



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: July 9, 2020
 Subject: June 2020 Fire Department Incident Information

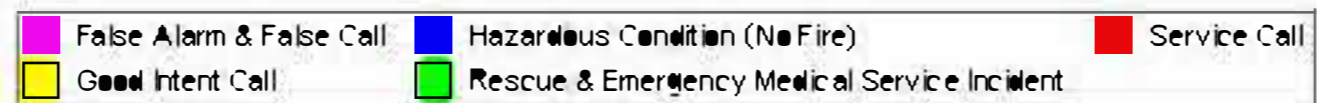
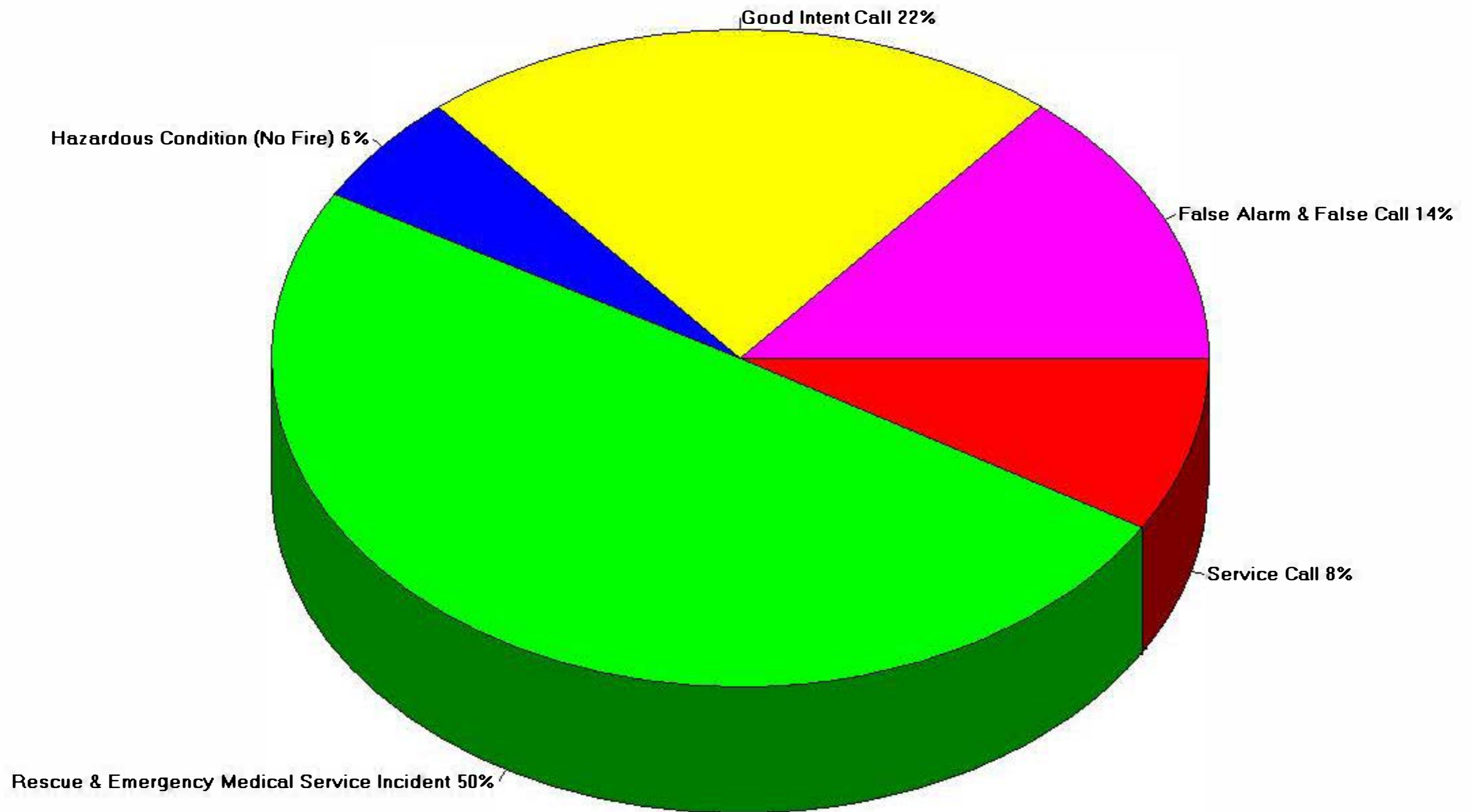
Below is the breakdown of Fire Department call types for the month of June 2020. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute. Please feel free to contact me if you would like to discuss any items listed on the various reports.

