



Monthly Activity Report for December 2013



	Dec-13	Dec-12	YTD 13	YTD 12	YTD Difference
Incident Type					
1 Fire	12	4	95	107	-12
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	3	0
3 Rescue & Emergency Medical Service Incident	122	117	1286	1325	-39
4 Hazardous Condition (no fire)	5	6	79	66	13
5 Service Call	19	9	217	167	50
6 Good Intent Call	36	18	232	182	50
7 False Alarm & False Call	21	15	242	187	55
8 Severe Weather	0	0	10	4	6
Other	0	0	1	49	-48
Total Count	215	169	2165	2090	75
	Dec-13	Dec-12	YTD 13	YTD 12	YTD Difference
Incidents By Zone					
Urban	115	104	1397	1344	53
Rural	60	47	495	549	-54
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	40	18	273	197	76
Total Count	215	169	2165	2090	75

Incidents

- 12/11/13 – 200 E 206th St, Assist Sheridan with a House Fire
- 12/11/13 – 2747 W. 62nd St, Assist Pike Twp. with a House Fire
- 12/13/13 – 54 Monahan Rd, Chimney Fire
- 12/17/13 – Governors Ln / Princeton PL, Missing Person Search
- 12/18/13 – 5555 S. Main St, Whitestown, Gas Leak
- 12/22/13 – 220 Woodstock Ct, Kitchen Fire

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
- Met with new employee Derrick Pulse
- 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 and Deputy Chief Beam
- Attended lunch meeting with Town Manager Mitro, Police chief Knox and Councilor Mundy
- Working with SVI & Spartan Motors regarding additional repairs to Rescue 91
- Met with Director of Fleet Services Mel Vlha
- Completed annual performance reviews on six HQ staff members, reviewed 41 other reviews
- Met with Safety Board President Mundy to discuss ZVFD Inc. service agreement changes
- Met with Major Nielsen regarding Inter Act software gaps in contact items and deliverables
- Met with representatives from IPSP regarding hiring process
- Prepared year end encumbrances
- Visited with several employees and their families
- Worked 12 hour shift Christmas Day
- Completed annual department physical
- Met with Apparatus committee regarding specifications on air/light vehicle
- Met with residents regarding community approach to supporting young adults
- Met with and extended conditional offer of employment per Safety Board approvals
- Town Hall Building Maintenance- town hall HVAC, Custodial service agreement, Supply order, Energy audit concept for Town Hall.
- Fire Department Major Projects:
 - Fulltime hiring Process
 - Volunteer Service Agreement Changes
 - Staffing modifications

Administration Report: Operations

Deputy Chief Brian Miller

- Met with all department operational staff to review 2013 performance reviews and goals
- Attended monthly operational meeting with Lebanon, Whitestown, and Perry Township. This month the group started to work on the creation of a southeastern Boone County incident command SOG to help ensure consistency with incident management and define the roles that would need to be filled by mutual aid departments
- Conducted three 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
- Held operational meeting with all three captains to set goals and timelines for 2014
- Held end of the year ZVFD board meeting and elections for the position of President and Secretary
- Reviewed the new ZVFD contract for consideration by the safety board
- Moved all daily scheduling and 2014 staffing to share point and reviewed with staff
- Met with KME fire apparatus to review 102' ladder truck
- Met with Indy Pro graphic to review new Town logo and placement on apparatus
- Completed yearly department physical
- Met with WFD to review new Hampton Inn and conduct site visit and walk through
- Attended town monthly Safety Board meeting
- 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 January 2014

Administrative Report: Training

Deputy Chief Jeff Beam

- Oversee Recruit Academy 2013-1
 - 3 week orientation program
 - 1 full-time firefighter/EMT
 - Over 212 total hours of training
- Provided staffing coverage for operations staff
- Coordinated and provided coverage for annual department physicals in compliance with NFPA standards
- Met with Chief VanGorder regarding 2013 Performance Evaluation
- Participated in facility walk-through at 6005 S. Main Street, Whitestown in conjunction with Whitestown Fire Department
- Coordinated transition of one PSB firefighter to full-time employee status
- Follow-up with applicant references from 2013 Internal Hiring Process
- Attended monthly meeting of Town of Zionsville Safety Board
- Updated FireHouse training records
- ZFD personnel logged over 325 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 physicals for staff
- Completed annual physical

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

- Worked with new employee staff on ambulance familiarization and training
- Met with Chief VanGorder regarding Year end performance review
- Computer mount installed in vehicle
- CPR course for DHS Immigration staff
- Attended monthly St. Vincent affiliate meeting
- Meeting with paramedic staff to do training with new intubation equipment
- Met with Division Chief of EMS for Carmel Fire Department, Mark Hulett, regarding AHA courses
- Met with Division Chief of Pike Fire Department, Meg Sinclair regarding run responses
- CPR Course for ZPD Officers
- Individual CPR skills exam for 1 person

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

- Conducted 13 rough-in (pre-drywall) inspections
- Conducted 1 final inspection
- Conducted 1 commercial Kitchen Hood inspection
- Conducted 28 annual commercial inspections
- Responded to emergency scenes as needed based on scope of the incidents. Notably, facilitated establishing a fire watch due to a sprinkler issue at a local ECF
- Consulted multiple builders regarding multiple projects in Zionsville
- Participated in the Holiday Fitness Challenge
- Assisted with new hire training by instructing on building construction and a general overview of the Fire Prevention Division
- Conducted a fire station tour of Station 91
- Contacted property owners where obstructed fire hydrants were identified and located to correct
- Met with developer to discuss apartment complex expansion
- Participated in annual physical and fitness evaluation
- Met with Whitestown Fire Marshal and toured new Hampton Inn
- Participated in drivers training program
- Attended the annual ZVFD December Dinner and board meeting
- Attended and participated in meeting regarding the ZCHS capital building projects related to the high school expansion
- Completed multiple plan reviews
- 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
- Participated and witnessed 2 water main hard flushes
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Participated in annual performance appraisal process
- Completed monthly fire and 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

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Maintained Knox access program

<u>FD Reviews</u>	<u>December 2013</u>	<u>December 2012</u>	<u>YTD 2013</u>	<u>YTD Fees (Received)</u>
Site	0	0	25	N/A
Building	3	2	38	16,700.71
Fire Alarm Systems	6	0	11	750.00
Sprinkler Systems	1	0	10	2,100.00
Fines, Fees	2	0	58	3,950.00