



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: February 10, 2020
SUBJECT: January 2020 Shift Reports

Below is the breakdown of Fire Department call types for the month of January 2020. 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	64
Overlapping Calls (Simultaneous Incidents, not included in total)	0

Total Fire Service Calls:	22
Dispatched & Cancelled enroute	9
<i>Out-of-district EMS calls cancelled enroute (included above)</i>	8
Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	3
Good Intent Calls	5
Fire Alarms – System Malfunction	5

Total EMS Calls:	42
Transport Calls	38
Transported to Daytona Beach Halifax	17
Transported to Port Orange Halifax	17
Transported to Advent, NSB	0
Transported to Advent Daytona	4
<i>Out of District Transports (included in total transports)</i>	24
Other Medical Incidents: non-transports	4
Total EMS Transports Year-to-Date	38
In-District EMS Transports (included in YTD)	14
Out-of-District EMS Transports (included in YTD)	24



**MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE**

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TO: Chief Scales
FROM: Lieutenant George
DATE: February 03, 2020
SUBJECT: January 2020 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. Personal Protective Gear Audit
2. CPR Renewal

New Equipment put in service:

1. None

Completed Training:

1. 12 EKG lead training
2. IV and medication training
3. Driver's training
4. Advanced Life Support Training
5. Stroke assessment training
6. Extrication training (multi-agency)



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: February 4, 2020
SUBJECT: January 2020 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- FO1

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- Resubmitted for Extrication Grant
- Narcan Grant

Upcoming Projects:

- Demo for Duriscan Decontamination

Completed Training:

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

Ongoing Training:

- Target Safety
- Physical Fitness/Training
- Driver Training

Upcoming Training:

- Target Safety
- Physical Fitness/Training
- EMS Training
- Active Shooter



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: February 5, 2020

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 and maintenance on all vehicles

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Extrication Training at New Smyrna Beach
- CPR recertifications

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Feb 1, 2020 3:21 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 01/01/2020 To 01/31/2020

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	115	79.28
Derek	George	PI303	20	14.99
Cheryl	Herren	PI321	19	12.25
Igor	Kojadinovic	PI448	41	20.64
Kyle	Oberst	PI338	13	8.74
Ray	Plumley	PI501	64	39.54
Pete	Steffen	PI446	66	50.39
Susanne	Williams	PI320	12	19.5
Mike	Young	PI319	40	23.97



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 02/05/2020

SUBJECT: January 2020 Administrative Duties

The following is a list of completed and ongoing projects for the month of January 2020 for the Administrative Assistant at the Fire Department.

- Payroll/ Three times this 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
- Attended a webinar for Civic Plus on newest updates to the system
- 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
- Took pictures of the ongoing construction at Pollard Park
- Updated FEMA classes log and emailed employees that need to complete
- Attended Cultural Services Board meeting to record
- Picked up the CPR certification box in Port Orange and returned with completed forms for crew
- Delivered 3 new ID cards to the Public Works Department