



## Monthly Activity Report for December 2011



|   | Dec-11        | Dec-10        | YTD 11        | YTD 10        | YTD Difference        |
|---|---------------|---------------|---------------|---------------|-----------------------|
| <b>Incident Type</b>                                  |               |               |               |               |                       |
| 1 Fire  | 8             | 5             | 82            | 113           | -31                   |
| 2 Overpressure Rupture, Explosion, Overheat (no fire) | 0             | 1             | 2             | 6             | -4                    |
| 3 Rescue & Emergency Medical Service Incident         | 121           | 100           | 1223          | 1114          | 109                   |
| 4 Hazardous Condition (no fire)                       | 7             | 2             | 49            | 52            | -3                    |
| 5 Service Call  | 8             | 18            | 162           | 170           | -8                    |
| 6 Good Intent Call                                    | 9             | 16            | 185           | 177           | 8                     |
| 7 False Alarm & False Call                            | 11            | 20            | 123           | 141           | -18                   |
| 8 Severe Weather                                      | 0             | 0             | 10            | 7             | 3                     |
| Other   | 0             | 0             | 0             | 1             | -1                    |
| <b>Total Count</b>                                    | 164           | 162           | 1836          | 1781          | 55                    |
|   |               |               |               |               |                       |
|   | <b>Dec-11</b> | <b>Dec-10</b> | <b>YTD 11</b> | <b>YTD 10</b> | <b>YTD Difference</b> |
| <b>Incidents By Zone</b>                              |               |               |               |               |                       |
| Urban   | 119           | 103           | 1232          | 1162          | 70                    |
| Rural   | 33            | 47            | 439           | 496           | -57                   |
| Other (Carmel, Westfield, Pike, Lebanon, Whitestown)  | 12            | 12            | 165           | 123           | 42                    |
| <b>Total Count</b>                                    | 164           | 162           | 1836          | 1781          | 55                    |

### General Information:

#### Incidents

12/8/11 MVA with entrapment US 421 and CR 500 S

12/10/11 MVA with entrapment 5755 S. 800 E.

12/10/11 House Fire Maxwell Court

12/21/11 MVA with entrapment 9090 E Oak St.

12/27/11 Assist Whitestown with House Fire

12/30/11 Commercial Building Fire 290 S. Main St.

Zionsville Fire Department  
Administration Report:  
Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Meeting
  - Town Council Agenda Meeting
  - Safety Board 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
- Attended Airport class taught by Indianapolis Airport Training Officer Kevin Elmore
- Met with Town Manager Mitro regarding my year end performance review
- Assist with and attend ZVFD annual dinner
- Attend lunch Meeting with Joe Anderson(Whitestown Fire Chief) and Ted Caldwell (Lebanon Fire Chief)
- Met with Quartermaster Lt. Scott Kirkwood
- Met with representatives from Umbaugh & Assoc. regarding FD 2012 Budget
- Begin work on 2011 promotion process for the rank of Lieutenant
- Met with Lt. Jason Potts regarding Communications items
- Assign staff to assist street department with vehicle repairs
- Met with Representatives from KME regarding fire engine construction
- Meeting with Fire Marshal Hayes regarding projects and priority objectives
- Travel to Pa and perform final acceptance inspection on new fire engine
- Attend final Safety Briefing at Indianapolis Executive Airport regarding Super Bowl
- Review applications for Boone County 911 Directors position
- Participate in the interview process for the 911 Director for Boone County
- Organizational meeting with Deputy Chief Miller

Administration Report: Operations  
Deputy Chief Brian Miller

- Assisted with staffing at both stations over six different days to allow for all full time staff to complete annual physical evaluations
- Participated in a safety briefing with Indianapolis Executive Airport staff to review the upcoming increase in air traffic for the super bowl at the local airport
- Attended three separate meetings with Chief VanGorder to review and establish the requirements of upcoming promotion process
- Met with all six operational Lieutenants to review their progress on performance appraisal process to insure they were on the right track and completing appraisals for all of their staff.
- Met with several vendors to begin the bid process for furniture and fixtures for station 93
- Participated in EZIO hands on training and classroom training
- 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 January
- Attended weekly department staff meetings

## Administrative Report: Training

### Captain Jeff Beam

- Completed town-wide Performance Appraisal Process training session for employees
- Developed curriculum for new firefighter orientation
- Attended IDHS District 5 Indiana Firefighter Training System monthly meeting
- Reviewed and discussed requirements for Operations Lieutenant promotion process
- Conducted SCBA mask fit testing for Center Township Fire Department
- Coordinated annual department physicals in compliance with NFPA standards
- Updated FireHouse training records
- ZFD personnel logged over 254 hours of training for the month

## Administration Report: EMS Administrative

### Lieutenant Steve Gilliam

- Quality Control of EMS runs and overall runs
- Attended webinar meeting for the IFCA EMS section
- Taught monthly EMS training on pediatrics
- Held training for EZIO (EMS equipment) on all shifts at both stations
- Sent EMS runs to Medical Director for review
- Completed training power point for January EMS training (Stroke)
- Met with Sean Mitchell to have him complete paperwork for ambulance training
- 1 CPR skills check off for the public
- Attended meeting with St. Vincent Health regarding EMS certifications
- Had yearly department physical
- Assisted in covering shifts for other department physicals
- Met with Hendricks County Project Lifesaver Coordinator



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



| <u>FD Reviews</u>  | <u>December 2011</u> | <u>December 2010</u> | <u>YTD 2011</u> | <u>YTD Fees</u> |
|--------------------|----------------------|----------------------|-----------------|-----------------|
| Site               | 2                    | 0                    | 30              | N/A             |
| Building           | 0                    | 4                    | 34              | \$3013.10       |
| Fire Alarm Systems | 0                    | 0                    | 2 (+1)          | \$200.00        |
| Sprinkler Systems  | 0                    | 2                    | 2 (+1)          | \$150.00        |
| Hood Supp. Systems | 1                    | 0                    | 5               | \$250.00        |

| <u>Inspection Type</u>                                 | <u>December 2011</u> | <u>December 2010</u> | <u>YTD 2011</u>            |
|--|----------------------|----------------------|----------------------------|
| Annual   | 5                    | 0                    | 54                         |
| Re-Inspection  | 0                    | 2                    | 11                         |
| Final (Existing)                                       | 0                    | 0                    | 0                          |
| Other Inspections – Site, Fire Pro., Bldg.             | 32                   | 11                   | 201                        |
| Pre-Drywall  | 3                    | 3                    | 21                         |
| Above Ceiling  | 5                    | 0                    | 17                         |
| Pre-Final  | 5                    | 1                    | 27                         |
| Final (New Const.)                                     | 5                    | 3                    | 18                         |
| Consultations  | 38                   | 13                   | 229                        |
| Permits / Variances / SWO / Citations Issued / Invest. | 4                    | 1                    | 20<br>\$550 – FA Citations |

**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
- Meeting with Planning Director Jones and Property Developers (Duke)
- Meeting with Chief regarding ongoing commercial projects and possible variance items

**Training:**

- Lockout/Tagout Refresher
- Fire and Explosion Investigations: Utilizing NFPA 1033 and 921

**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
- Hoosier Village Projects
- Fire/Life Safety Order issued – Windpointe Pass – unsecured LPG tanks
- The Domain at Bennett Farms variance request

Respectfully Submitted,

**Blake Hayes**  
**Fire Marshal, Zionsville Fire Department**