

ZFD Monthly Report for November 2018



Administration Report:

Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Agenda Meeting
 - Town Council Meeting
 - Town of Zionsville Staff Meetings
 - Fire Department Executive Meetings
- Attended Boone County Toy Drive kick-off meeting
- Met with Deputy Chief Beam regarding ISO / Accreditation Process
- Completed training on replacement video conferencing unit with IT Dept.
- Attended vacuum tanker demonstration
- Met with Deputy Chief Miller regarding operations items
- Met with BTL regarding employment matter
- Attended a meeting with ZCZ regarding safety related items
- Attended Boone County Big 4 Trail Safety Meeting
- Attended public safety lighting demo
- Met with BCSD regarding developing an MOU for storage and use of Command Vehicle
- Attended public safety budget planning meeting with Mayor, Deputy Mayor, and Chief Knox
- Attended POW WOW meeting at the Library
- Extended conditional offer of employment to two(2) candidates
- Reviewed Station 92 remodel design & projected costs with Jeff Pratt
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Met with CAD Software vendor regarding performance related issues
- Met with Perry Township FD Chief Everett on multiple items
- Attended public meeting for the Boone County Big 4 Trail System
- Addressed multiple Quartermaster official reports
- Met with Deputy Chief Beam regarding administrative items
- Met with Town Administration regarding employment items
- Met with Lebanon Fire Chief Batts to discuss item of mutual concern
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Attended software vendor final review and planning session, reviewed timeline for implementation
- Completed Fire Engine final inspection at E-One production facility
- Met with Facility Manager Jeff Pratt regarding multiple projects

Administrative Report: Facilities Manager

Jeff Pratt

- Storm water prevention plan for Fire Station 92 was updated
- Debugging of Fire Station 92 and 93 is complete
- Secured bids for Fire Station 92 addition
- Secured landscape agreement for Town Hall
- Worked on attic stock and building supply storage and organization
- Secured snow removal agreement
- Coordinated generator install and training at the municipal building
- Had replacement glass installed at Town Hall
- Reviewed bids for Fire Station 92 and issued signed agreements
- Completed office furniture punch list and had deficiencies fixed

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Elevator program software updated
- Irrigation system was winterized
- Completed official reports for Fire Stations
- Assisted with acquiring and transporting supplies to the various Fire Stations
- Working with ductwork, mobilization and permit for Town Hall build out
- Working on change orders for Town Hall build out
- Coordinated replacement gas meter at Fire Station 92
- Coordination of upgrade to vehicle exhaust system at Fire Station 91,92 and 93
- Accepted bids for LED light conversion at Fire Station 93 and signed agreement with contractor
- Created signage and coordinated key and badges for voting at Town Hall
- Exterior lockset repair at Fire Station 93
- Coordinating pricing and repair for fire hydrant at Fire Station 93
- Assisted with AP Environmental at Fire Station 91 for air testing and monitoring
- Ordering of various supplies for Town Hall and Fire Stations
- Delivered plywood and skids to training house located South of Fire Station 93
- Door closer installed between administration and planning at Town Hall
- Set up Holiday tree
- Acquired new timer for gear dryer and installed for Fire Station 93
- Fixed sticking electronic latch at Town Hall
- Fire Station 92 overhead door 1 faulty switch repaired
- Created fees schedule for Town Hall cleaning
- Corrected loose light bollard at Town Hall
- Working on Permit for Fire Station 92
- Stored Town Hall exterior furniture

Administration Report: Operations

Deputy Chief Brian Miller

- Traveled to E- One manufacturing to complete final inspection on the new engine
- Attended PEPP hands on training and completed PEPP testing and certification
- Completed training on new video conference software
- Met with Boone County Sheriff's department to review the operation of command vehicle
- Conducted demonstration on vacuum tanker operation to compare it to current operations
- Met with school safety personnel to review current evacuation drills
- Conducted two apparatus check-off rides for TSU 95
- Met with Chief VanGorder and Battalion Chief Potts to review violent intruder /mass casualty call types
- Met with Chief Everett to discuss apparatus 800 radios
- Conducted a demonstration with Command Light to review scene lighting solutions
- Worked with several vendors to complete the ordering of equipment for new Battalion vehicle
- Completed one final table top scenario and training exercise for battalion chief ride-out position
- Met with Captain Sparks to review tool needs and mounting for new engine
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for November 2018

	Nov-18	Nov-17	YTD 18	YTD 17	YTD Difference
Incident Type					
1 Fire	8	12	90	93	-3
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	5	3	2
3 Rescue & Emergency Medical Service Incident	104	117	1243	1221	22
4 Hazardous Condition (no fire)	8	6	95	75	20
5 Service Call	25	13	277	364	-87
6 Good Intent Call	18	16	183	199	-16
7 False Alarm & False Call	21	25	272	273	-1
8 Severe Weather	0	0	5	5	0
Other	0	0	0	0	0
Total Count	185	189	2170	2233	-63
	Nov-18	Nov-17	YTD 18	YTD 17	YTD Difference
Incidents By Zone					
Urban	90	111	1287	1369	-82
Rural	63	57	632	588	44
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	32	21	251	276	-25
Total Count	185	189	2170	2233	-63

