

## ZFD Monthly Report for May 2019



### Administration Report:

#### Fire Chief-James VanGorder

- Regular Meetings:
  - Town Council morning Meeting
  - Town Council evening Meeting
  - Town of Zionsville Staff Meetings
  - Zionsville Safety Board Meeting
  - Fire Department Executive Meetings
- Met with our Local 5195 President and District Representative regarding labor items
- Met with Deputy Chief Beam regarding administrative items
- Met with Deputy Chief Miller regarding operations items
- Conducted interviews for open Facilities Manager position
- Attended fallen Police Officers Memorial at Boone County Court House
- Checked in weekly with light duty firefighters to ensure they are progressing towards returning to work
- Addressed several Facilities Manager items regarding on-going projects
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Attended ZFD Citizens Academy Graduation Ceremony
- Organized and met with video production company along with Communication Director Vela
- Met with IT Department for ongoing IT related issues
- Met with Kirkland Fire Department Assistant Chief regarding Mutual Aid response needs
- Attended District 5 District Planning Council meeting
- Met with Lebanon Fire Chief regarding items of mutual interest
- Attended Station Design Conference in IL
- Completed Mobile Command Operator training
- Worked with Administrative Staff at ZFD HQ to provide a cookout lunch at our three stations for all three shifts in recognition of EMS Appreciation Week
- Met with BC Potts regarding "Locution" County Wide dispatch improvements

### Administration Report: Operations

#### Deputy Chief Brian Miller

- Worked with TPS to select interview and tactical scenario questions for the upcoming Lieutenants process
- Completed crossover training for two new part-time Firefighter paramedics
- Hosted the Citizens Academy for a total of four nights in May and final class and graduation on May 28th
- Met with Division Chief of training to outline the upcoming training class for the balance of 2019
- Conducted apparatus check-off ride for medic trucks
- Hosted three days of luncheon cook outs for all three stations and shifts during EMS Week
- Completed instructors training on mobile command truck (MC6)
- Assisted with fallen police officers memorial at the Boone County court house
- Met with Public Education Director to setup this year's event for ZPD teen academy
- Met with a representative from Project Breathe to accept new pet masks
- Met with the EMS committee to review automated CPR devices to finalize a recommendation to the Chief
- Attended monthly department staff meetings as well as executive meetings for fire department
- Held monthly officers meeting with operations staff

## Monthly Run Report for May 2019

	May-19	May-18	YTD 19	YTD 18	YTD Difference
<b>Incident Type</b>					
1 Fire	2	8	29	44	-15
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	1	1	2	-1
3 Rescue & Emergency Medical Service Incident	130	103	597	531	66
4 Hazardous Condition (no fire)	9	6	39	31	8
5 Service Call	12	15	43	61	-18
6 Good Intent Call	18	17	112	84	28
7 False Alarm & False Call	24	14	118	117	1
8 Severe Weather	0	0	0	2	-2
Other		0	0	0	0
<b>Total Count</b>	196	164	939	872	67
	May-19	May-18	YTD 19	YTD 18	YTD Difference
<b>Incidents By Zone</b>					
Urban	121	97	582	518	64
Rural	54	39	210	249	-39
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	21	28	147	105	42
<b>Total Count</b>	196	164	939	872	67

### Administration Report: Training Division Chief Mark Hart

- Setup June training schedule
- Met with Chief Miller to talk about storage of training equipment
- Attended INTF-1 breaking and breaching training at Hanson Quarry
- Attended Citizens Academy teaching modern fire behavior
- Recruit class
  - Attended 2 live fire days
  - Proctored final skills day
  - Lead instructor on Vehicle and Machinery Extrication Ops/Tech
  - Assisted instructor on Ropes Ops/Tech Class
  - Attended 3 days of fire house living training
  - Attended family night
  - Attended Graduation
- Met with Carmel Fire about Live Fire Training at the Boone County Tower
- Set dates for upcoming FOST, Engineer Recertification, Instructor 1, and Fire Officer 1
- Working on finalizing ropes class
- Working on setting up use of Indy Exec for driving course
- Met with Chief Miller about upcoming trainings
- ZFD completed 1,871 hours of training for the month of May

### Administration Report: EMS Division Chief Steve Gilliam

- Completed annual CPR training for shifts
- 2 EMS Committee meetings to complete some research
- Facilitated multiple CPR classes
- Attended Bi-Monthly EMS affiliate meeting
- Attended EMSymposium with St. Vincent Health on several EMS trends and topics
- Cooked lunch for staff to celebrate EMS week
- CPR training for Perry Township Fire Department
- CPR training for Zionsville Pediatric Dentistry staff

## Administration Report: EMS

### Division Chief Steve Gilliam (CONTINUED)

- Assisted with training for ZPD on their quick access trauma kits
- Attended Citizens Academy graduation
- Assisted with paid standby staff interviews
- Attended Recruit Academy Graduation
- Several CPR skills only trainings

## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Division Chief of Fleet Maintenance and ISO/Accreditation Manager to discuss various projects
- Met with external and internal representatives to review Town of Zionsville health insurance options
- Assisted with personnel interviews for Town of Zionsville Facilities Manager position
- Attended Quality Improvement through Accreditation workshop hosted by Rockford Fire Department
- Met with Kronos representatives and internal staff members regarding integration of scheduling and payroll software
- Met with Testing for Public Safety personnel regarding upcoming Lieutenant Promotion Process
- Participated in EMS Week activities to recognize staff members
- Conducted training opportunities related to upcoming Lieutenant Promotion Process

## 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
- Attended Caliber Strategic Account meeting
- Met with Joe Rust about IT items
- Met with Deputy Chief Beam about ISO/Accreditation items
- Met with Joe Rust and AT&T reference FirstNet
- Attended WTH GIS user conference
- Assisted the recruit class with UAV9
- Assisted Westfield FD with Lieutenant and Captain Promotion Interview Board
- Completed "Go-Live" for Locution dispatch program
- Attended Boone County Comprehensive Emergency Management Planning meeting
- Completed Mobile Command Vehicle Instructor Training
- Participated in cooking lunch for all three shifts for EMS Week in appreciation of the crews work

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Updated the Knox key retention program and KeySecure3b units
- Attended and participated in the monthly staff meeting
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning
- Completed multiple construction plan reviews
- Met with Planning Department representatives regarding address assignment issues
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions
- Participated in Town TAC process to review new projects

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost (CONTINUED)

- Miscellaneous duties performed as assigned by the Chief
- Met with Chamber of Commerce to assist with review and planning for Brick Street Market
- Met with and facilitated ZFD Honor Guard items
- Attended County Highway construction project meetings
- Participated in Community Foundation of Boone County committee and board meetings
- Conducted Brick Street Market Special Event inspections
- Met with ZCHS safety team to plan and prepare for graduation events
- Participated in bi-monthly State FIAI Board meeting
- Facilitated Town Hall fire alarm repairs
- Conducted portable fire extinguisher training for BCSSI
- Assisted with Citizen's Fire Academy planning and implementation
- Facilitated vehicle maintenance to C9904
- Met with ZCSC pool staff and safety team for emergency planning and preparedness
- Facilitated sprinkler repairs and additions to Station 91
- Participated in Knox retention planning session with Boone and Hamilton County fire departments
- Assisted with soliciting service quotes for Station 92 punch-list items
- Assisted with preparing meals for on duty crews to celebrate operational effort during EMS Week
- Participated in the WeatherSTEM training

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Training
  - Attended WTH GIS Conference in Lawrence May 3
  - Building Code Fire and Life Safety Principals class May 15
- Inspections
  - Saturday Brick Street Market inspection May 11
  - Saturday Farmers Market inspection May 18
  - Top 5 violations are listed below:

Rank	Findings	Fire Code Chapter	Fire Code	Fire Code Description
1	<a href="#">27</a>	CHAPTER 10 MEANS OF EGRESS	<a href="#">1006.3</a>	Emergency power for illumination.
2	<a href="#">22</a>	CHAPTER 7 FIRE-RESISTANCE-RATED CONSTRUCTION	<a href="#">703.1</a>	Maintenance of rated construction
3	<a href="#">12</a>	CHAPTER 6 BUILDING SERVICES AND SYSTEMS	<a href="#">605.6</a>	Open Electrical connections
4	<a href="#">9</a>	CHAPTER 6 BUILDING SERVICES AND SYSTEMS	<a href="#">605.5</a>	Extension cords.
5	<a href="#">8</a>	CHAPTER 6 BUILDING SERVICES AND SYSTEMS	<a href="#">605.3</a>	Working space and clearance for electrical panels

- Other Activities
  - Hoosier Burn Camp
    - Pre-camp work on May 7
    - Attending camp Memorial Day week
  - Created Google Map based system for preplan program
  - Fire Inspectors Association Meeting May 8
  - Mobile Eyes Contractor Portal Meeting May 17 (hosted)
  - Presented Inspections and preplan program for Citizens Fire Academy May 22

## Administration Report: Public Education

### Vincent Randolph

- Reviewed staffing needs for all upcoming Town events for Summer of 2019
- Aided Station 93 A-shift with Safety Trailer education at the Boys & Girls Club West
- Met with local elementary administrator regarding Fire Safety Education
- Designed combat challenge course and met regarding ZPD Teen Academy presentation
- Met with Boy Scout and Explorers organizations regarding Zionsville programming
- Received update on Boy and Girl Scout curriculum planning
- Participated in multiple Citizen's Fire Academy planning meetings
- Participated in 4 Zionsville Citizen's Fire Academy classes
- Met with Public Education personnel with the Indianapolis and Carmel Fire Departments
- Graduated Zionsville Fire Department's Second Citizen's Academy participants
- Participated in ZFD Fire Prevention Division meeting
- Conducted Safety Trailer training with Zionsville Citizen's Academy participants
- Honored 5 Ride to School Winners
- Assisted with monthly test of Emergency Warning Sirens
- Aided local resident with smoke alarm assessment
- Began work of Fire Safety Month school presentation scheduling
- Shared weekly/monthly fire safety tips with area apartment residents
- Hosted Kasey Fire and Life Safety Program for local Zionsville Daycares and Preschools
- Represented ZFD at the Brick Street Market engaging more than 1,000 people