



## Monthly Activity Report for May 2013



	May-13	May-12	YTD 13	YTD 12	YTD Difference
<b>Incident Type</b>					
1 Fire	9	8	26	33	-7
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	2	1	1
3 Rescue & Emergency Medical Service Incident	94	119	514	511	3
4 Hazardous Condition (no fire)	5	7	26	16	10
5 Service Call	13	9	84	50	34
6 Good Intent Call	19	15	79	76	3
7 False Alarm & False Call	20	8	85	58	27
8 Severe Weather	0	0	6	0	6
Other	0	0	0	1	-1
<b>Total Count</b>	160	166	822	746	76
	May-13	May-12	YTD 13	YTD 12	YTD Difference
<b>Incidents By Zone</b>					
Urban	107	117	565	514	51
Rural	26	35	173	160	13
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	27	14	84	72	12
<b>Total Count</b>	160	166	822	746	76

### Incidents

5/29/13, Personal Injury Tactical, Whitestown Parkway / Perry-Worth RD, Car into drainage ditch

5/27/13, Personal Injury, 400 S / 875 E, Car vs. Bicycle

5/19/13, Field Fire, 3691 N. US 421, 4 acre field fire

5/16/13, Personal Injury Tactical, 128 mm I-65 NB, School bus rollover, Mass Casualty

5/8/13, Assist CFD with a large open burn, T91 assisted 15,000 gallons of water shuttled

Zionsville Fire Department  
Administration Report:  
Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Safety Board Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Administrative Staff Meetings
  - Boone County Fire Chiefs Association
- Assisted Parks Department with flood recovery efforts at the Zionsville Golf Course
- Met with SCBA Committee regarding recommendation
- Met with IT Director Rust regarding IT items
- Met with Public Education Officer Lt. Scott Peters
- Met with Quartermaster Lt. Scott Kirkwood
- Several meeting regarding updating signage at Town Hall facility
- Met with staff member regarding SharePoint implementation for FD
- Reviewed hiring list and prepared hiring proposal for Town Manager and Safety Board for consideration
- Met with Awards Committee Chair-Lt. Steve Hayes regarding Honor Guard implementation
- Met with Inter Act CAD RMS implementation Director
- Organizational meeting with Deputy Chief Miller
- Met with Lebanon Fire Chief Lee
- Hosted and attended Budget Webinar at Fire Station 93
- Attended Post Incident Analysis (PIA) of bus accident on I-65
- Met with Town Manager regarding employment item
- Reviewed and inspected Rescue 91 from repairs performed
- Visited with all three stations and all three shifts for first quarter
- Met with Director of Fleet Services Mel Vlha
- Reviewed part-time administrative assistant applications in effort to have selected and hired part-time person within next 30 days
- Arranged for staff to attend 2013 Burn Camp and present check in support of the camp
- Attended the ground break for Fed Ex.
- Attended joint budget task force with the Zionsville Schools
- Met with Apparatus committee regarding specifications on air/light vehicle
- Attended and assisted in final inspections at BHI on several days this month
- Town Hall Building Maintenance- roof repairs, town hall signage, mailbox repairs, and parking lot.
  - Fire Department Major Projects:
    - Captain Promotion process
    - Fulltime hiring process-for vacancy
    - Training new part-time administrative assistant
    - Preparing Bi-annual EMS Provider re-certification
    - Pre-incident / Annual Commercial Inspection Program
    - Building & Site Plan Review
    - New Construction Inspections
    - Staffing and the Affordable Health Care Act

## Administration Report: Operations

### Deputy Chief Brian Miller

- Held a post incident analysis to review the bus accident on I-65 to review both tactical and operational functions to increase knowledge and training to help with triage scene control
- Performed a return to work performance evaluation (WPE) for one firefighter coming off light duty
- Held two Operations Lieutenant meetings. This month's meeting was spent reviewing key note speech from FDIC and reviewing how it applies to our department and how we can improve
- Met with Lt Sparks to look at quick drills for size up and radio traffic training
- Completed total of eight interviews for new part time Fighter /EMT / Paramedic
- Worked with Chief VanGorder on upcoming promotion process for operational Captain
- Worked with Joe rust and Matt Petro to look at possible software solution to streamline day to day staff activities and reporting
- Set up monthly staffing and station assignments for all three stations for the month of June 2013
- Attended weekly department staff meetings
- Conducted one apparatus check off ride to ensure staff ability to operate the emergency vehicle and the mapping software program as well as equipment associated with the apparatus
- Met with Lt Potts to review run orders for I65 & 865 and direction of travel for responding apparatus
- Assisted with live fire training at the Boone Co. training tower
- Met with apparatus committee to review the base specifications for air/light support truck
- Attended the ground breaking ceremony for the new Fed Ex project
- Met with Lt Potts to review two new radio usage SOG' s to cover site trunking and site failure
- Worked with Whitestown fire department to develop run guidelines for mutual aid response
- Lunch meeting with Chief Lee form Lebanon fire decampment
- Attended monthly town safety board meeting

