



Monthly Activity Report for November 2012



	Nov-12	Nov-11	YTD 12	YTD 11	YTD Difference
Incident Type					
1 Fire	8	7	103	74	29
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	2	1
3 Rescue & Emergency Medical Service Incident	133	90	1206	1102	104
4 Hazardous Condition (no fire)	11	5	60	42	18
5 Service Call	19	10	160	154	6
6 Good Intent Call	14	19	164	176	-12
7 False Alarm & False Call	18	7	172	112	60
8 Severe Weather	0	0	4	10	-6
Other	0	0	49	0	49
Total Count	203	138	1921	1672	249
	Nov-12	Nov-11	YTD 12	YTD 11	YTD Difference
Incidents By Zone					
Urban	143	85	1237	1105	132
Rural	43	35	502	403	99
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	17	18	182	164	18
Total Count	203	138	1921	1672	249

General Information:

Incidents

11/4/12, HazMat Incident, 5930 E SR 334, Assist Whitestown Large Fuel Spill

11/16/12, House Fire, 14605 Little Eagle Creek Ave., Assist Westfield

11/20/12, PI w/ Entrapment, Oak St / Kissel Rd

Zionsville Fire Department
Administration Report:
Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Meeting
 - Town Council Agenda Meeting
 - Town of Zionsville Staff Meetings
 - Town of Zionsville Development TAC Meeting
 - Fire Department Weekly Operational Meetings
 - Boone County Fire Chiefs Association
- Attend BCFA communication Meeting
- Met with IT Director Rust regarding IT items
- Attend joint Town / School Budget Wrap Up meeting
- Met with IWC representatives downtown Indianapolis regarding fire protection items
- Met with Captain of Training Jeff Beam regarding ISO Certification timelines
- Met with Quartermaster Lt. Scott Kirkwood
- Conducted review of pancake day activities
- Met with Lt. Jason Potts regarding Communications items
- Organizational meeting with Deputy Chief Miller
- Met with Fleet Maintenance Director Vlha regarding vehicle repairs
- Met with BCSD Major Mike Nielsen regarding operational items
- Met with apparatus committee regarding future needs
- Met with DC Miller to review promotion process
- Attend BCFA Communications meeting at BCJ
- Attend Indiana Safety Officer certification
- Make 4th quarter rounds to meet with all personnel
- Met with grounds vendor to discuss consolidating service agreements in effort to reduce costs
- Prepared year end re-appropriations for consideration
- Meet with all lieutenant promotion candidate and return final scores and discuss the recently completed process
- Toured Main street to review lighting concerns w Council Mundy, Chief Knox and Superintendent Lantz
- Town Hall Building Maintenance- Moved furniture for planning/building, exterior light repairs, performed exterior general maintenance.

Administration Report: Operations
Deputy Chief Brian Miller

- Made the quarterly rounds with Chief VanGorder to all three shifts and stations to review accomplishments for 2012 and plans for 2013 with all operational staff
- Attended two vehicle spec meetings to review the design and layout of new ambulances
- 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
- Attended a month long safety officer class that met once a week for the month of November
- Set up monthly staffing and station assignments for all three stations for the month of December
- Completed recommendations for the promotion process for operational Lieutenants
- Completed EMS skills training and skills check off for the fourth quarter
- Met with the five new paid stand by staff to review station life and work expectations as well as review the monthly scheduling for part time staff

- Met with Chief VanGorder to review the current operational Captain job description
- Performed several work performance evaluations (WPE) for incumbent firefighters
- Lunch meeting with Deputy Chief of Whitestown Fire department Trevor Hanshew to review tactical operations and set up for the boarding of commercial structures.
- Held bi-monthly Operations Lieutenant meetings to review operational performance and crew readiness and review new policies and procedures
- Attended weekly department staff meetings

