

## ZFD Monthly Report for July 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 Division Chief of Training Mark Hart, Shift Training Coordinators Mamaril, Gibbons, Pataky, to discuss current and future needs
- Met with Deputy Chief Beam regarding administrative items
- Completed Active Shooter training with LEO
- Met with Deputy Chief Miller regarding operations items
- Met with new Pastor, Wesley Smith with Christ Lutheran Church
- Conducted Battalion Chief interviews with potential candidates
- Met with Facility Manager Bobby Adams and janitorial service vendor regarding improving services at Town Hall location
- Finalized and submitted budget request to Mayor's Office
- Stopped by and visited with staff at various stations
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster items
- Completed "Stop the Bleed" instructor training
- Attended Active Shooter Training for all Town Hall Staff
- Met with IT Department for ongoing IT related issues
- Met with Deputy Chief of Operations Brian Miller and reviewed plans for apparatus replacement
- Attended District 5 District Planning Council meeting
- Attended the Global fire truck vendor open house
- Ordered new administrative vehicle for inspector/investigator
- Met with Division Chief of Fleet Services Mel Vlha regarding needs
- Met with Facilities Manager Bobby Adams regarding multiple active projects
- Met with BC Potts regarding multiple project related items

### Administration Report: Facilities Maintenance

#### Facility Manager Bobby Adams

- Completed various Official Reports at Town Hall and Fire Stations
- Scheduled Energy Harness to repair/install LED lighting at Station 93-Completed
- Repaired HVAC 4 at Fire Station 92
- Obtained Landscaping Quotes for Town Hall
- Obtained Proposals for Town Hall Cleaning Contract
- Reprogrammed Town Hall Sprinkler System
- Performed Weekly and Monthly Inspections on all Generators (Town Hall, St. 91, St. 92 and St. 93)
- Coordinated with Zionsville Waste Water to pump out bay pit at Station 92
- Helped with various set ups for Town Hall rooms
- Purchased various Town Hall and Fire Department supplies
- Made contact with several Vendor/Contractors
- Delivered various Town Hall and Fire Department supplies

Administration Report: Facilities Maintenance  
 Facility Manager Bobby Adams (CONTINUED)

- Replaced Kitchen Island Faucet at Station 91
- Placed ZFD Golf Outing Signs at Stations 91 and 92
- Obtained Access/Training for Trane HVAC Automation for Town Hall
- Obtaining Items needed for Alert/Tone Project at Station 92 Fitness Room-Ordered
- Implemented HVAC Preventative Maintenance Program at all Stations
- Coordinated with the Street Department on Town Hall Sidewalk Expansion-Completed

Administration Report: Operations  
 Deputy Chief Brian Miller

- Attended the I-Chief EMS section meeting to review paramedic shortages in the state of Indiana
- Participated in two days of Battalion chief assessment center evaluations
- Held follow up meeting with ops division from both WFD and LFD to review fire ground ops and terms
- Lunch meeting with Training Division and shift trainers to review goals for the end of 2019 and 2020
- Observed hose demonstration with North American Fire Hose and IFD
- Worked with crews in the CTC to review apparatus order of arrival and building sizes ups
- Completed active shooter in-service training
- Met with newly appointed Lieutenant over several shift to help with on boarding
- Attended the Towns weekly staff meeting for Chief VanGorder
- Participated in the county CEMP planning workshop for ESF work groups
- Met with Division Chief of EMS to review upcoming medic school opportunities
- Conducted one apparatus check off ride for medic trucks
- Attended monthly department staff meetings as well as executive meetings for fire department
- Held monthly officers meeting with operations staff

**Monthly Run Report for July 2019**

|   | Jul-19 | Jul-18 | YTD 19 | YTD 18 | YTD Difference |
|---|--------|--------|--------|--------|----------------|
| <b>Incident Type</b>                                  |        |        |        |        |                |
| 1 Fire  | 8      | 9      | 46     | 63     | -17            |
| 2 Overpressure Rupture, Explosion, Overheat (no fire) | 0      | 0      | 2      | 3      | -1             |
| 3 Rescue & Emergency Medical Service Incident         | 122    | 123    | 861    | 781    | 80             |
| 4 Hazardous Condition (no fire)                       | 10     | 9      | 54     | 53     | 1              |
| 5 Service Call  | 3      | 41     | 51     | 130    | -79            |
| 6 Good Intent Call                                    | 22     | 16     | 159    | 123    | 36             |
| 7 False Alarm & False Call                            | 31     | 35     | 171    | 178    | -7             |
| 8 Severe Weather                                      | 0      | 0      | 1      | 3      | -2             |
| Other   | 0      | 0      | 0      | 0      | 0              |
| <b>Total Count</b>                                    | 196    | 233    | 1345   | 1334   | 11             |
|   |        |        |        |        |                |
|   | Jul-19 | Jul-18 | YTD 19 | YTD 18 | YTD Difference |
| <b>Incidents By Zone</b>                              |        |        |        |        |                |
| Urban   | 115    | 140    | 810    | 808    | 2              |
| Rural   | 56     | 71     | 323    | 371    | -48            |
| Other (Carmel, Westfield, Pike, Lebanon, Whitestow n) | 25     | 22     | 212    | 155    | 57             |
| <b>Total Count</b>                                    | 196    | 233    | 1345   | 1334   | 11             |