## Administrative Report: Training

### Division Chief Jeff Beam

- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Attended regularly scheduled Operations Meetings
- Participated in SCBA Committee meetings
- Conducted county-wide training utilizing the IDHS Live Fire Trailer sponsored by Boone County Fire Chief's Association Training Sub-committee
- Conducted six live fire trainings with mutual aid departments utilizing the IDHS Live Fire Trailer
- Provided staffing coverage for operations staff
- Participated in ACLS recertification class
- Conducted orientation training for new Paid Stand-by personnel
- Participated in PIA for I-65 vehicle accident involving a school bus
- Conducted policy review for newly created SOG committees
- Updated FireHouse training records
- ZFD personnel logged over 225 hours of training for the month

## Administration Report: EMS Administrative

### Division Chief Steve Gilliam

- Covered shifts to assist with staffing
- Attended weekly meetings with administrative staff
- Facilitated several CPR/First Aid courses for private business
- Requested patient follow ups from St. Vincent Health and sent to the staff that provided treatment
- Orientation with new part time FF/ medic staff

Administration Report: EMS Administrative  
Division Chief Steve Gilliam (CONTINUED)

- 3 CPR skills check offs
- Covered stations for driver's training
- Taught CPR class for staff at Boys and Girls club of Zionsville
- Attended affiliate meeting at St. Vincent Health
- Assisted with WPE for Ian Reppert
- Did driver's training and cleared 4 individuals on M98
- Taught 2 ACLS classes to Full time paramedic staff
- Attended St. Vincent EMS educational symposium
- Went to camp Tecumseh for Hoosier Burn Camp visitor's day
- Facilitated the use of a new EMS training website through the Medical Director, Dr. Kaufmann

Administration Report: Fire Prevention/Code Enforcement  
Division Chief Josh Frost

- Conducted 9 rough-in (pre-drywall) inspections
- Conducted 25 final inspections
- Completed 11 development or building plan reviews
- Inspected 7 fire protection systems
- Conducted hydrant flow test at Hoosier Village
- Knox Box maintenance and upkeep
- Conducted 154 tent inspections
- Participated in Town of Zionsville TAC meetings
- Reviewed address assignments within Zionsville jurisdiction for Emergency 911 compliance
- Consulted local business owner regarding viability of expanding retail space
- Met with business representative and Building and Planning Department regarding Sims-Lohman project
- Attended and participated in weekly staff meetings at fire department headquarters
- Taught 3 AHA CPR, First Aid and AED classes to members of various Zionsville based organizations
- Consulted the Zionsville Chamber of Commerce event staff on upcoming Brick Street Market
- Attended pre-construction meeting for water main extension project
- Met with Market Master Jennifer Bucher regarding vendor layout for the 2013 Farmer's Market
- Met with Developers and Planning Department regarding projects in Zionsville
- Completed annual SCBA fit testing
- Presented ZFD position to the State of Indiana Fire Protection and Building Safety Commission regarding building violations on a local jobsite
- Met with electrical contractor regarding temporary power requirements for Main Street events
- Consulted local business owner regarding electrical fire follow up
- Attended fire protection systems training seminar in Indianapolis
- Met with prospective new Main Street business owner to discuss viability of a tenant space for business model
- Conducted site visit to pre-inspect seasonal business owner tenant space
- Met with Citizen's Energy Group and VS Engineering to discuss plan review for water main expansion on CR 875 E
- Attended FedEx Ground facility ground breaking ceremony
- Participated in pre-TAC development meeting for Hunt Club Hills Subdivision
- Participated in the review of new Zionsville Fire Department SOG's prior to dissemination
- Met with Fred Jennings from Meridian Design & Build regarding the FedEx Ground distribution project
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost (CONTINUED)

- Consulted event organizers on tent compliance matters
- Met with Baptist Homes of Indiana, Messer Construction and Town Building officials
- Completed monthly EMS training
- Completed monthly firefighter training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- NFIRS monthly statistics compiled and sent to the state

<b><u>FD Reviews</u></b>	<b><u>May 2013</u></b>	<b><u>May 2012</u></b>	<b><u>YTD 2013</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	2	0	11	N/A
Building	1	0	11	11,611.24
Fire Alarm Systems	1	1	2	300
Sprinkler Systems	0	0	3	1,500.00
Fines, Fees	23	0	33	1650.00