Administrative Report: Training Captain Jeff Beam

- Conducted NFPA 1410 drills regarding initial emergency scene operations in conjunction with Whitestown Fire Department
- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Conducted orientation training for new Paid Stand-by personnel
- Assisted Maintenance Division with dry hydrant testing
- Met with Town of Zionsville Stormwater Management personnel to discuss Stormwater Protection Plan training opportunities
- Updated FireHouse training records
- ZFD personnel logged over 365 hours of training for the month

Administration Report: EMS Administrative Lieutenant Steve Gilliam

- CPR courses for town staff
- CPR and First Aid courses for Zionsville Meadows
- Covered staffing to allow for driver's check offs
- Completed annual WPE
- Attended and completed Safety Officer class
- Met with Vehicle committee regarding new ambulance specifications
- Met with Medical Director regarding quality improvement
- Met with an ambulance vendor to test drive and view an ambulance
- Sent EMS runs to and met with Medical Director
- Attended and Chaired monthly Boone County Fire Chief's EMS section meeting
- Created monthly EMS training power point "Cardiac Arrest Management"
- Requested patient follow ups from St. Vincent Health
- CPR class for Stonegate Elementary teachers
- Scheduled orientation with new employees
- Attended Monthly Audit and Review of EMS runs with Medical Director
- Public CPR skills check off

Administration Report: Fire Prevention/Code Enforcement Fire Marshal Josh Frost

- Conducted Site x 1
- Conducted 12 rough-in (pre-drywall) inspections
- Conducted 10 final inspections
- Conducted 7 re-inspections
- Conducted 3 Fire Alarm System Acceptance tests

- Conducted 3 above ground automatic sprinkler acceptance tests
- Attended and participated in 4 weekly staff meetings at fire department headquarters
- Participated in 4 TAC meetings (multiple projects under review)
- Met with Darrell Cross, Deputy Fire Marshal from Noblesville Fire Department
- Consulted Battalion Chief Fred Pervine, Fire Marshal Indianapolis Fire Department Re: Mobile Eyes paperless inspection software
- Had 3 consultation meetings with local business representatives/owners
- Assisted Town Council members with new Welcome Center
- Participated in discussions with Citizen's Energy Group representatives regarding water utility issues
- Multiple meetings with Zionsville Building Inspectors
- Monthly EMS training
- Monthly firefighter training
- Participated in the annual WPE fitness evaluation
- Began the annual physical with Public Safety Medical
- Participated in the 2012 Lieutenant promotional process
- FEMA NIMS Resource management training for general staff
- Completed CPR Instructor certification course and assisted in teaching CPR class at Stonegate Elementary
- Participated in Indiana Department of Homeland Security, District V, Health and Safety Officer class at Station 93 for state certification
- Attended NFPA 25 Automatic Sprinkler Inspection, Testing and Maintenance class
- Attended quarterly IFIA luncheon and training seminar over NFPA 13, 13D and 13R-Standards for Installation of Automatic Sprinklers
- Met with land developers and petitioners to discuss Fire Department plan review comments
- Assisted Chief VanGorder with Building and Grounds items for Building Inspectors Office in Town Hall
- Repaired and replaced Knox Key Vault in 1996 E-One engine and reprogrammed other apparatus vaults reflecting current users
- Participated in several special event planning sessions to outline event regulations
- Maintained Faulty/False Alarm Log
- Met with Chief Knox to update access keys in Knox Box at municipal building
- Met with Chief VanGorder and members of other departments to compare advanced technology for electronic inspection documentation and data management
- Miscellaneous duties performed as assigned by the Chief
- NFIRS monthly statistics compiled and sent to the state

<u>FD Reviews</u>	<u>November 2012</u>	<u>November 2011</u>	<u>YTD 2012</u>	<u>YTD Fees (Received)</u>
Site	1	-	21	N/A
Building	1	-	18	14,902.05
Fire Alarm Systems	0	-	17	3,250.00
Sprinkler Systems	0	-	14	1,850.00
Fines, Fees	3	-	37	2,100.00