

ZFD Monthly Report for November 2017



Zionsville Fire Department Administration Report: Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Agenda Meeting
 - Town Council Meeting
 - Town of Zionsville Staff Meetings
 - Fire Department Weekly Administrative Staff Meetings & Executive Meetings
- Several meetings regarding demolition of old building and site
- Worked with irrigation vendor to install new system at the new building
- Met with Boone County Chamber Director
- Arranged multiple furniture deliveries at the new facility
- Administratively promoted Josh Frost to the rank of Deputy Chief of Fire Prevention
- Arranged and assisted with new Town Hall Dedication Ceremony
- Met with Town insurance agent regarding updating facility coverages
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-monthly basis
- Met with various vendors related to Town Hall project
- Conference call regarding implementation of Location Services to improve county wide dispatch
- Met weekly with IT Department regarding technology needs
- Met with vendors regarding development of an RFP for grounds maintenance services at Town Hall
- Attended annual Boone County Toy Drive kick off meeting
- Met with Fire Engine bidders regarding their proposals
- Launched IAFF requested RED shirt program –wear red on Fridays to support all personnel in the Military
- Attended District 5 Planning Council Meeting
- Attended bi-monthly legal work update meetings
- Attended Parks Master Planning meeting
- Met with two (2) new applicants regarding employment to fill open positions
- Prepared and submitted Year End Re-Appropriations request
- Arranged tour with Boone County Clerk's staff of new building regarding election site needs
- Attended November TAC meeting
- Met with Deputy Chief Beam and Miller regarding policy review
- Met with Mayor and Deputy Mayor to review Town Hall construction budget
- Met with Deputy Chief Miller regarding operations items
- Met with Director of Fleet Services Mel Vlha regarding vehicle work orders
- Met with FD House Captains
- Attended AT&T First Net Statewide Launch event in Indianapolis

Administration Report: Operations Deputy Chief Brian Miller

- Met with St Vincent management team to continue to look at mobile integrated health program
- Held operations meeting with Battalion Chiefs
- Met with 2017-2 Recruit class to review department history
- Assisted with set up for town hall dedication
- Attended Indiana First Net conference
- Met with house Captains to review 2018 budget and planning

Administration Report: Operations
 Deputy Chief Brian Miller (CONTINUED)

- Completed four year-end performance reviews for Battalion Chiefs and Division Chief of EMS
- Completed a total of six apparatus check-offs on the operation of the ladder truck
- Worked with high school to develop a relationship to create public informational videos
- Attended department safety committee meeting to review PPE (personal protective equipment)
- Met with Battalion chiefs to start creation of an officer development program for fill-in officers
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for November 2017

	Nov-17	Nov-16	YTD 17	YTD 16	YTD Difference
Incident Type					
1 Fire	12	13	93	91	2
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	6	-3
3 Rescue & Emergency Medical Service Incident	117	99	1221	1247	-26
4 Hazardous Condition (no fire)	6	6	74	79	-5
5 Service Call	14	10	366	293	73
6 Good Intent Call	16	22	199	260	-61
7 False Alarm & False Call	25	22	273	250	23
8 Severe Weather	0	0	5	6	-1
Other	0	0	0	0	0
Total Count	190	172	2234	2232	2
	Nov-17	Nov-16	YTD 17	YTD 16	YTD Difference
Incidents By Zone					
Urban	111	101	1369	1338	31
Rural	58	51	589	573	16
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	21	20	276	321	-45
Total Count	190	172	2234	2232	2

Administrative Report: Administration
 Deputy Chief Jeff Beam

- Coordinated annual blood draws for upcoming department physical exams
- Chaired Zionsville Fire Department Safety Committee meeting to review new safety equipment
- Conducted new driver training for Ladder 93
- Attended IDHS District 5 Indiana Firefighter Training System meeting
- Attended multiple meetings and conference calls with vendor and Town of Zionsville representatives regarding scheduling and payroll system implementation
- Met with Fire Department Executive Team to discuss various projects
- Met with House Captains to discuss various topics

