



Monthly Activity Report for November 2013



	Nov-13	Nov-12	YTD 13	YTD 12	YTD Difference
Incident Type					
1 Fire	13	8	83	103	-20
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	3	0
3 Rescue & Emergency Medical Service Incident	98	135	1164	1208	-44
4 Hazardous Condition (no fire)	7	11	74	60	14
5 Service Call	23	17	198	158	40
6 Good Intent Call	15	14	196	164	32
7 False Alarm & False Call	18	18	221	172	49
8 Severe Weather	1	0	10	4	6
Other	0	0	1	49	-48
Total Count	175	203	1950	1921	29
	Nov-13	Nov-12	YTD 13	YTD 12	YTD Difference
Incidents By Zone					
Urban	110	144	1282	1240	42
Rural	40	43	435	502	-67
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	25	16	233	179	54
Total Count	175	203	1950	1921	29

Incidents

11/1/13, 8940 Hearthstone Dr., Kitchen Fire

11/1/13, 4901 W. 106th St, Assist Police, Removal on Vehicle CPU following Accident

11/9/13, 8045 Oak St, Patio Deck Fire

11/11/13, 9999 Hoosier Village Dr., Building Fire

11/13/13, 9628 Pine Ridge N. Dr., Furnace Fire

11/17/13, 400 Enterprise Blvd, Assist LFD, Tornado Incident Management Team, HQ Staff

11/17/13, Elm St/Meridian St, Lebanon, Gas Leak

11/26/13, 1000 W. Mulberry St, Elevator Rescue

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
 - Weekly Fire Department Executive Meetings
 - Boone County Fire Chiefs Association
- Conducted annual PTO and Kelly Day selection process with new Captains
- Met with IT Director Rust regarding IT items
- Met several times with Matt Petro regarding Share Point improvements
- Met with Quartermaster Lt. Scott Kirkwood
- Several meetings regarding maintenance at Town Hall facility
- Reviewed hiring list and prepared hiring proposal for Safety Board for consideration
- Met with Inter Act CAD RMS implementation Fire/EMS Program director and representatives
- Organizational meeting with Deputy Chief Miller
- Working with SVI & Spartan Motors regarding additional repairs to Rescue 91
- Met with Director of Fleet Services Mel Vlha
- Met with Safety Board President Mundy to discuss AVFD Inc service agreement changes
- Met with Perry Township Fire Chief Everett regarding operational items
- Attended monthly POWOW meeting
- Met with Major Nielsen regarding Inter Act software gaps in contact items and deliverables
- Met with representatives from IPSP regarding hiring process
- Visited with several employees and their families
- Met with Apparatus committee regarding specifications on air/light vehicle
- Met with newly promoted Captains
- Provided user training on the new medic 91
- Met with residents regarding community approach to supporting young adults
- Conducted Fire Chief Interviews for full-time firefighter EMT hiring process
- Town Hall Building Maintenance- town hall HVAC, Custodial service agreement, Exterior Lights, Annual boiler inspection by Insurance co.
- Fire Department Major Projects:
 - Fulltime hiring Process
 - Volunteer Service Agreement Changes
 - Staffing modifications

Administration Report: Operations

Deputy Chief Brian Miller

- Attended monthly operational meeting with Lebanon & Whitestown, this group finalized firefighter accountability SOG to send to the county wide Chief association for approval
- Conducted two apparatus check off rides to ensure staff's ability to operate the emergency vehicle and the mapping software program as well as equipment associated with the apparatus
- Set up a post incident analysis to review the apartment fire at 9999 Hoosier Village drive. We reviewed both tactical and operational functions to increase knowledge and training for staff
- Completed three mornings of board interviews for the internal full-time firefighter application screening
- Met with the AD and trainer of Zionsville Middle school to review events at the school and how we as a department respond to the school to help improve communication and on scene time.
- Held monthly Operations Lieutenant meeting to review new and updated SOG's. We also reviewed crew resource management on larger scale incidents.
- Completed user training on the new medic truck and placed the new apparatus in-service at station 91
- Attended town monthly Safety Board meeting
- Assisted LFD with damage assessment from the tornado that hit the industrial park
- Attended weekly department staff meetings and executive meeting for fire department staff
- Set up monthly staffing and station assignments for all three stations for the month of December 2013

