



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: August 6, 2020
 Subject: July 2020 Fire Department Incident Information

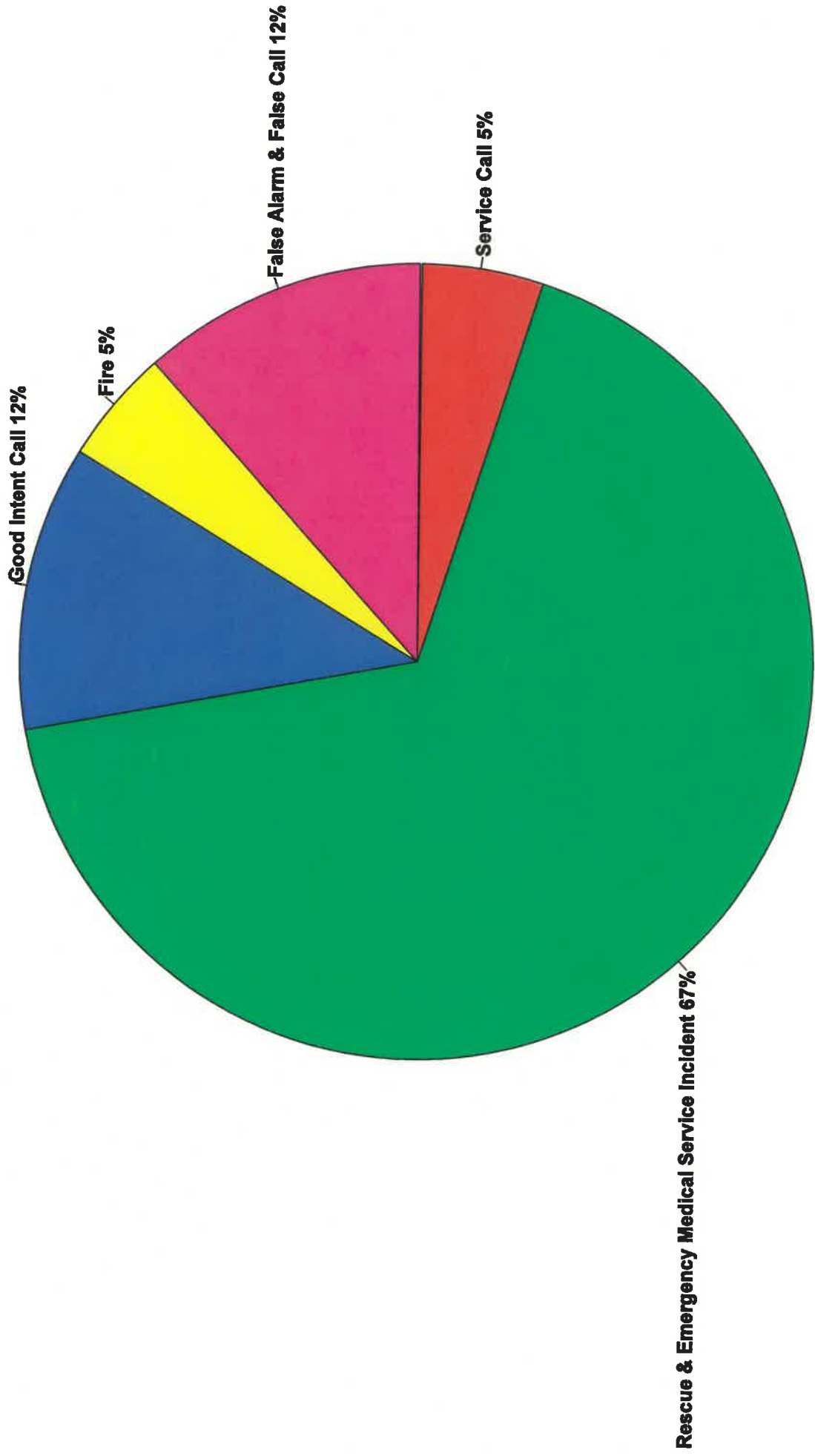
Below is the breakdown of Fire Department call types for the month of July 2020. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute. Please feel free to contact me if you would like to discuss any items listed on the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

Description	Count
Total Monthly Fire Department Calls	46
Incidents requiring outside agency assistance (not included in total)	1

Total Fire Service Calls:	17
Dispatched & Cancelled enroute	4
<i>Out-of-district calls cancelled enroute (included above)</i>	0
Building Fire	1
Outside Rubbish Fire	1
Service Calls	5
Good Intent Calls	1
Fire Alarms – System Malfunction	5

Total EMS Calls:	29
Transport Calls	23
Transported to Daytona Beach Halifax	9
Transported to Port Orange Halifax	11
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	159
In-District EMS Transports (included in YTD)	99
Out-of-District EMS Transports (included in YTD)	60

Incident Type Summary
Alarm Date Between {07/01/2020} And {07/31/2020}





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To: Deputy Chief Taylor
From: Lieutenant George
Date: 08/04/2020
Subject: July 2020 A-Shift Report

Completed Projects:

1. Researched, priced and sent Chief Taylor MSA identifies so that he could order them
2. Washed and detailed Support 78
3. Washed and detailed A-78
4. Completed monthly EMS equipment check
5. Installed TV wall mount and new TV in bunkroom

Ongoing Projects:

1. Target Safety
2. Community Health / BP Checks

Completed Training:

1. Firefighter training
2. Fire pump training
3. EMS Protocol training
4. Fire flow training
5. Cascade training



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

Completed Projects:

- Quality Assurance
- EMS Orders and Distribution
- Extrication tools in service
- Stretcher repair
- M78-Repaired

Ongoing Projects:

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

Training:

- EMS training
- Driver's training.
- Target Safety
- Physical Fitness/Training
- ACLS
- Vehicle Extrication
- New Employee Training

Ongoing Training:

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



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To: Chief Dan Scales
From: Lt. Mike Young
Date: August 6, 2020
Subject: July 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
- New Hire Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Aug 4, 2020 3:08 PM

Shared with:

Not Shared

Filters:

Users: 11 selected

User Status: Active, Offline

Completion Date Range: From 07/01/2020 To 07/31/2020

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	71	46.97
Fadi	Fattouh	PI1305	32	18.06
Derek	George	PI303	22	12.57
Cheryl	Herren	PI321	72	47.66
Igor	Kojadinovic	PI448	21	11.82
Kyle	Oberst	PI338	34	17.06
Ray	Plumley	PI501	84	51.19
Pete	Steffen	PI446	18	11.16
Dominic	Vescovi	PI1342	16	5.23
Susanne	Williams	PI320	36	27.25
Mike	Young	PI319	0	0



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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: August 3, 2020
Subject: July 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
- Zoom meeting with Civic Plus rep on slight changes to the Town website, got approval from Town Manager for updates
- Zoom practice with Councilman Milano for the Town Council meeting
- Moderated the Town Council budget workshop, Town Council, Cultural Services, Code Board and Planning Board meetings, also set up for meetings beforehand
- On board one new firefighter-Ordered uniforms, supplies
- Coordinated Volusia County Fire Chief's luncheon and meeting at Town Hall
- Coordinated Wanda Binz retirement presentation
- Attended webinar about Civic Plus enhancements
- Copied Finance department on all COVID-19 supply purchases for the department