



**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: July 6, 2021  
 Subject: June 2021 Fire Department Incident Information

*Below is the breakdown of Fire Department call types for the month of June 2021. Included is additional information on calls requiring outside agency assistance and out-of-district requests that were cancelled enroute and the number of in-district patient transports handled by Volusia County EMS (VCEMS).*

Description	Count
<b>Total Monthly Fire Department Calls:</b>	<b>154</b>
Total Fire Service Calls:	<b>65</b>
Dispatched & Cancelled enroute	35
<i>Out-of-district calls cancelled enroute (included above)</i>	33
Service Calls	14
Good Intent Calls	4
Fire Alarms – System Malfunction	10
Hazardous Conditions	1
Fire	1
<b>Total EMS Calls:</b>	<b>89</b>
<b>Transport Calls</b>	73
Transported to Daytona Beach Halifax	22
Transported to Port Orange Halifax	42
Transported to Advent New Smyrna	0
Transported to Advent Daytona	9
<i>Out of District Transports (included in total transports)</i>	54
Number of In-District Transports Handled by VCEMS (not included in total transports)	1
Other Medical Incidents: non-transports	16
<b>Total EMS Transports Year-to-Date</b>	<b>322</b>
In-District EMS Transports (included in YTD)	137
Out-of-District EMS Transports (included in YTD)	185
<b>Fire Prevention:</b>	
Fire Inspections	5
Fire Plan Reviews	2



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

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**TO:** Chief Scales  
**FROM:** Deputy Chief Taylor  
**DATE:** July 07, 2021  
**SUBJECT:** June 2021 A Shift Report

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*Completed Projects:*

- FIT Testing

*Ongoing Projects:*

- Training
- Daily Duties
- Pre-fire Plans

*Training:*

- Driver training.
- Target Safety
- Physical Fitness/Training



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**TO:** Deputy Chief Taylor  
**FROM:** Lt. Susanne Severson  
**DATE:** July 07, 2021  
**SUBJECT:** June 2021 B Shift Report

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*Completed Projects:*

- Quality Assurance
- EMS Orders and Distribution
- SCBA placed out of service
- FIT Testing

*Ongoing Projects:*

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- EMS Supplies
- Pre-fire Plans

*Training:*

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/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: July 8, 2021**

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

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Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues
- Moved Bunker Gear Racks

Ongoing Projects:

- Target Safety modules and daily activities logging

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- Pump Operations hands-on

Upcoming Training:

- Daily Physical Fitness Training
- Fire Pre-plans

# Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Jul 6, 2021 2:28 PM

Shared with:

Not Shared

Filters:

Users: 10 selected

Type: All Assignments

Completion Date Range: From 06/01/2021 To 06/30/2021

User Status: Active, Offline

<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>	<b>Completions</b>	<b>Duration (hours)</b>
Cheryl	Herren	PI321	72	38.15
Dominic	Vescovi	PI1342	27	14
Fadi	Fattouh	PI1305	17	7.65
Igor	Kojadinovic	PI448	21	12.32
John	Brooks	PI331	50	30.14
Mike	Young	PI319	40	20.81
Pete	Steffen	PI446	70	46.89
Ray	Plumley	PI501	111	71.68
Steven	Tornelli	S5874	57	30.63
Susanne	Severson	PI320	41	25.5



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To: Chief Dan Scales  
From: Becky Hugler, Office Manager  
Date: July 6, 2021  
Subject: Monthly Report for Admin June 2021

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- Payroll/ Two times this month
- Accounts/PO's -weekly for Fire Department
- Updated OT log- twice a week
- Filled 30 Shifts for Personal Leave
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD, completed budget comparison to Incode
- Sent out vaccine event information and posted to calendar
- Attended the Safety Committee meeting
- Added and deleted employees to the website and FEMA class spreadsheet, emailed all department heads with update
- Make new town ID's for Payroll coordinator and Principal Planner, sent photos to Kim Cherbano
- Attended webinar about new mobile platform for the website
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Attended and recorded Council meeting for Peg Hunt
- Updated Community Center and Town calendar on website
- Updated the Election page on the town website
- Continue work on budget cover sample for Town Manager
- Get custom quote for closed captioning for Board and Council meetings