



Monthly Activity Report for April 2014



	Apr-14	Apr-13	YTD 14	YTD 13	YTD Difference
Incident Type					
1 Fire	8	6	29	17	12
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	2	-2
3 Rescue & Emergency Medical Service Incident	110	113	445	420	25
4 Hazardous Condition (no fire)	3	4	20	21	-1
5 Service Call	18	10	58	71	-13
6 Good Intent Call	19	23	82	60	22
7 False Alarm & False Call	18	21	115	65	50
8 Severe Weather	0	6	1	6	-5
Other	0	0	0	0	0
Total Count	176	183	750	662	88
	Apr-14	Apr-13	YTD 14	YTD 13	YTD Difference
Incidents By Zone					
Urban	112	116	467	458	9
Rural	38	41	175	147	28
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	26	26	108	57	51
Total Count	176	183	750	662	88

Incidents

- 4/3/14 – Water Rescue, Wildwood Dr, Vehicle in the water
- 4/17/14 – Building Fire, 12400 Hoover Rd, Assist Carmel FD
- 4/22/14 – PI/Fatal, 5900-blk W. 96th Street
- 4/26/14 - Elevator Rescue, 250 N. 5th St

Zionsville Fire Department

Administration Report:

Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Agenda Meeting
 - Town Council Meeting
 - Town of Zionsville Staff Meetings
 - Fire Department Weekly Administrative Staff Meetings
 - Weekly Fire Department Executive Meetings
 - Boone County Fire Chiefs Association
 - Safety Board Meeting
- Attended FDIC 2014 -3 days education, 2 days of vendor exhibits
- Met with Perry Township Fire Chief
- Visited with employee and family at Hospital celebrating the birth of their child
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Several meetings regarding maintenance at Town Hall facility
- Met several times with Matt Petro regarding Share Point improvements
- Completed and submitted first quarter budget report
- Attended technology demo with Panasonic company sales staff
- Met with Quartermaster Lt. Scott Kirkwood
- Met with Tony Murray President Hamilton County PFF
- Continued in the Certified Public Manager Program through Ball State University (Fishers Campus)
- Met with IT Director Rust regarding logged IT work orders
- Met with Deputy Chief Beam regarding timeline and process to fill vacant Training position
- Met with Director of Fleet Services Mel Vlha
- Met with Clerk/Treasurer John Yeo regarding INPRS access and procedures
- Attended Train the Trainer ESO RMS regarding our EMS RMS
- Attended ETI Fire RMS Train the Trainer over 3 days
- Completed 2nd month of law enforcement cross training program at BCSD as a reserve with ZPD
- Took our Administrative Assistant Tiffany Howard to Lunch for Administrative Assistant Day
- Met with and accepted donation from Matt Hecker from 2nd Annual Holiday Fitness Challenge
- Attended joint meeting with Town and School representatives regarding researching Clinic health care concept
- Attended and witnessed lock down training at Union Elementary School
- Met with Town Hall space planner regarding needs
- Town Hall Building Maintenance- town hall HVAC, supply order, working on lighting issues, etc.
- Fire Department Major Projects:
 - CAD, Fire/EMS RMS Training
 - Staffing modifications

Administration Report: Operations

Deputy Chief Brian Miller

- Attended three days of classroom training at the national firefighters instructors conference (FDIC) in Indianapolis- classes reviewed: Foreground Strategies, Reading smoke 2014 update, Review of UL and Nest reports on fire flow, Elevator emergencies, First due Battalion Chief.
- Completed Sate Officer two class and Sate certification.
- Met with School officials and Law enforcement at three different schools in our area to review evacuations and lockdown procedures for staff and students to ensure joint operations between public safety and school staff.
- Worked with firefighter Matt Petro to build PTO request form inside SharePoint software to help increase efficiency and documentation for staff.
- Conducted two on site product evaluations of Farrara and E One ladder trucks with the apparatus committee. Test allowed the committee to operate and drive the apparatus in ZFD response area.
- Completed ESO software end user training for electronic patient reporting .
- Attended three days of ETI record management training to review the use of new software program.
- Held monthly operational meeting with Lebanon, Whitestown, Perry and Center Township fire departments. This group completed the incident command SOG to help ensure consistency with incident management for southeastern Boone County. This SOG will be reviewed at each department individually along with training before complete implementation. The group also completed standard company operations SOG to reduce radio traffic and streamline fire ground operations.
- Met with Lt. Peters to review the transition of fire prevention to the operations division and look at outline planning for upcoming events.
- 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 May 2014.
- Held Operations meetings with the Captains.