Administration Report: Training Division Chief Mark Hart

- Setup December training schedule
- Took part in IFIA conference call
- Attended INTF-1 annual swim test
- Attended a vacuum tanker demonstration
- Attended training on new video conferencing system
- Attended BC check-off scenarios with Chief Miller, Kirkwood and Lt Hayes
- Attended FEMA Structural Collapse Specialist Instructor class
- Set up and conducted training for PTFD at ZFD training house
- Worked in the Command Training Center on scenarios
- Taught 6 sessions in the Command Training Center of Multi-family(Apartment) Scenarios
- Continued annual Work Place Evaluation
- Attended monthly ZFD staff lunch
- Worked on Company Officer Development program
- Attended November Audit and Review
- Ladder 93 drive time
- Set up for INTF-1 Structural Collapse Specialist Breaking and Breaching, Heavy Lifting and Moving, and Crane Class.
- ZFD completed 1,145 hours of training for the month of November

Administration Report: EMS

Division Chief Steve Gilliam

- 1st Friday Coffee Connection with Boone County Senior Services at Station 91
- Facilitated EMS coverage for Boys and Girls Club Gravy Chase 10K/5K run
- Met with Chief Miller in regards to Mobile Integrated Health program
- Attended Caregiver University (senior caregiver education) Information training
- Attended roll out meeting for a County overdose quick response team
- Completed the department training for Pediatric Education for Prehospital Providers
- Facilitated site for quarterly State EMS Commission meeting held at Town Hall
- Met with Fox 59 news team in regards to new CO monitors for the EMS bags
- Facilitated monthly CPR course to the public
- Taught CPR to ZCHS Health classes as a two day course

Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with department personnel to discuss 2019 PTO selection process using TeleStaff software
- Coordinated personnel blood draws for upcoming physicals
- Met with ISO/Accreditation Manager to review project
- Attended Public Safety Behavioral Health Symposium
- Obtained Pediatric Education Prehospital Professional certification
- Attended Town of Zionsville Employee Benefits sub-committee meeting to discuss performance appraisal systems
- Met with Ascension/St. Vincent Health personnel regarding collaborative efforts

Administrative Report: ISO/Accreditation

Battalion Chief Jason Potts

- Submitted monthly NFIRS reports to the State of Indiana
- Compiled activity data and provided reports as requested
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Continued work on ISO book for December evaluation
- Attended weekly Locution Project meeting
- Met with BCSO Communications ref: ISO items, CAD and Mobile updates
- Managed new mobile radio installation
- Met with Chief VanGorder on Project items
- Attended Caliber strategic account meeting
- Attended meeting with ZFD staff and Mobile Eyes
- Attended Big 4 Trail safety meeting
- Met with representatives from the Sheriff's Office and ZFD regarding the Command Vehicle

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 1 rough-in inspection
- Conducted 2 final inspections
- Conducted 1 above-ceiling inspection
- Conducted 1 site inspection
- Attended and participated in weekly executive staff meetings
- Attended and participated in ZFD monthly staff meeting

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost (CONTINUED)

- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- Completed multiple construction plan reviews
- Met with Planning Department representatives regarding address assignments
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Participated in Town TAC process to review new projects
- Participated in NFPA 25 training provided by the NFSA
- Assisted with multiple emergency drills at ZCSC buildings
- Miscellaneous duties performed as assigned by the Chief
- Met with Honor Guard Commander and covered various organizational topics
- Completed Phase I of the fire hydrant GIS project continued as weather permitted
- Participated in Mobile Eyes conference call
- Participated in driver familiarization planning meetings
- Instructed monthly public CPR class
- Completed the PEPP EMS training practicals

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Attended 8 hour NFPA 25 Training
- Continued work on preplans layer in Thinkmap, reviewed 2017 records for useable data
- Attended Fire Inspectors Association of Indiana board meeting
- 2 days of off duty volunteer work for Hoosier Burn Camp
- Created fire drill kit and online reporting forms
- Created 2 PR videos for Citizens Academy
- Attended Mobile Eyes meeting and demonstration
- Attended Fire Inspectors Association of Indiana board meeting
- Worked on updates to fire investigation program
- Inspections:
 - Annual Inspections : 28
 - Other Inspections: 10
 - General Construction: 1
 - Change of Occupancy: 1
 - Complaint: 2
 - Pre-Drywall: 1
 - Final: 2
 - Tent: 1
 - Special Event: 2
- Most Common Violations
 - Extension Cords
 - Unsafe Electrical
 - Storage violations
 - Maintenance of Fire Protection Systems
 - Kitchen Hood Suppression system maintenance
 - Fire Extinguisher Maintenance
 - Fire rated doors/barriers maintenance

Administration Report: Public Education

Vincent Randolph

- Oversaw Fire Safety Month make up classes
- Awarded two elementary students with fire truck ride-alongs
- Delivered Public Education supplies to all fire houses
- Hosted four Girl/Boy Scout presentations at fire houses
- Met with Brownsburg Fire Department Public Educator regarding curriculum
- Completed mock up version of ZFD Citizen's Academy brochure
- Monitored emergency siren testing
- Met with Chamber regarding Christmas in the Village parade
- Met with Battalion Chief and House Captains regarding Area Familiarization with Santa program
- Met with State of Indiana Public Educator in regards to State-wide education
- Assisted Union with RED Shirt project in partnership with Boone Meadow students
- Finalized and drove some routes for Area Familiarization with Santa Program
- Met regarding Safe to Sleep project
- Attended Indiana Youth Institute's Because Kids Count Conference