



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: September 3, 2020
 Subject: August 2020 Fire Department Incident Information

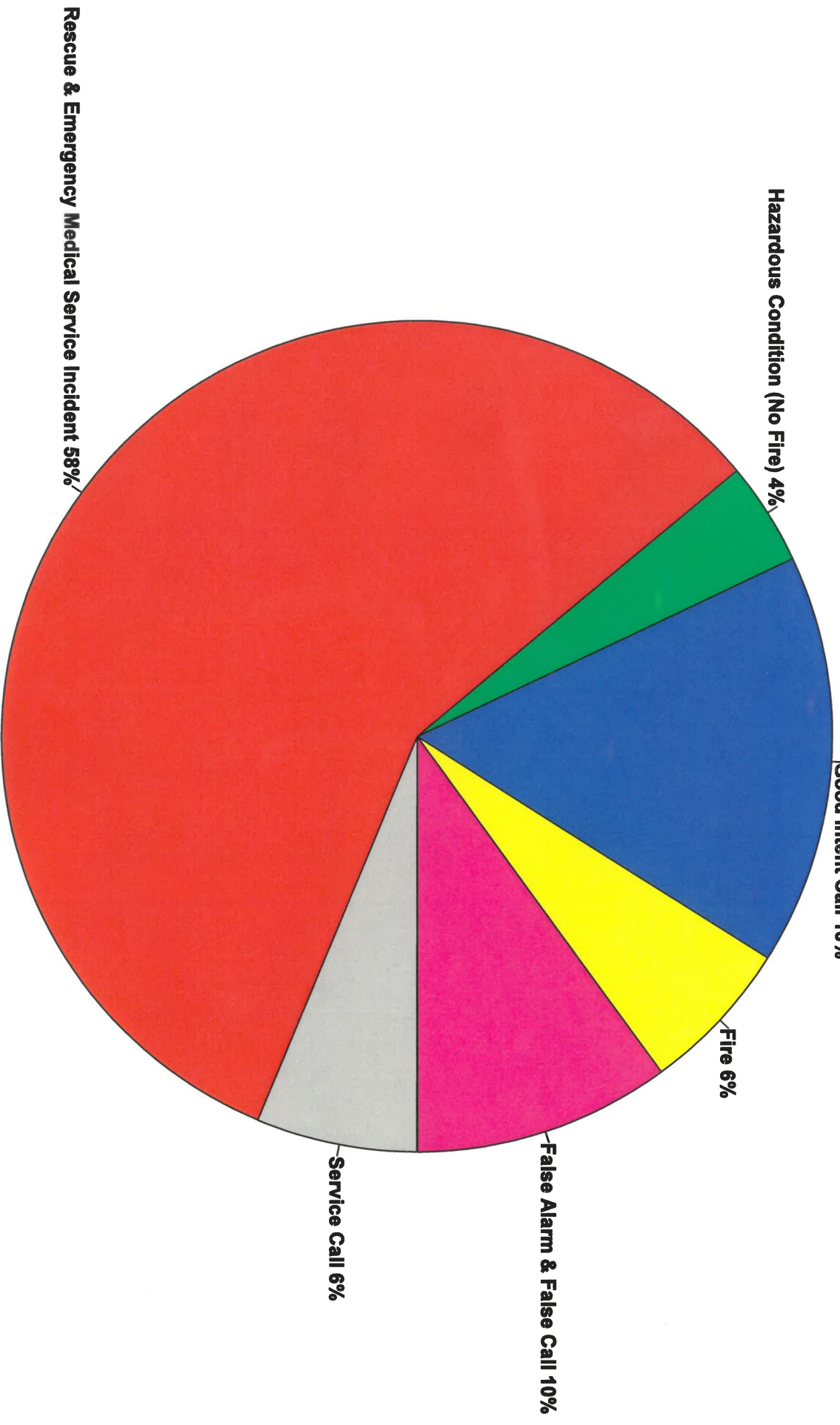
Below is the breakdown of Fire Department call types for the month of August 2020. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute. Please feel free to contact me if you would like to discuss any items listed on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

Description	Count
Total Monthly Fire Department Calls	50
Incidents requiring outside agency assistance (not included in total)	1

Total Fire Service Calls:	21
Dispatched & Cancelled enroute	3
<i>Out-of-district calls cancelled enroute (included above)</i>	2
Building Fire	1
Outside Rubbish Fire/Other than Building	2
Service Calls	5
Good Intent Calls	5
Fire Alarms – System Malfunction	5

Total EMS Calls:	29
Transport Calls	15
Transported to Daytona Beach Halifax	3
Transported to Port Orange Halifax	10
Transported to Advent, NSB	0
Transported to Advent Daytona	2
<i>Out of District Transports (included in total transports)</i>	0
Other Medical Incidents: non-transports	14
Total EMS Transports Year-to-Date	173
In-District EMS Transports (included in YTD)	114
Out-of-District EMS Transports (included in YTD)	60

Incident Type Summary
Alarm Date Between {08/01/2020} And {08/31/2020}





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To: Deputy Chief Taylor
From: Lieutenant George
Date: 09/01/2020
Subject: August 01, 2020 A-Shift Report

Completed Projects:

1. SCBA cascade services
2. EMS monthly check out
3. Disinfected EMS supplies
4. Disinfected bunkrooms
5. Mechanic fixed M-78's door and looked at AC for E-78

Ongoing Projects:

1. Target Safety
2. Community Health / BP Checks

Completed Training:

1. Cardiac treatment protocol review
2. COVID-19 training
3. Fire officer training
4. CPR training skills check off
5. Amputation injury treatment



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

Completed Projects:

- Quality Assurance
- EMS Orders and Distribution

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

Upcoming Training:

- ITLS/PALS



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To: Deputy Chief Noble Taylor
From: Lieutenant Mike Young
Date: September 2, 2020
Subject: Monthly 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

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- FF Tornelli obtained his State Fire Inspector I certification

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Sep 1, 2020 4:11 AM

Shared with:

Not Shared

Filters:

Users: 11 selected

User Status: Active, Offline

Completion Date Range: From 08/01/2020 To 08/31/2020

Type: All Assignments

First Name	Last Name	Completions	Duration (hours)
John	Brooks	28	18.32
Fadi	Fattouh	13	6.74
Derek	George	24	12.15
Cheryl	Herren	60	29.98
Igor	Kojadinovic	41	27.23
Kyle	Oberst	18	9.32
Ray	Plumley	137	88.08
Pete	Steffen	39	27.9
Dominic	Vescovi	18	6.23
Susanne	Williams	41	26.25
Mike	Young	42	20.72



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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/Town Website Administrator

Date: 09/01/2020

Subject: August 2020 Administrative Duties

- Payroll/ Three times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 14 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Printed budget and confirmed transactions for the year
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated the Town Council, Cultural Services, Code Board and Planning Board meetings, also set up for meetings beforehand
- Emailed Mayor's letter to residents for flood insurance information
- Reissued all Police Departments Town ID's with new Chief signature
- Issued ID for new firefighter
- Set up photographer to come to Town Hall to take department head/councilmen's photos
- Coordinated Volusia County Fire Chief's luncheon and meeting at Town Hall
- Attended webinar about Civic Plus enhancements
- Copied Jeri Hall on all COVID-19 supply purchases for the department
- Comprised photos for the budget cover for Town Manager