Administrative Report: Training

Deputy Chief Jeff Beam

- Sent ten personnel to attend Fire Department Instructors Conference in Indianapolis
- Attended ESO e-PCR end user training
- Attended ETI records management Train-the-Trainer courses
- Chair BCFCA Training Sub-Committee bi-monthly meeting to discuss cooperative training opportunities among Boone County fire departments
- Attended regularly scheduled Operations Meetings
- Conducted county-wide fire training sponsored by Boone County Fire Chief's Association Training Sub-committee
- Continued discussions on conducting a hiring process in 2nd Quarter 2014
- Conducted annual SCBA and N-95 mask fit testing for all department members
- Conducted practical skills evaluation for IDHS Fire Officer II certification program
- Attended multiple Town of Zionsville meetings regarding potential government reorganization
- Conducted return-to-duty Work Performance Evaluation
- Began Recruit Academy 2014-2 training program
- Attended monthly Town of Zionsville Safety Board meeting
- Updated monthly training records
- ZFD personnel logged over 300 hours of training for the month

Administration Report: EMS Administrative

Division Chief Steve Gilliam

- Monthly CPR Course at Town Hall
- Quality review of run reports and forwarded to Medical Director Dr. Kaufmann for physician review
- 1 CPR skills exam
- Ordered and restocked EMS supplies
- Attended the Fire Department Instructors Conference in Indianapolis
- Attended training for ESO for all shifts
- Attended training for new NFIRS software
- Attended monthly EMS affiliate meeting at St. Vincent Health
- Set up cardiac monitors to interface with ESO
- Telephone conference with billing company and ESO to set system up correctly on both sides
- Attended monthly A&R with Dr. Kaufmann
- Assisted with Work Performance Evaluation

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 5 rough-in (pre-drywall) inspections.
- Conducted 10 final inspections.
- Conducted 2 sprinkler/alarm/commercial Kitchen Hood inspections.
- Conducted 11 above ceiling inspections.
- Conducted 1 tent inspection.
- Conducted 10 annual commercial inspections.
- Conducted 8 site consultations.
- Met with staff for quarterly update for performance appraisal process.
- Assisted in proctoring State Fire Officer II certification course.
- Attended D.A.R.E. elementary school graduation ceremony.
- Met to define company inspection process.
- Instructed new recruits on Building Construction considerations in the fire service.
- Followed up on Hydrant Obstruction Correction Project with Citizen's Energy Group and residents where obstructions were relevant.
- Participated in the TAC review process and submitted staff report for Fire Department review.
- Re-programmed Station 92 fire alarm panel DACT.
- Completed multiple plan reviews.
- Attended and participated in weekly staff meetings at fire department headquarters.
- Met with Town Manager, Town Planner and Fire Chief regarding upcoming new construction project.
- Taught regular monthly CPR course.
- Participated in new County RMS software trainings.
- Met with Contractors, Developers and Planning Department regarding projects in Zionsville.
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects.
- Completed monthly fire and EMS training.
- 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 including re-programming all units with user information and repaired faulty unit.

<u>FD Reviews</u>	<u>April 2014</u>	<u>April 2013</u>	<u>YTD 2014</u>	<u>YTD Fees (Received)</u>
Site	0	2	6	N/A
Building	7	4	13	1,965.32
Fire Alarm Systems	1	1	5	350.00
Sprinkler Systems	3	1	8	550.00
Fines, Fees	3	9	18	2,825.00