



Monthly Activity Report for November 2011



	Nov-11	Nov-10	YTD 11	YTD 10	YTD Difference
Incident Type					
1 Fire	7	21	74	108	-34
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	2	5	-3
3 Rescue & Emergency Medical Service Incident	90	86	1102	1014	88
4 Hazardous Condition (no fire)	5	4	42	50	-8
5 Service Call	10	23	154	152	2
6 Good Intent Call	19	15	176	161	15
7 False Alarm & False Call	7	6	112	121	-9
8 Severe Weather	0	0	10	7	3
Other	0	0	0	1	-1
Total Count	138	155	1672	1619	53
	Nov-11	Nov-10	YTD 11	YTD 10	YTD Difference
Incidents By Zone					
Urban	87	96	1115	1059	56
Rural	35	46	406	449	-43
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	16	13	151	111	40
Total Count	138	155	1672	1619	53

General Information:

Incidents

11/16/11 – Gas Main Rupture, 615 Mulberry St

11/25/11 – HazMat Fire, Assist Kirklin with Magnesium Fire

11/25/11 – Oven Fire, 1383 Saylor Dr

11/26/11 – 4 PI Accidents in 45 mins, 129mm – 130 mm I-65

Zionsville Fire Department
Administration Report:
Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Meeting
 - Town Council Agenda Meeting
 - Safety Board Meeting
 - Safety Board Executive Meeting
 - Town of Zionsville Staff Meetings
 - Fire Department Weekly Operational Meetings
- Met with IT Director Rust regarding IT items
- Met with Lt. Scales regarding equipment replacement and maintenance items
- Met with House Fund Managers for station 91 & 92
- Attended Performance Appraisal Training for Department Head
- Met with Quartermaster Lt. Scott Kirkwood
- Met with representatives from Umbaugh & Assoc. regarding FD 2012 Budget
- Met with all three Shifts at both stations as part of quarterly visits by management with all employees.
- Met with Representatives from KME regarding fire engine construction
- Met with ZVFD Inc. President Jim Shields
- Meeting with Fire Marshal Hayes regarding projects and priority objectives
- Met with representative of Eco-Lab
- Met with Lebanon Fire Chief Ted Caldwell
- Attended a product demonstration by E-One fire apparatus
- Attended joint Boone County Council and Commissioners meeting
- Completed year-end re-appropriations request
- Conducted fulltime shift bidding process, followed by annual Kelly day assignments, and concluded with vacation calling for 2012
- Met with Town Manager Mitro regarding employee performance related concerns
- Organizational meeting with Deputy Chief Miller

Administration Report: Operations
Deputy Chief Brian Miller

- Prepared and applied for a grant through Boone County REMC to help offset the funding for the exercise equipment that will be placed in the new fire station in March
- Completed the hiring of three new paid standby staff
- Chief VanGorder and I held a total of six meetings - two meetings per shift with one meeting at each station so that we could meet with all staff and review the four quarters of 2011 and plans for 2012
- Met with a representative from Elkhart nozzles to review and test nozzles for the new engine 92
- Attended an ARFF awareness training class and walk through of airport
- Met with Kyle Mattingly to review traffic notification devices for station 93
- Attended monthly In-Time roadway safety training
- Met with Lt Potts to review run order and grid assignments
- Reviewed and demoed an E-one HP100 fire truck
- Attended regular monthly safety board meeting
- Met on site at station 93 for two construction progress meetings with CSO and Gilliatte
- Held bi- monthly Operations Lieutenant meetings to review operational performance and crew readiness and review new policies and procedures
- Set up monthly staffing and station assignments for the month of December
- Attended weekly department staff meetings

Administrative Report: Training

Captain Jeff Beam

- Conducted town-wide Performance Appraisal Process training sessions for department heads, mid-level managers, and employees
- Developed curriculum for new firefighter orientation
- Attended IDHS District 5 Indiana Firefighter Training System monthly meeting
- Conducted orientation training for new Paid Stand-by personnel
- Coordinated and attended Aircraft Awareness training in conjunction with Indianapolis Airport Fire Department and Indy Executive Airport
- Arranged for emergency driving simulation training in conjunction with Indiana Public Employers Plan
- Updated FireHouse RMS training records
- ZFD personnel logged over 380 hours of training for the month

Administration Report: EMS Administrative

Lieutenant Steve Gilliam

- QC EMS runs and overall runs
- CPR course for the public
- Attended web meeting for the IFCA EMS section
- Addressed incomplete paperwork and run reports with staff
- Sent EMS runs to Medical Director Dr. Kaufmann for review
- Completed power point for monthly EMS training (Assisting ALS)
- Monthly training at Station 91
- Attended training at IU Health SIM Lab
- Attended Officer's meeting for evaluation training
- Delivered CPR cards to the High School for the freshman classes
- Met with Ryan Lutrull and completed paperwork for ambulance packet
- Completed December training power point (Pediatrics)
- Attended Audit and Review of EMS runs
- Completed Grass 91 training and became a cleared drive of this apparatus
- Completed annual paramedic stipend performance reports
- 3 CPR skills check offs for the public
- Attended meeting with St. Vincent Health regarding patient follow-ups
- Scheduled CPR classes for Zionsville Meadows Extended Care Facility staff



Zionsville Fire Department
Fire Prevention Division
 Blake Hayes, Fire Marshal
Monthly Report—November 2011



<u>FD Reviews</u>	<u>November 2011</u>	<u>November 2010</u>	<u>YTD 2011</u>	<u>YTD Fees</u>
Site	1	0	28	N/A
Building	2	7	34	\$3013.10
Fire Alarm Systems	0	0	3	\$300.00
Sprinkler Systems	0	0	2	\$150.00
Hood Supp. Systems	0	0	4	\$200.00

<u>Inspection Type</u>	<u>November 2011</u>	<u>November 2010</u>	<u>YTD 2011</u>
Annual	1	10	50
Re-Inspection	0	2	11
Final (Existing)	0	0	0
Other Inspections – Site, Fire Pro., Bldg.	36	5	169
Pre-Drywall	4	1	18
Above Ceiling	3	0	12
Pre-Final	3	1	22
Final (New Const.)	1	4	13
Consultations	28	12	191
Permits / Variances / Stop Work Orders / Citations Issued	2 - False Alarm Citations Issued	--	16

Meetings Attended:

Attended regular weekly staff meetings
 Misc. meetings with Town of Zionsville Building Officials
 Meeting with Avon Fire Marshal
 Multiple meetings with Hoosier Village contractors / construction
 Attended State of Indiana Fire Prevention & Building Safety Commission meeting

Training:

Performance / Evaluation Training

Other Items:

NFIRS information sent to Indiana State Fire Marshal's Office
 Maintain False / Faulty Fire Alarm Log
 Misc. duties as assigned by the Fire Chief
 Continue Plan Review on Hoosier Village Projects

Respectfully Submitted,

Blake Hayes
Fire Marshal, Zionsville Fire Department