



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: April 8, 2020

SUBJECT: March 2020 Shift Reports

Below is the breakdown of Fire Department call types for the month of March 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	63
Incidents requiring outside agency assistance (not included in total)	1

Total Fire Service Calls:	24
Dispatched & Cancelled enroute	11
<i>Out-of-district calls cancelled enroute (included above)</i>	7
Brush Fire	0
Hazardous Conditions (No Fire)	0
Service Calls	5
Good Intent Calls	4
Fire Alarms – System Malfunction	4

Total EMS Calls:	39
Transport Calls	26
Transported to Daytona Beach Halifax	3
Transported to Port Orange Halifax	19
Transported to Advent, NSB	0
Transported to Advent Daytona	4
<i>Out of District Transports (included in total transports)</i>	14
Other Medical Incidents: non-transports	13
Total EMS Transports Year-to-Date	103
In-District EMS Transports (included in YTD)	43
Out-of-District EMS Transports (included in YTD)	60



**MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE**

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TO: Chief Scales
FROM: Lieutenant George
DATE: April 03, 2020
SUBJECT: March 2020 Shift Report

Completed Projects:

1. Paramedic CEUs for renewal
2. Disinfected Medic 78 and Medic 79
3. Disinfected EMS equipment
4. Restocked EMS supplies
5. Ordered new employees uniforms

Ongoing Projects:

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

Upcoming Projects:

1. Unknown due to COVID -19

New Equipment put in service:

1. Disinfectant fogger

Completed Training:

1. Fire service hydraulics
2. Volusia County EMS protocol training
3. ACLS training
4. Driver's training

Upcoming Training:

1. Paramedic CEUs / ACLS/ PALS/ BTLS



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: April 1, 2020
SUBJECT: March 2020 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution
- COVID-19 Supplies

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
- Capital Projects

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/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: April 8, 2020

SUBJECT: March Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- New Tires installed on Medic 78

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

Upcoming Training:

- Daily Physical Fitness Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Apr 1, 2020 3:18 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 03/01/2020 To 03/31/2020

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	69	45.47
Derek	George	PI303	12	6.83
Cheryl	Herren	PI321	69	33.75
Igor	Kojadinovic	PI448	29	20.32
Kyle	Oberst	PI338	28	15.32
Ray	Plumley	PI501	130	81.83
Pete	Steffen	PI446	41	27.32
Susanne	Williams	PI320	38	26.58
Mike	Young	PI319	56	29.88



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 04/01/2020

SUBJECT: March 2020 Administrative Duties

The following is a list of completed and ongoing projects for the month of March 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
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Turned over documents to accounting department for IT budget
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Completed PowerPoint for Pollard Park renovation and had pictures mounted onto display boards to be displayed at the ribbon cutting ceremony
- Updated FEMA classes log, added new employees
- Completed 3 new employee ID cards (Cultural Services Manager, IT Director and Citizens Watch volunteer
- Completed paperwork for EMS license for department and sent certified mail
- Reviewed applications with new CSM for Museum Educator position
- Set up interviews for the FF/Paramedic position and attended the interviews
- Met with the Volusia County Health department about vaping ordinance
- Submitted invoice for bracelet making class at the Museum
- Coordinated "Ponce Preserves the Planet" in Ponce Preserve
- Contacted caterer and DJ for the Volunteer Dinner and worked with Town Manager on theme and menu
- Organized and set up new office for the Cultural Services Manager at the Fire Department
- Moved items for Cultural Services down to the Fire Department to storage
- Attended emergency COVID-19 meeting with Department Heads
- Attended Safety Committee meeting
- Coordinated new department heads pictures for the website with the photographer
- Responsible for all facebook posting for the month, trained new CSM on social media policy
- Began training Cultural Services Manager