



MEMORANDUM
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: Chief Dan Scales
DATE: June 5, 2019
SUBJECT: May 2019 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of May 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 May 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	54

Fire Service Calls:	21
Fires: Building Fire	0
Other	0
Hazardous Conditions (No Fire)	1
Service Calls	6
Good Intent Calls	8
Fire Alarms	6

EMS Calls:	33
Transport Calls	24
Transported to Daytona Beach Halifax	12
Transported to Port Orange Halifax	10
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	2
<i>Out of District Transports (included in total transports)</i>	8
Other Medical Incidents: non-transports	9
Total EMS Transports Year-to-Date	124
In-District EMS Transports (included in YTD)	90
Out-of-District EMS Transports (included in YTD)	34



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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TO: Chief Scales
FROM: Lieutenant George
DATE: May 31, 2019
SUBJECT: May 2019 Shift Report

Completed Projects:

1. Ordered uniforms
2. Organized Rescue 78 and 79's EMS supplies
3. Installed washer and stove
4. Target Safety
5. Disinfected EMS supplies on R-78
6. R-78 EMS check out

Ongoing Projects:

1. Fire and EMS training
2. Community health
3. EMT and Paramedic renewals (CEUs)

Upcoming Projects:

1. Station maintenance

New Equipment put in service:

1. Fire department oven/stove
2. New washer

Completed Training:

1. EtCo2 training
2. EMS Protocol training
3. Driver's training
4. Physical training (Lighthouse)

Upcoming Training:

1. Water Rescue



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: June 3, 2019
SUBJECT: May 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Yearly Pump test
- Awarded a EMS grant for Lucas

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Writing a Fire House Grant for extrication equipment

Upcoming Projects:

- Air Chisel

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Water Rescue Training



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: June 4, 2019

SUBJECT: May Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Pump Testing on Engine and Attack 78

Ongoing Projects:

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

Upcoming Projects:

- Pre-plan walk-thru's of large residences and businesses

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training

Upcoming Training:

- Daily Physical Fitness Training
- Water Rescue Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

May 31, 2019 8:10 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 05/01/2019 To 05/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	35	25.9
Derek	George	PI303	33	22.4
Cheryl	Herren	PI321	15	11.25
Igor	Kojadinovic	PI448	15	6.91
Kyle	Oberst	PI338	20	9.32
Ray	Plumley	PI501	130	87.66
Pete	Steffen	PI446	64	48.64
Susanne	Williams	PI320	28	34.08
Mike	Young	PI319	54	32.72



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 6/1/2019

SUBJECT: May 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of May 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 8 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 which included PD notices, RFP's, Federal Commission for County, Traffic Advisories, Animal Abuse Listing link, added new employee to website, added Silver Sneakers to calendar for PICCI, updated 4 documents for the Planning Department on website, Scheduled Postmaster Day for Museum on calendar and set up email reminders
- Updated Budget spreadsheets for IT and FD
- Met with Chief and IT Manager to prepare operating budget for Town Manager
- Balanced the budget/spreadsheets for IT and FD with Incode
- Calendar/Daily items updated on website
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Attended a webinar hosted by Florida League of Cities on Social Media for Emergency Management
- Bookmarked and added Personnel Rules and Regulations 2019 to website
- Attended Code Enforcement meeting to record event and placed on Sharepoint site
- Made new ID card for Citizen's Watch Volunteer
- Attended the Town Council meeting to record and uploaded to Sharepoint