



Monthly Activity Report for October 2013



	Oct-13	Oct-12	YTD 13	YTD 12	YTD Difference
Incident Type					
1 Fire	9	7	70	95	-25
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	1	3	3	0
3 Rescue & Emergency Medical Service Incident	105	115	1066	1073	-7
4 Hazardous Condition (no fire)	9	6	67	49	18
5 Service Call	36	47	175	141	34
6 Good Intent Call	19	11	181	150	31
7 False Alarm & False Call	20	19	203	154	49
8 Severe Weather	0	0	9	4	5
Other	0	0	1	49	-48
Total Count	199	206	1775	1718	57
	Oct-13	Oct-12	YTD 13	YTD 12	YTD Difference
Incidents By Zone					
Urban	111	124	1172	1096	76
Rural	56	61	395	459	-64
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	32	21	208	163	45
Total Count	199	206	1775	1718	57

Incidents

- 10/8/13 – 615 Sugarbush Dr., House Fire
- 10/16/13 – 8610 E 50 S, Carbon Monoxide Incident
- 10/25/13 – 146th/Towne RD, Assist CFD with Large Field Fire
- 10/29/13 - 5385 Soapberry Dr., Gas Leak
- 10/31/13 – 9999 Hoosier Village Dr., Building Fire

Public Education for October

- 95 classes taught
- 2150 children taught
- 400 adults taught

Zionsville Fire Department

Administration Report:

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
- 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 regarding additional repairs to Rescue 91
- Met with Director of Fleet Services Mel Vlha
- Prepared three (3) vehicle insurance claims regarding damaged vehicles
- Met with Lebanon Fire Chief Lee regarding Fire/EMS RMS project status
- Attended monthly POWOW meeting
- Met with Inter Act Management Staff regarding gaps in contact items and deliverables
- Assisted with Set up of Annual ZFD PANCAKE DAY
- Met with representatives from IPSP regarding hiring process
- Met with Whitestown Fire Chief Westrich regarding mutual items of interest
- Met with Apparatus committee regarding specifications on air/light vehicle
- Attended annual kick off meeting for Boone County Toy Drive
- Met with newly promoted Captains
- Town Hall Building Maintenance- town hall HVAC, Custodial service agreement, Restroom Floors
- Attended final presentation regarding County Fire/EMS RMS project to obtain final information regarding status of project.
- Fire Department Major Projects:
 - Fulltime hiring Process
 - Volunteer Service Agreement Changes
 - New Construction Inspections
 - Staffing modifications

Administration Report: Operations

Deputy Chief Brian Miller

- Met with IPSP to make interview question selections for upcoming firefighter/EMT process
- Attended monthly operational meeting with the four surrounding departments (Lebanon, Whitestown, Perry Township and Center Township) we reviewed firefighter safety and scene accountability and how we can move to a standardized accountability for mutual aid runs and events that include these departments
- Met with local Lions club to review 2013 events in the park and see how we can improve services as a fire department for these events
- Help with set up and coordination of the department's annual Pancake Day. This is the largest annual public education event held each year.
- Attended a county wide meeting to review Inter Act –ETI software for fire records management and tracking. This meeting was to review the software solution and its capability's
- Assisted with set up for annual pump testing for all fire apparatus pumps
- Held go-to meeting with IPSP to review firefighting tactical questions for upcoming firefighter/EMT process these questions will be part of the written test.
- Met with all three newly appointed Captains to review upcoming annual PTO and Kelly day selections format as well as the timeline for these events. We also reviewed and set crew workgroup rotations for the calendar year of 2014
- Held monthly Operations Lieutenant meeting to review new shift layouts and plans for 2014 with the newly appointed captains
- Completed five interviews for new paid stand by firefighters as part of the application screening process
- 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 November 2013

Administrative Report: Training

Deputy Chief Jeff Beam

- Provided staffing coverage for operations staff
- Participated in Train-the-Trainer program regarding new Horton ambulance
- Finalized IDHS Driver/Operator-Pumper certification class for 34 department members
- Conducted annual Work Performance Evaluations for operational personnel
- Conducted Work Performance Evaluations for prospective Paid Stand-by personnel
- Facilitated LODD SOG review with all personnel
- Finalized and began an internal hiring process to develop an eligibility list for full-time firefighters- to be completed in November
- Chaired BCFCA Training Sub-Committee bi-monthly meeting to discuss cooperative training opportunities among Boone County fire departments
- Conducted orientation training for new Paid Stand-by personnel
- Conducted county-wide fire training sponsored by Boone County Fire Chief's Association Training Sub-committee
- Attended county-wide meeting regarding Emergency Technologies, Inc. records management system
- Updated FireHouse training records
- ZFD personnel logged over 264 hours of training for the month

Administration Report: EMS Administrative

Division Chief Steve Gilliam

- Participated in helping with annual pancake day
- Quality review of patient care reports
- Delivered Quality checked reports to medical director Dr. Mike Kaufmann
- Completed monthly trainings
- Taught CPR classes for approximately 150 high school freshman
- Certified new ambulance and completed stocking
- Met with ambulance salesperson to cover training items for new unit
- Created training and orientation packet for new ambulance
- Met with AccuMed EMS billing company to review product
- Received AED unit and ordered plaque for donation to library
- Monthly public CPR class
- 1 CPR skills evaluation
- Chaired monthly Boone County Fire Chief's Association EMS Section/PLS meeting
- CPR, First aid and Blood borne pathogens class for Façade Tek
- Met with a potential candidate for Project Lifesaver

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 6 rough-in (pre-drywall) inspections
- Conducted 1 final inspection
- Conducted 1 commercial occupancy inspection
- Conducted tent inspections for 3 events
- Conducted 16 annual commercial inspections
- Attended pre-construction meetings for Boone Village project
- Met with developer to discuss apartment complex expansion
- Witnessed in-ground storage tank pressure test
- Completed multiple plan reviews
- Participated in drivers training program
- Achieved State Certification for D/O Pumper
- Facilitated start and training of new part-time Fire Inspector
- Attended a Town Department Head Staff Meeting to represent Chief VanGorder
- Participated in Town of Zionsville TAC meetings
- 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
- Consulted event organizers on tent and special event compliance matters
- Completed monthly EMS training
- Met with Chief VanGorder to discuss ongoing projects and pertinent items from senior staff meetings
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- NFIRS monthly statistics compiled and sent to the state
- Maintained Knox access program

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

- Attended first in a series of 4 State of Indiana continuing education Advanced Automatic Sprinkler class
- Attended post-Fall Festival event planning meeting for post-event evaluation and projections for 2014 event
- Attended parking study and marketing steering committee meeting
- Attended meeting regarding Boone County RMS/CAD reporting system

<u>FD Reviews</u>	<u>October 2013</u>	<u>October 2012</u>	<u>YTD 2013</u>	<u>YTD Fees (Received)</u>
Site	0	1	25	N/A
Building	2	0	35	13,373.37
Fire Alarm Systems	1	0	5	450.00
Sprinkler Systems	1	0	9	2,000.00
Fines, Fees	4	11	55	3,800.00