



**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: August 6, 2019
SUBJECT: July 2019 Shift Reports

Below is the breakdown of Fire Department call types for the month of July 2019. Included is additional information on overlapping calls and out-of-district transport requests that were cancelled enroute. 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	62
Overlapping Calls (Simultaneous Incidents, not included in total)	1

Total Fire Service Calls:	29
Dispatched & Cancelled enroute	8
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	6
Fire – Dumpster or other outside fire	2
Hazardous Conditions (No Fire)	2
Service Calls	3
Good Intent Calls	3
Fire Alarms – System Malfunction	11

Total EMS Calls:	33
Transport Calls	28
Transported to Daytona Beach Halifax	9
Transported to Port Orange Halifax	17
Transported to Advent, NSB	0
Transported to Advent Daytona	2
<i>Out of District Transports (included in total transports)</i>	14
Other Medical Incidents: non-transports	5
Total EMS Transports Year-to-Date	187
In-District EMS Transports (included in YTD)	124
Out-of-District EMS Transports (included in YTD)	63



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

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TO: Chief Scales
FROM: Lieutenant George
DATE: August 01, 2019
SUBJECT: July 2019 A Shift Report

Completed Projects:

1. Ordered station uniforms for those in need
2. Washed and detailed Support 78
3. Washed and detailed A-78
4. Completed monthly EMS equipment check

Ongoing Projects:

1. Target Safety
2. Community Health / BP Checks

Upcoming Projects:

1. Update Pre-fire plans and Knox boxes

New Equipment put in service:

1. None

Completed Training:

1. Water Rescue training
2. Lucas CPR device training
3. ACLS training
4. Trauma assessment
5. Fire Scene training

Upcoming Training:

1. Fire Officer training
2. Swim training
3. EMS Protocol training
4. Fire flow training



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: August 2, 2019
SUBJECT: July 2019 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Lucas in service that was obtained from a grant

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- Writing a Fire House grant for extrication equipment

Upcoming Projects:

- Pre fire plan review

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: August 3, 2019

SUBJECT: July 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:

- 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
- Lucas Training
- Water Rescue training

Upcoming Training:

- Daily Physical Fitness Training
- Haz-Mat Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Aug 1, 2019 3:19 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 07/01/2019 To 07/31/2019

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	45	32.48
Derek	George	PI303	28	20.48
Cheryl	Herren	PI321	64	44.25
Igor	Kojadinovic	PI448	26	13.9
Kyle	Oberst	PI338	57	33.96
Ray	Plumley	PI501	108	68.76
Pete	Steffen	PI446	17	14.16
Susanne	Williams	PI320	43	29.58
Mike	Young	PI319	60	36.88



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 08/05/2019

SUBJECT: July 2019 Administrative Duties

The following is a list of completed and ongoing projects for the month of July 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 which also included PD Memos, Back to School Drive, Traffic Advisories, FLOW at the Comm Ctr, Preschoolers in the Park
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website, working on Fillable forms
- Continued education online with ADA compliance and screen readable forms
- Picked up supplies for Water Rescue Training
- Took photos at the Water Rescue Training for the website
- Completed the forms for Fixed Assets for this year and sent to Finance Department