



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: April 1, 2019
SUBJECT: March 2019 Shift Reports - Amended

I am attaching reports from all shifts as to their individual activities for the month of March 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 March 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	64

Fire Service Calls:	23
Fires: Building Fire	2
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	5
Good Intent Calls	11
Fire Alarms	5

EMS Calls:	41
Transport Calls	35
Transported to Daytona Beach Halifax	8
Transported to Port Orange Halifax	21
Transported to Bert Fish Memorial, NSB	1
Transported to Ormond Memorial	5
<i>Out of District Transports (included in total transports)</i>	<i>(8)</i>
Other Medical Incidents: non-transports	6
Total EMS Transports Year-to-Date	83
In-District EMS Transports (included in YTD)	65
Out-of-District EMS Transports (included in YTD)	18



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TO: Chief Scales
FROM: Lieutenant George
DATE: April 03, 2019
SUBJECT: March 2019 Shift Report

Completed Projects:

1. Fire inspector renewal
2. Tested fire hose on Attack 78
3. Disinfected EMS equipment
4. Restocked EMS supplies
5. Ordered fire equipment

Ongoing Projects:

1. Fire and EMS training
2. Community Health
3. Target Safety

Upcoming Projects:

1. Fire hydrant maintenance
2. Building maintenance

New Equipment put in service:

1. None

Completed Training:

1. Fire service hydraulics
2. EMS protocol training
3. IV Training
4. Driver's training

Upcoming Training:

1. Emergency vehicle operations course



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: April 1, 2019
SUBJECT: March 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Igor is state certified!!!
- Hose testing
- Public Service with the Towers

Ongoing Projects:

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

Upcoming Projects:

- Air Chisel
- Hydrant Maintenance

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Course Delivery
- Driver training in South Daytona



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: April 2, 2019

SUBJECT: March Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Hose Testing

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle, station and equipment maintenance

Upcoming Projects:

- Hydrant Flow

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Lt Young completed Blue Card online class

Upcoming Training:

- Daily Physical Fitness Training
- Emergency Vehicle Operations Course

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Apr 1, 2019 5:22 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 03/01/2019 To 03/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	94	66.79
Derek	George	PI303	26	35.58
Cheryl	Herren	PI321	79	56.5
Igor	Kojadinovic	PI448	37	20.4
Kyle	Oberst	PI338	27	20.07
Ray	Plumley	PI501	74	47.28
Pete	Steffen	PI446	35	29.07
Susanne	Williams	PI320	20	19.74
Mike	Young	PI319	38	25.39



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 04/03/2019

SUBJECT: March 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of March 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 5 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and reposted posted all Town events and Town News including 2 Bid Proposals, service disruption notice, Turtle Day, Ice Cream Social, Preschoolers in the Parks, weekend traffic advisories, flood management documents, new employee)
- Attended Special Town Council Meeting to record and posted on Sharepoint
- Updated Budget spreadsheets for IT and FD
- Completed Agenda for Special Town Council Meeting and posted on website
- 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
- Continue with ADA compliance conversion on Town website
- Attended training for Incode 10