthly Fire Department Calls	48

Fire Service Calls:	19
Fires: Building Fire	1
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	5
Good Intent Calls	9
Fire Alarms	4

EMS Calls:	29
Transport Calls	
Transported to Daytona Beach Halifax	11
Transported to Port Orange Halifax	11
Transported to Bert Fish Memorial, NSB	
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	3
Other Medical Incidents: non-transports	6
Total EMS Transports Year-to-Date	23
In-District EMS Transports (included in YTD)	20
Out-of-District EMS Transports (included in YTD)	3



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TO: Chief Scales
FROM: Lieutenant George
DATE: February 05, 2019
SUBJECT: January 2019 Shift Report

Completed Projects:

1. Ordered station uniforms
2. Picked up and disinfected backboards
3. EMS protocol review
4. Washed and detailed Support 78
5. Restocked station supplies
6. Monthly EMS equipment inventory E-78
7. A Shift annual report

Ongoing Projects:

1. Target Safety

Upcoming Projects:

1. Fire hydrant maintenance
2. Fire hose testing

New Equipment put in service:

1. None

Completed Training:

1. Intubation training
2. IV and medication training
3. Driver's training
4. Advanced Life Support Training
5. Neurological Assessment
6. NFPA 101 and NFPA 1



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: February 01, 2019
SUBJECT: January 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Clean Storage upstairs

Upcoming Projects:

- Air Chisel

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training

Ongoing Training:

- Target Safety
- Physical Fitness/Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Course Delivery
- Extrication Training



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: February 5, 2019

SUBJECT: January Shift Report for "C" Shift

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 on Medic 78 and Medic 79

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Blue Card incident management modules

Upcoming Training:

- Daily Physical Fitness Training
- Regional events to be determined

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Feb 11, 2019 2:35 PM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 01/01/2019 To 01/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	94	60.54
Derek	George	PI303	19	11.82
Cheryl	Herren	PI321	55	25.25
Igor	Kojadinovic	PI448	15	6.16
Kyle	Oberst	PI338	14	8.16
Ray	Plumley	PI501	90	66.76
Pete	Steffen	PI446	50	35.48
Susanne	Williams	PI320	46	38.83
Mike	Young	PI319	33	16.98



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 02/05/2019

SUBJECT: January 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of January 2019 for the Administrative Assistant at the Fire Department.

- Payroll/ Twice a month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week
- Filled 10 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events and Town News (ADA Compliance Announcement, Lost Dog, Job posting, Ponce Boardwalk closings, Spring Lecture Series, Preschoolers in the Park, Winter Newsletter, Legends Parade, Turtle Trek, Park Events)
- Coordinated the repair of the projector at the Community Center
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Updated News Feed on website and News Flash Section with new flyers
- Calendar/Daily items updated on website
- Entered all documentation for purchase orders into Tyler Content Management
- Assisted the IT Director with new hire tasks for IT Manager
- Removed all flyers from the News Flash section of the website, in process of reformatting them to be ADA compliant and replacing
- Attended Planning Board meeting for Audio Streaming