Description	Count
Total Monthly Fire Department Calls	39
Incidents requiring outside agency assistance (not included in total)	0

Total Fire Service Calls:	21
Dispatched & Cancelled enroute	3
<i>Out-of-district calls cancelled enroute (included above)</i>	0
Brush Fire	0
Hazardous Conditions (No Fire)	2
Service Calls	3
Good Intent Calls	8
Fire Alarms – System Malfunction	5

Total EMS Calls:	18
Transport Calls	10
Transported to Daytona Beach Halifax	1
Transported to Port Orange Halifax	6
Transported to Advent, NSB	0
Transported to Advent Daytona	3
<i>Out of District Transports (included in total transports)</i>	0
Other Medical Incidents: non-transports	8
Total EMS Transports Year-to-Date	136
In-District EMS Transports (included in YTD)	76
Out-of-District EMS Transports (included in YTD)	60

Incident Summary June 2020





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To: Chief Scales
From: Lieutenant George
Date: July 02, 2020
Subject: June 2020 Shift Report

Completed Projects:

1. Monthly EMS checks
2. EMS CEUs for Paramedic
3. Ran and fueled small engines
4. Interior painting completed at fire department
5. Lighthouse medical bag updated
6. Vehicle maintenance

Ongoing Projects:

1. Target Safety
2. Community Health

Upcoming Training /Projects:

1. Water rescue training (May be cancelled due to COVID-19)

New Equipment put in service:

1. Intake for E-78

Completed Training:

1. Firehouse training
2. EMS protocol training
3. Pump training
4. Driver's training
5. EKG training
6. Transport training
7. PCR training
8. ACLS recertification



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: July 01, 2020
SUBJECT: July 2020 B Shift Report

Completed Projects:

- Training W Vescovi
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- New Dining room table
- Capital Projects

Upcoming Projects:

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training
- New Employee Training
- Legal and Ethics in the Fire Service
- ACLS
- Vehicle Extrication

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training



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TO: Chief Dan Scales
FROM: Lt. Mike Young
DATE: July 1, 2020
SUBJECT: June 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 and maintenance on all vehicles

New Equipment Put in Service:

- New Extrication Tools

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- Vehicle Extrication Training

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jul 6, 2020 8:45 AM

Shared with:

Not Shared

Filters:

Users: 11 selected

User Status: Active, Offline

Completion Date Range: From 06/01/2020 To 06/30/2020

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	104	72.12
Fadi	Fattouh	PI1305	37	19.63
Derek	George	PI303	23	13.82
Cheryl	Herren	PI321	24	14.33
Igor	Kojadinovic	PI448	27	10.9
Kyle	Oberst	PI338	18	8.82
Ray	Plumley	PI501	123	80.26
Pete	Steffen	PI446	36	26.98
Dominic	Vescovi	PI1342	56	26.21
Susanne	Williams	PI320	56	48.75
Mike	Young	PI319	28	14.9



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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 Scales
From: Becky Hugler, Office Manager
Date: July 7th, 2020
Subject: June 2020 Monthly Report

- Payroll/ 2 times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 12 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Balanced the budget/spreadsheets for FD with Incode
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Updated FEMA classes log and emailed employees that need to complete
- Coordinated onboarding of 1 new employees which included:

Ordering tshirts, polos, boots and pants

Nameplates and mailbox plates

Add to all logs and personnel lists

New employee folders

Coordinated bunker gear sizing appointment

- Copied Finance Manager on all COVID-19 supply purchases for the department
- Zoom Cultural Services Board, Planning Board and Town Council meetings
- Zoom meeting with Civic Plus about updates on website
- Set up Zoom laptop for insurance sign up