



**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:** May 13, 2020  
**SUBJECT:** April 2020 Shift Reports

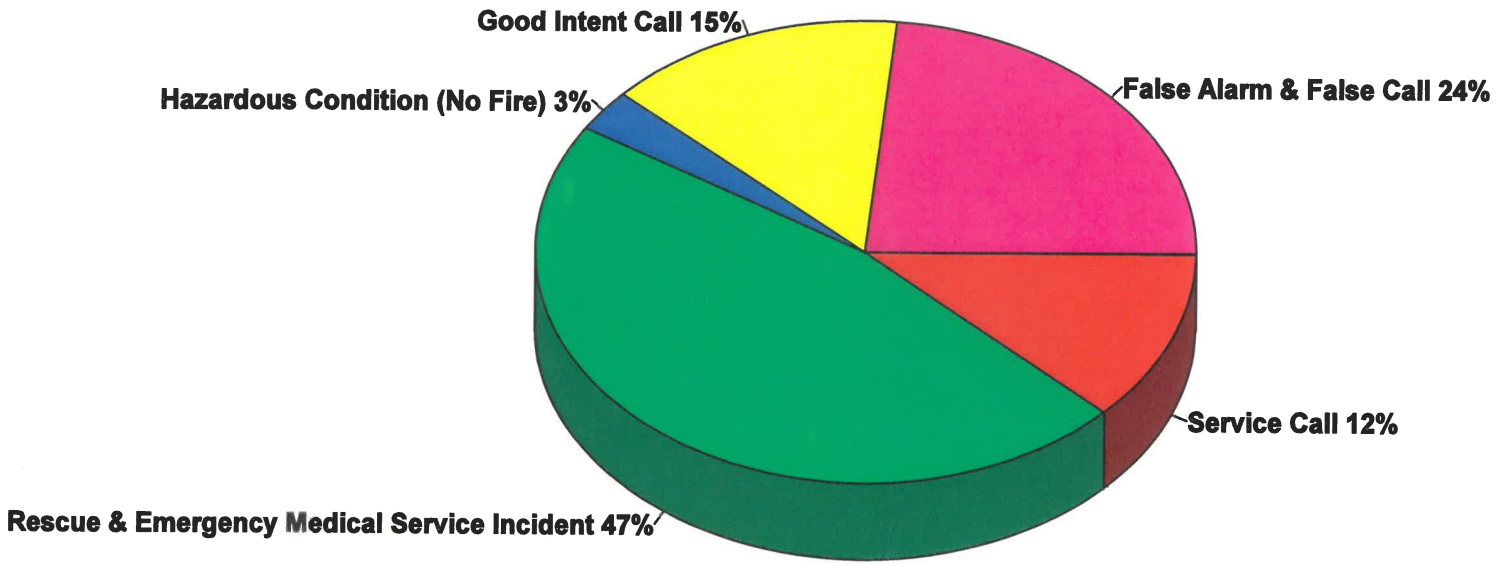
*Below is the breakdown of Fire Department call types for the month of April 2020. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute. Please feel free to contact me if you would like to discuss any items listed on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

<b>Description</b>	<b>Count</b>
Total Monthly Fire Department Calls	<b>35</b>
Incidents requiring outside agency assistance (not included in total)	<b>0</b>

Total Fire Service Calls:	<b>19</b>
Dispatched & Cancelled enroute	2
<i>Out-of-district calls cancelled enroute (included above)</i>	
Brush Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	5
Good Intent Calls	3
Fire Alarms – System Malfunction	8

Total EMS Calls:	<b>16</b>
<b>Transport Calls</b>	10
Transported to Daytona Beach Halifax	2
Transported to Port Orange Halifax	5
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	6
Total EMS Transports Year-to-Date	119
In-District EMS Transports (included in YTD)	59
Out-of-District EMS Transports (included in YTD)	60

Incident Type Summary  
Alarm Date Between {04/01/2020} And {04/30/2020}





**MEMORANDUM**  
**TOWN OF PONCE INLET FIRE RESCUE**

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**TO:** Chief Scales  
**FROM:** Lieutenant George  
**DATE:** May 06, 2020  
**SUBJECT:** April 2019 Shift Report

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*Completed Projects:*

1. Rope and knot training
2. Emergency response
3. Monthly EMS check / update medical supplies
4. Target Safety
5. New employee uniform / gear purchasing
6. Ordered station uniforms

*Ongoing Projects:*

1. Fire and EMS training
2. Community health
3. Quartermaster
4. New employee training

*Upcoming Projects:*

1. Regional water rescue training

*New Equipment put in service:*

1. None

*Completed Training:*

1. COVID-19 training
2. Emergency Response
3. Emergency vehicle training (EVOC)
4. Stroke assessment

*Upcoming Training:*

1. Paramedic CEUs / Renewal



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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Williams  
**DATE:** May 04, 2020  
**SUBJECT:** April 2020 B Shift Report

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*Completed Projects:*

- Training
- Quality Assurance
- EMS Orders and Distribution
- COVID-19 Supplies
- Obtained the Fire House Grant for extrication equipment
- New Lockers in Lieutenant office
- New Employees started

*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

*Upcoming Training:*

- Target Safety
- Physical Fitness/Training
- EMS Training
- Legal and Ethics in the Fire Service



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**TO: Chief Dan Scales**

**FROM: Lt. Mike Young**

**DATE: May 5, 2020**

**SUBJECT: April Shift Report for "C" Shift**

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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:

- Covid PPE and Decon equipment put into use

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Fire and EMS training for new hire

Upcoming Training:

- Daily Physical Fitness Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

May 7, 2020 10:28 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active, Offline

Completion Date Range: From 04/01/2020 To 04/30/2020

Type: All Assignments

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	65	41.72
Derek	George	PI303	19	7.73
Cheryl	Herren	PI321	57	29
Igor	Kojadinovic	PI448	23	13.82
Kyle	Oberst	PI338	38	18.64
Ray	Plumley	PI501	99	64.1
Pete	Steffen	PI446	32	24.32
Susanne	Williams	PI320	32	35.5
Mike	Young	PI319	45	27.81



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**TO: Dan Scales, Fire Chief**

**FROM: Becky Hugler, Administrative Assistant**

**DATE: 05/07/2020**

**SUBJECT: April 2020 Administrative Duties**

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The following is a list of completed and ongoing projects for the month of April 2020 for the Administrative Assistant at the Fire Department.  
Payroll/ Three times this month

- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 3 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 4 new employees which included:

Ordering tshirts and pants

Nameplates and mailbox plates

Add to all logs and personnel lists

New employee folders

Coordinated bunker gear sizing appointment

Coordinated physicals

Business cards for new Deputy Chief

- Copied Finance Manager on all COVID-19 supply purchases for the department
- Conducted job interviews with the CSM for Museum Educator by Zoom
- Attended by Zoom - Lieutenant's meeting