



**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: December 3, 2020  
 Subject: November 2020 Fire Department Incident Information

*Below is the breakdown of Fire Department call types for the month of November 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
<b>Total Monthly Fire Department Calls:</b>	<b>40</b>
Incidents requiring outside agency assistance (not included in total)	1
<b>Total Fire Service Calls:</b>	<b>18</b>
Dispatched & Cancelled enroute	0
<i>Out-of-district calls cancelled enroute (included above)</i>	0
Service Calls	8
Good Intent Calls	1
Fire Alarms – System Malfunction	5
Hazardous Conditions	3
Rubbish Fire	1
<b>Total EMS Calls:</b>	<b>22</b>
<b>Transport Calls</b>	<b>14</b>
Transported to Daytona Beach Halifax	5
Transported to Port Orange Halifax	7
Transported to Deltona Halifax	0
Transported to Advent Daytona	2
<i>Out of District Transports (included in total transports)</i>	0
Other Medical Incidents: non-transports	8
<b>Total EMS Transports Year-to-Date</b>	<b>225</b>
In-District EMS Transports (included in YTD)	165
Out-of-District EMS Transports (included in YTD)	60
<b>Fire Prevention:</b>	
Fire Inspections	16
Fire Plan Reviews	10



**MEMORANDUM**  
**TOWN OF PONCE INLET – OFFICE OF THE DEPUTY 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.*

Date: December 7, 2020

To: Chief Dan Scales

From: Deputy Chief Noble J. Taylor

**Re: November report**

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Chief Scales, the following report is a brief list of action items handled for the month of November 2020. Thank you.

Attended the SERF training meeting to discuss and set the training for December for the group. Live Fire Training will commence on December 8,9 and 10 at FSI. DFC Taylor will be the Instructor in Charge all three days.

Approved a residential Photovoltaic System [Solar Panel (s)] on a SFD. Had each fire crew, across all three duty shifts accompany me to discuss and instruct them on how to disconnect the system from the residence in an emergency and the easiest point of roof-top access.

Renewed my CPR Instructor status and I will move this over to Port Orange to be aligned with POFR as the regional AHA training center.

Engine 78 was taken to Boulevard Tire to have four new rear tires installed.  
Placed a new set of rechargeable hand tools on E-78 (cordless drill, saw, driver).  
16 fire site inspections, 10 plan reviews.

I reviewed a complaint from Driver/Engineer John Brooks, who alleges that he and others have been paid incorrectly for holiday (s) for the past several years. In review of past pay stubs and a thorough review of Town Policy, I have concluded that there is no merit to the complaint and that he and others of like circumstance have been paid correctly and that the policy in place has had no previous issue or challenge and has served its purpose well for many year. I informed the complainant in writing. Although the complainant may choose to pursue this issue further, I consider this matter closed and settled, as a matter of policy.

Thank you for the opportunity, and it is my pleasure to serve the Citizens of Ponce Inlet in all aspects of fire and life safety.  
Most Respectfully,

Deputy Chief N.J. Taylor/Fire Marshal



**MEMORANDUM**  
**TOWN OF PONCE INLET**  
**FIRE DEPARTMENT**

*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: Deputy Chief Taylor  
From: Lieutenant George  
Date: 12/06/2020  
Subject: November 2020 A-Shift Report

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*Completed Projects:*

1. Disinfected backboards
2. EMS check out
3. Disinfected EMS supplies
4. Filled low SCBA bottles
5. Checked out SCBA air packs
6. Disinfected ambulance with new machine

*Ongoing Projects:*

1. Target Safety
2. Community Health / BP Checks

*Completed Training:*

1. EMS protocol training
2. Driver's training
3. Building construction training
4. ACLS drug calculation training
5. Target safety training



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**FIRE DEPARTMENT**

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**TO:** Chief Daniel Scales  
**FROM:** Lt. Susanne Severson  
**DATE:** December 1, 2020  
**SUBJECT:** November 2020 B Shift Report

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*Completed Projects:*

- Quality Assurance
- EMS Orders and Distribution
- Got Married

*Ongoing Projects:*

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

*Training:*

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- Rope Training
- Ladder Training
- ITLS Training

*Upcoming Training:*

- Burn Building training



**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 Dan Scales**

**FROM: Lt. Mike Young**

**DATE: December 1, 2020**

**SUBJECT: November 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:

- None

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- ITLS Recertification for Paramedics

Upcoming Training:

- Daily Physical Fitness Training

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Dec 2, 2020 12:29 PM

Shared with:

Not Shared

Filters:

Users: 12 selected

Type: All Assignments

Completion Date Range: From 11/01/2020 To 11/30/2020

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
John	Brooks	PI331	82	56.38
Fadi	Fattouh	PI1305	25	15.73
Derek	George	PI303	26	20.15
Cheryl	Herren	PI321	59	33.14
Igor	Kojadinovic	PI448	21	15.99
Kyle	Oberst	PI338	49	19.46
Ray	Plumley	PI501	28	20.23
Pete	Steffen	PI446	26	21.24
Steven	Tornelli	S5874	35	28.56
Dominic	Vescovi	PI1342	32	20.98
Susanne	Williams	PI320	19	16
Mike	Young	PI319	47	24.97



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**FIRE DEPARTMENT**

*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: 12/03/2020

Subject: November 2020 Administrative Duties

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- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- once a week
- Filled 10 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Moderated by Zoom the Town Council, Cultural Services, Code Board and Planning Board workshop and Planning Board meetings
- Ordered COVID supplies for the Town as needed, copied Finance Department
- Entered all of certifications into Target Solutions and put copy in files
- Placed uniform orders for new fiscal year with several different vendors and distributed items as they arrived. Took job shirts to cleaners to have velcro sewn on for nametags
- Attended virtual Code Red training
- Assisted Cultural Services Manager with planning of virtual tree lighting
- Posted new Councilmember's information onto the website
- Added new calendar to website for the Community Center