Administrative Report: Training

Deputy Chief Jeff Beam

- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Conducted annual Work Performance Evaluations for operational personnel
- Coordinated care and paperwork for duty-related injuries
- Met with Clerk/Treasurer regarding Regional Public Safety Grant administration
- Completed 2013 Internal Hiring Process, including conducting Physical Agility Testing and Structured Board Interviews, and submitted eligibility list for approval
- Facilitated and attended extrication training requested and conducted by operational personnel
- Conducted exit interview for Firefighter/Paramedic exploring other career opportunities
- Completed multi-day schedule to facilitate annual employee physicals, including Street Department personnel
- Attended 2-day 12-lead ECG class held at Brownsburg Fire Territory
- Attended monthly meeting of Town of Zionsville Safety Board
- Met with IDHS personnel regarding future training opportunities
- Updated FireHouse training records
- ZFD personnel logged over 238 hours of training for the month

Administration Report: EMS Administrative

Division Chief Steve Gilliam

- Attended weekly staff meetings
- Quality review of patient care reports
- Delivered Quality checked reports to medical director Dr. Mike Kaufmann
- Completed monthly trainings
- Covered stations for driver's trainings of new ambulance
- Completed competency training for several individuals on M98(mini ambulance)
- Met with Library interim director to discuss placement of new AED unit
- Met with athletic trainer from ZMS regarding how ZFD responses work

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

- Attended Boone County Health Department mass fatality planning meeting
- Attended Bob Page ECG and Capnography training at Brownsburg Fire HQ
- Monthly public CPR class
- Chaired monthly Boone County Fire Chief's Association EMS Section/PLS meeting
- Attended monthly St. Vincent affiliate meeting
- Set up a project Lifesaver client with the transmitter
- Attended Monthly Audit and Review with Medical Director Dr. Kaufmann
- Demonstrated new intubation equipment to staff to determine needs and ease of use
- Attended meeting with Chief VanGorder and the Executive Director of the Boys and Girls Club of Zionsville and some board members

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

- Conducted 6 rough-in (pre-drywall) inspections
- Conducted 2 final inspections
- Conducted 3 commercial occupancy inspections
- Conducted 1 commercial Kitchen Hood inspection
- Conducted 28 annual commercial inspections
- Consulted builders regarding multiple projects in Zionsville
- Participated in the applicant physical agility testing portion for the current hiring process
- Met with Parks Director and Building Inspector to discuss project at ZGC
- Conducted home safety visit for resident in Fox Hollow regarding smoke detectors
- Facilitated flow test data analysis on ISO modeled hydrants
- Participated in fire alarm testing at 9999 Hoosier Village Drive
- Participated in staff training and walk through at 9999 Hoosier Village Drive
- Participated in the Holiday Fitness Challenge
- Cataloged obstructed hydrants and created spreadsheet to track issue mitigation
- Met with developer to discuss apartment complex expansion
- Met with (3) business owners to discuss pre-build issues for their business locations
- Met with Whitestown Fire Marshal to discuss inspection procedures
- Facilitated the repair of the Town Hall fire alarm system
- Attended and participated in meeting regarding the ZCHS capital building projects related to the high school expansion
- Participated in the PIA for the apartment fire at 9999 Hoosier Village Drive
- Completed multiple plan reviews
- Participated in driver training program
- Achieved FO II State fire certification
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding projects in Zionsville
- Consulted Citizen's Energy Group personnel regarding water main and various water utility issues
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Met with Chief VanGorder to discuss ongoing projects and pertinent items from senior staff meetings
- Maintained Faulty/False Alarm Log
- NFIRS monthly statistics compiled and sent to the state

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Maintained Knox access program
- Attended second in a series of 4 State of Indiana continuing education Advanced Automatic Sprinkler class

<u>FD Reviews</u>	<u>November 2013</u>	<u>November 2012</u>	<u>YTD 2013</u>	<u>YTD Fees (Received)</u>
Site	-	1	25	N/A
Building	2	1	35	13,634.41
Fire Alarm Systems	0	0	5	450.00
Sprinkler Systems	0	0	9	2,000.00
Fines, Fees	1	3	56	3,850.00