Administration Report: Training

Division Chief Mark Hart

- Setup December training schedule
- Attended meeting and conference call with FDIC command staff for 2018 conference
- Attended INTF-1 annual swim test
- Started Recruit Academy running approx. 6 weeks
- Assisted in blood draws in Chief Beams absence
- Set up and conducted search and hose line advancement for recruit class and Perry Twp Module D class
- Gave INTF-1 informational meeting for recruitment drive
- Attended Town-hall dedication and open-house
- Attended November audit and review
- Attended weekly staff meetings
- ZFD completed 1006 training hours for the month of November

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 2 occupancy inspections
- Conducted 5 final inspections
- Conducted 2 annual commercial inspections
- Conducted 1 rough-in inspection
- Conducted 4 above ceiling inspections.
- Conducted 2 special amusement inspections
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with contractors, developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on a variety of ongoing commercial projects
- Completed various reviews for commercial occupancies
- Met with property managers and business owners regarding compliance matters
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Maintained the Knox secure access system
- Attended the State Fire Prevention & Building Safety Commission hearing
- Attended BCL recruitment activity for the Community Foundation for Boone County
- Miscellaneous duties performed as assigned by the Chief
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Responded to emergency calls for service as needed
- Attended safety drills at ZCSC locations
- Participated in the Town TAC meeting covering multiple projects
- Continued the orientation process for new full-time Fire Inspector
- Attended the Boone County Chamber of Commerce annual awards dinner
- Attended the NFSA training on NFPA 25
- Assisted with various activities for the new government center
- Facilitated a company walk-through at local telecommunications facility
- Participated in fire department executive staff meetings
- Instructed monthly community CPR course
- Assisted local high school students with public safety information for school project
- Attended course at Ivy Tech Community College regarding haz-mat items in the Indiana Fire Code
- Participated in the FIAI State Board meeting
- Attended the Boys and Girls Club of Zionsville public safety appreciation dinner

<u>FD Reviews</u>	<u>November 2017</u>	<u>November 2016</u>	<u>YTD 2017</u>	<u>YTD Fees (Received)</u>
Site	1	2	52	N/A
Building	1	2	31	19,592.20
Fire Alarm Systems	1	1	7	1,575.00
Sprinkler Systems	1	0	15	1,600.00
Fines, Fees	3	0	50	56,150.00

Administration Report: EMS Division Chief Steve Gilliam

- Attended Boone County Health Coalition monthly meeting
- Completed annual work performance evaluation
- Met with Chief Miller and St. Vincent Health in regards to mobile integrated health care
- Facilitated monthly CPR course for the public
- Added and deleted staff members to department and patient care reporting software
- Met w/Chief Miller and Adelpa Twyman from ZCHS to discuss Q&A videos for the department
- Attended webinars for state mandated updates to patient care reporting
- Held 2 CPR instructor courses for staff
- Received and trained on the new Smart Stat patient care simulation training manikin
- Met with Boone County Senior Services to discuss attending their monthly meetings
- Facilitated CPR class for Kindred services
- Attended Quarterly EMS affiliate meeting with St. Vincent Health
- Attended Boone County ESF 8 meeting
- Facilitated and attended the Indiana State EMS Commission meeting held at Town Hall
- Met with Chief Frost and Keith Mostrog from American Senior Communities
- Attended meeting with Mindy Collins from St. Vincent Health in regards to dispatch changes
- Attended quarterly EMS trainings created by Walter Leverich and Joshua Mast
- Attended Audit and Review with Dr. Kaufmann at Station 93
- Prepared and submitted Paramedic Stipend forms
- Attended IU Health EMS Conference
- Worked with Chief Hart to complete PLS training for new hires

ZFD had a total of 140 patient contacts of those 100 patients were transported.

