

ZFD Monthly Report for December 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
- Attended PTSD training seminar at the Boone County Sheriff's Department
- Organized and hosted training on emergency generator for the building
- Completed year end encumbrances
- Worked with BTL regarding employment item
- Met with Jamestown FD Fire Chief Mitchell
- Met with District, Local and State representatives from IAFF
- Met with Perry Township FD Chief Dough Everett
- 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
- Traveled to E-One for Pre-construction meeting regarding new fire engine
- Met with Fire Engine bidders regarding their proposals
- Attended School Safety Partner Meeting
- Attended District 5 Planning Council Meeting
- Attended bi-monthly legal work update meetings
- Re-established weekly IT meetings to address ongoing IT related items
- Completed department wide performance appraisals with all employees
- Completed push list review of ESCO sound, video, and audio systems
- Provided Town Hall tour to BC SRT team
- Attended November TAC meeting
- Met with Deputy Chief Beam, Miller, and Frost 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

Administration Report: Operations

Deputy Chief Brian Miller

- Held all officers meeting for operations staff to review 2017 and look at upcoming projects for 2018
- Traveled to E-One manufacturing facility to prepare pre-build information for the design of new apparatus
- Completed year end performance reviews for Division Chief of EMS and all three Battalion Chiefs
- Completed the senior officer ride out program to assist in the training of fill in battalion chiefs
- Attended officer wellness program at the Boone County Sheriff's office
- Held ZVFD year-end board meeting along with election of board members
- Completed two interviews for new part time staff
- Held work performance and EMS skill evaluations as part of the review process for new part time staff
- Conducted apparatus check off-ride on the Medic truck
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for December 2017

	Dec-17	Dec-16	YTD 17	YTD 16	YTD Difference
Incident Type					
1 Fire	7	12	100	103	3
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	4	6	-2
3 Rescue & Emergency Medical Service Incident	149	121	1370	1368	2
4 Hazardous Condition (no fire)	6	7	80	86	-6
5 Service Call	20	11	385	304	-3
6 Good Intent Call	21	27	220	287	-26
7 False Alarm & False Call	26	26	299	276	23
8 Severe Weather	0	0	5	6	-1
Other	0	0	0	0	0
Total Count	230	204	2463	2436	27
	Dec-17	Dec-16	YTD 17	YTD 16	YTD Difference
Incidents By Zone					
Urban	145	106	1514	1444	70
Rural	64	62	652	635	-10
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	21	36	297	357	-7
Total Count	230	204	2463	2436	27

Administrative Report: Administration

Deputy Chief Jeff Beam

- Participated in Officer Wellness program conducted by Boone County Sheriff's Office
- Coordinated presentations by Nationwide Retirement Solutions regarding deferred compensation program
- Conducted multiple meetings with Kronos TeleStaff software vendor representatives
- Attended ZCS facility fire drills as representative of ZFD
- Conducted annual performance evaluations of staff members
- Attended Zionsville Town Council meeting as ZFD representative
- Scheduled and coordinated annual department personnel physicals
- Met with Executive Staff and others regarding personnel topics
- Conducted meeting with Executive Staff and department officers regarding plans for 2018
- Met with Fire Department Executive Team to discuss various projects

Administration Report: Training

Division Chief Mark Hart

- Setup January training schedule
- Conference call with FDIC staff for 2018 conference
- Completed Recruit Academy running approx. 6 weeks
- Conducted Vehicle and Machinery OPS class
- Received annual Performance review
- Attended ZVFD Christmas Dinner
- Attended town luncheon
- Attended annual physical
- Picked up command training center from Clay Township FD

Administration Report: Training

Division Chief Mark Hart (CONTINUED)

- Attended weekly staff meetings
- Set up new employee orientation starting January 2nd
- Set up next recruit class to start in February
- Taught 8 functions of command
- Completed 40 hour on-line refresher for Blue Card Command training
- ZFD completed 462 hours of training for the month of November

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 8 final inspections
- Conducted 6 annual commercial inspections
- Completed 3 rough-in inspections
- Conducted 7 above ceiling inspections
- Completed 1 fire alarm test
- 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 multiple occasions on a variety of commercial projects
- Completed multiple 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
- 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
- Met with Fire Inspector on multiple occasions regarding inspection items
- Facilitated various address assignments with Building and Planning representatives
- Completed annual performance appraisal process for the Prevention Division
- Attended Fire Protection & Building Safety Commission monthly hearing
- Completed annual firefighter physical
- Participated in scholarship presentation for the Boone County Lilly Scholarship recipients
- Attended the *Mayor's Night In* public meeting on behalf of Chief VanGorder
- Completed quarterly key audit and re-programmed the Knox key vaults
- Participated in annual ZVFD December Dinner
- Instructed monthly community CPR class
- Participated in Boone County Sheriff's office mental health awareness training
- Participated in hands-on training for new government center fixture maintenance
- Facilitated bi-monthly FIAI Central Region training and business meeting
- Participated in weekly fire department Executive Staff meetings
- Participated in operations all-officers monthly meeting
- Participated in executive policy review meeting
- Participated in Town holiday pitch-in luncheon
- Participated in hands-on training for new government center generator operation and training
- Participated in Community Foundation of Boone County 2018 Boone County Leadership Class selection committee.

<u>FD Reviews</u>	<u>December 2017</u>	<u>December 2016</u>	<u>YTD 2017</u>	<u>YTD Fees (Received)</u>
Site	0	4	52	N/A
Building	0	0	31	19,592.20
Fire Alarm Systems	1	2	8	1,775.00
Sprinkler Systems	0	3	15	1,600.00
Fines, Fees	0	1	50	56,150.00

Administration Report: EMS
Division Chief Steve Gilliam

- Facilitated monthly CPR course for the public
- Facilitated ambulance to vendor for repairs
- Attended Boone County Health Coalition meeting
- Yearly department health physical
- Yearly performance review with Chief Miller
- EMS orientation with new recruit
- Met with IEMS and many other EMS entities to discuss leaving patient care reports at the hospitals
- Holiday Luncheon with Town employees
- Paid standby employee EMS testing
- Completed CQI score sheet for evaluating EHR reports
- Shift training and met with each station in regards to report writing and Quality improvement program

ZFD had a total of 159 patient contacts of those 118 patients were transported