## Administration Report: Training

### Division Chief Mark Hart

- Setup August training schedule
- Attended INTF-1 Night Boat Ops Training at Lake Indy
- Completed FIT testing at INTF-1 HQ
- Attended monthly staff meeting
- Taught 3 days of rope rescue low angle hands-on training in Starkey Park
- Gave several Rope Ops and Tech tests
- Taught command training over residential structures
- Met with Chiefs from ZFD, WFD, and LFD to talk about common fire ground terminology
- Attended Hoosier Burn Camp annual teen adventure trip to Lake Monroe
- Attended stop the bleed training
- Attended active shooter training
- Taught 2-day bus extrication training for Indiana Fire Instructors in Warren County Indiana
- Met with Duke Energy to work on town employee power line safety with demo hosted at town hall
- ZFD completed 1,007 hours of training for the month of July

## Administration Report: EMS

### Division Chief Steve Gilliam

- Facilitated CPR for Grand Brook Assisted Living staff
- Met with Cardiac Science AED company
- Assisted in staffing Lyons Park EOC for the 4<sup>th</sup> of July fireworks
- 1<sup>st</sup> Friday Coffee Connection with Boone County Senior Services
- Facilitated 1<sup>st</sup> Saturday CPR class
- Weekly CPR skills exams for the public
- Facilitated and attended EMS Autism awareness training
- Facilitated and assisted in teaching Stop the Bleed training for all staff
- Met with Deputy Chief Miller regarding midyear review
- Met with DHS to assist in verifying the ability to live stream commission meetings
- Met with Deputy Chief Miller on several EMS items
- Attended Boone County Health Department point of disbursement (POD) exercise
- Facilitated and attended State EMS commission meeting
- Monthly luncheon staff meeting
- Chaired monthly EMS committee meeting
- Compiled an informational list on all Indiana paramedic programs
- Facilitated training with Lucas automated CPR device
- Attended monthly Town Council meeting about the Lucas compressions system
- Managed monthly supply orders
- Facilitated training with Covenant Christian High School coaching staff and athletic trainers
- Training for each shift on the use of and how to deploy the Lucas Device compression system
- Placed Lucas Devices in service and updated apparatus check sheet
- Facilitated CPR course for Zionsville Fellowship Church

## 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
- Provided ops management of the Public Safety EOC for the Town of Zionsville Fourth of July celebration

## Administrative Report: Administration

### Deputy Chief Jeff Beam (CONTINUED)

- Coordinated and participated in Battalion Chief Appointment Process
- Coordinated annual equipment maintenance
- Met with Kronos representatives regarding integration of scheduling and payroll software
- Attended monthly Safety Board meeting
- Coordinated annual SCBA and regulator flow testing for ZFD and PTFD equipment
- Met with Fire Department Executive Team to discuss 2020 budget preparation
- Participated in mid-year Performance Appraisal
- Attended various department training sessions

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts

- Compiled monthly NFIRS reports for 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
- Attended Town Council meeting assisting in IT items
- Attended Boone County Comprehensive Emergency Management Planning meeting
- Attended town employee active shooter training
- Conducted Mobile Command Vehicle training with staff
- Staffed Command Post for 4<sup>th</sup> of July activities at Lions Park

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 2 above-ceiling inspections
- Conducted 1 rough-in inspection
- Conducted 1 final inspection
- Conducted 1 occupancy inspection
- Attended the Fire Protection & Building Safety Commission monthly hearing
- 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 Sirens throughout Zionsville
- 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
- Participated in Town TAC process to review new projects
- Miscellaneous duties performed as assigned by the Chief
- Completed mid-year performance appraisal check-ins
- Met with airport official for plan development for facility special event use
- Hosted FIAI State Board of Directors meeting
- Hosted meeting for fire officials, code consultants and design professionals to discuss the new emergency variance rule of the Fire Prevention & Building Safety Commission
- Attended ribbon cutting ceremony for new commercial occupancy in Zionsville

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Training
  - Attended training on new state code variance process
  - Attended town's active shooter training
- Inspections
  - Conducted 25 Annual Inspections
  - Conducted 19 Miscellaneous inspections
  - Conducted 89 Re-inspections
  - Cited 122 Code Violations
- Top 5 Violations in July
  - Open electrical connections
  - Extension cords
  - Maintenance of fire rated construction
  - Utility shutoff labeling
  - Maintenance of fire protection systems
- Other Activities
  - Attended Indiana Fire Prevention and Building Safety Commission meeting in Indianapolis
  - Managed 4-day fire watch at The Rail apartments
  - Assisted with two Hoosier Burn Camp weekend events
  - Inspected Lion's Club Fireworks launch site
  - Inspected Zionsville Farmer's Market
  - Built project/plan review database for Fire Marshal Frost
  - Attended Fire Inspectors Association of Indiana board meeting
  - Covered Ashburn pre-construction meeting for Fire Marshal Frost
  - Met with ZCS representatives regarding fire inspections
  - Processed collected fire hydrant location data for use in mapping software

## Administration Report: Public Education

### Vincent Randolph

- Scheduled 5 neighborhood 4<sup>th</sup> of July Bicycle Parades
- Primrose Childcare toured Station 93
- Z West Pre-school summer program toured Station 93
- Participated in Fire Safety Education event with Station 91 at Safety Town
- Participated with Safety Trailer at Advance Health and Safety Festival
- Repaired tires on Safety Trailer
- Met with Lieutenant regarding Safety Trailer transport
- Preventative Maintenance on Public Education Transit
- Assisted with monthly test of Emergency Warning Sirens
- Met regarding Lion's Fall Festival planning
- Attended Active Shooter Training
- Met with Chamber of Commerce regarding Street Dance
- Submitted paperwork for Zionsville to be present at Senior Health and Safety Fair
- Submitted paperwork for Youth Education Training Conference
- Developed fire safety worksheets to coincide with elementary-aged educational efforts
- Continued working on Fire Safety Month school presentation scheduling

## Administration Report: Public Education

### Vincent Randolph (CONTINUED)

- Shared weekly/monthly fire safety tips with area apartment residents
- Attended ZFD monthly Administrative meeting