



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 1, 2021
 Subject: August 2021 Fire Department Incident Information

Below is the breakdown of Fire Department call types for the month of August 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
Total Monthly Fire Department Calls:	171
Total Fire Service Calls:	70
Dispatched & Cancelled enroute	46
<i>Out-of-district calls cancelled enroute (included above)</i>	45
Service Calls/Good Intent Calls/Other	16
Fire Alarms – System Malfunction	6
Hazardous Conditions	2
Fire	0
Total EMS Calls:	101
Transport Calls	75
Transported to Daytona Beach Halifax	17
Transported to Port Orange Halifax	24
Transported to Advent Port Orange	24
Transported to Advent Daytona	8
Transported to Advent New Smyrna Beach	2
<i>Out of District Transports (included in total transports)</i>	53
In-District Transports Handled by VCEMS (not included in total transports)	1
In-District Transports Handled by VCEMS due to PIFR out-of-district (included in above)	0
Other Medical Incidents: non-transports	26
Total EMS Transports Year-to-Date	484
In-District EMS Transports (included in YTD)	190
Out-of-District EMS Transports (included in YTD)	294
Fire Prevention:	
Fire Inspections	5
Fire Plan Reviews	4



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To: Deputy Chief Noble Taylor
From: Acting Lt John Brooks
Date: September 4, 2021
Subject: Monthly Report for “A” Shift

Completed Projects:

- Monthly EMS check outs
- M78 repaired from accident
- Reports completed
- Treatment and transport of patients

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle, station and equipment maintenance
- Research water rescue vehicle prices
- Research new hose attachment for cross lay nozzles

Upcoming Projects:

- Maintenance on all vehicles

New Equipment Put in Service:

- None

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- NFPA 1410 fire training exercises



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TO: Deputy Chief Taylor
FROM: Lt. Susanne Severson
DATE: September 02, 2021
SUBJECT: August 2021 B Shift Report

Completed Projects:

- Quality Assurance
- EMS Orders and Distribution
- M-78 repaired
- Medical Treatment and Transports
- Reports

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training
- Daily Duties
- EMS Supplies

Training:

- EMS training
- Driver training.
- Target Safety
- Physical Fitness/Training
- 1410 Drills



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To: Chief Taylor
From: Lt. Mike Young
Date: September 3, 2021
Subject: Monthly Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance and repairs 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

Completed Training:

- Target Safety, and KnowB4 modules
- Protocol and EMS training
- Fire Attack Company Training

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Sep 2, 2021 11:57 AM

Shared with:

Not Shared

Filters:

Users: 10 selected

Type: All Assignments

Completion Date Range: From 08/01/2021 To 08/31/2021

User Status: Active, Offline

First Name	Last Name	Completions	Duration (hours)
Cheryl	Herren	52	29.74
Dominic	Vescovi	26	13.75
Fadi	Fattouh	11	5.24
Igor	Kojadinovic	51	22.97
John	Brooks	45	29.06
Mike	Young	40	21.14
Pete	Steffen	66	47.81
Ray	Plumley	160	103.56
Steven	Tornelli	64	38.04
Susanne	Severson	37	34.75



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To: Chief Dan Scales
From: Becky Hugler, Office Manager
Date: September 2, 2021
Subject: Monthly Report for Admin August 2021

- Payroll/ Two times this month
- Invoices/PO's daily for Fire Department and IT
- Set up the PD copier with Dex Imaging for servicing /supplies
- Placed IT order for non- capital equipment and operating supplies
- Assisted Fire Chief cleaning out IT Director's office
- Updated OT log- twice a week
- Filled 15 Shifts for Personal Leave, plus filled 2 open spots
- Posted all departments monthly reports to website
- Updated Budget spreadsheets FD, completed budget comparison to Incode
- Added and deleted employees to the website and FEMA class spreadsheet
- Made new town IDs for Citizens Watch and Patrol Officer, sent photos to Kim Cherbano
- Scanned all documentation for purchase orders into Tyler Content Management
- Continue with ADA compliance conversion on Town website
- Updated Community Center and Town calendar on website
- Updated the Election page on the town website
- Completed budget cover for Town Manager
- Ordered plaque for the FD
- Off boarded 2 employees and sent files to Town Hall
- Host Volusia County's Fire Chief's luncheon in council chambers
- Submitted TIPS application for town using bunker gear purchase to qualify