



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: March 4, 2020
SUBJECT: February 2020 Shift Reports

Below is the breakdown of Fire Department call types for the month of February 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	68
Incidents requiring outside agency assistance (not included in total)	0

Total Fire Service Calls:	21
Dispatched & Cancelled enroute	6
<i>Out-of-district calls cancelled enroute (included above)</i>	6
Brush Fire	1
Hazardous Conditions (No Fire)	1
Service Calls	7
Good Intent Calls	4
Fire Alarms – System Malfunction	2

Total EMS Calls:	47
Transport Calls	39
Transported to Daytona Beach Halifax	15
Transported to Port Orange Halifax	22
Transported to Advent, NSB	1
Transported to Advent Daytona	1
<i>Out of District Transports (included in total transports)</i>	22
Other Medical Incidents: non-transports	8
Total EMS Transports Year-to-Date	77
In-District EMS Transports (included in YTD)	31
Out-of-District EMS Transports (included in YTD)	46



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: Chief Scales
FROM: Lieutenant George
DATE: March 04, 2020
SUBJECT: February 2020 Shift Report

Completed Projects:

1. Ordered and issued new rain gear
2. Ran all small engines
3. Replaced ACLS medications on R-78
4. Target Safety
5. Put R-78 back in service after having the airbags replaced

Ongoing Projects:

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

Upcoming Projects:

1. Fire hose testing
2. fire hydrant maintenance

New Equipment put in service:

1. Computer in Lieutenant's Office

Completed Training:

1. Cardiac medication review
2. Multi-agency search and rescue training
3. Trauma assessment
4. Driver's training / area survey

Upcoming Training:

1. Multi-agency drill



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: March 2, 2020
SUBJECT: February 2020 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- Notified Narcan Grant was awarded
- Demo for the Durscan Antimicrobial Products

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties

Upcoming Projects:

- Submit a new grant for extrication equipment
- New table and lockers for department

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- Search 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: March 3, 2020

SUBJECT: February 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
- Search and Rescue Training

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Mar 1, 2020 3:25 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 02/01/2020 To 02/29/2020

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	50	36.06
Derek	George	PI303	27	20.9
Cheryl	Herren	PI321	55	34.5
Igor	Kojadinovic	PI448	15	6.24
Kyle	Oberst	PI338	18	13.74
Ray	Plumley	PI501	78	49.69
Pete	Steffen	PI446	25	20.24
Susanne	Williams	PI320	57	41.25
Mike	Young	PI319	42	26.56



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 03/02/2020

SUBJECT: February 2020 Administrative Duties

The following is a list of completed and ongoing projects for the month of February 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 5 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events
- 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
- Completed new employee ID card and updated 3 others in the Building/Planning Dept
- Attended the Ponce Internment meeting
- Attended the Reggae Fest Special Event Meeting
- Meeting in Pollard Park about new landscaping
- Completed paperwork for EMS license for department
- Met with local restaurants for the Volusia League of Cities event
- Coordinated employee party for Amy Zengotita
- Created a Powerpoint presentation for Pollard Park renovations
- Contacted applicants and set up interviews for Cultural Services Manager position