



**Monthly Activity Report for February 2012**



	Feb-12	Feb-11	YTD 12	YTD 11	YTD Difference
<b>Incident Type</b>					
1 Fire	5	6	11	8	3
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	1	0	1
3 Rescue & Emergency Medical Service Incident	101	90	208	200	8
4 Hazardous Condition (no fire)	1	3	2	9	-7
5 Service Call	8	11	24	21	3
6 Good Intent Call	17	14	30	34	-4
7 False Alarm & False Call	8	7	27	14	13
8 Severe Weather	0	1	0	1	-1
Other	0	0	0	0	0
<b>Total Count</b>	141	132	303	287	16
	<b>Feb-12</b>	<b>Feb-11</b>	<b>YTD 12</b>	<b>YTD 11</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	97	78	206	191	15
Rural	33	41	69	72	-3
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	11	13	28	24	4
<b>Total Count</b>	141	132	303	287	16

**General Information:**

**Incidents**

- 2/10/12 - 129 mm I-65 NB, Motor Vehicle Accident with Entrapment
- 2/16/12 - US 421 / Bridlewood Trl , Motor Vehicle Accident with Entrapment, 5 transported
- 2/18/12 - Assist Whitestown Fire, Barn Fire
- 2/21/12 - Assist Westfield FD, House Fire

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 Operations manager of BHI John Dattilo
- Attended product demonstration of E-One 137' fire truck
- Met with IT Director Rust regarding IT items
- Met with Lt. Kail regarding equipment placement and installation on new fire engine
- Met with Town Manager Mitro regarding my year end performance review 2012 Performance Appraisal
- Attended School Board Meeting regarding fiscal changes
- Met with Quartermaster Lt. Scott Kirkwood
- Continued work on 2012 promotion process for the rank of Lieutenant
- Met with Lt. Jason Potts regarding Communications items
- Attended Z-Bowl ribbon cutting ceremony
- Organized staffing for airport response plan for super bowl activities
- Met with Police Chief Knox and Councilor Mundy regarding policy and procedures
- Met with Architect from CSO regarding Fire Station 93 contractor failure to meet completion date
- Met with DC Miller and Capt. Beam regarding progress of career development program for FD employees
- Hosted Annual Firefighters Ball and Awards Program
- Hosted the Village Residents Association at Fire Station 91 w/ special presentation
- Met with School fiscal advisory committee to review fiscal challenges
- Conduct interviews for vacancy in fire marshal position
- Met with Net Tech regarding voice and data scope and services for fire station 93
- Assisted with Building department vehicle repairs
- Organizational meeting with Deputy Chief Miller
- Assumed facility management responsibilities of Town Hall Building—several repairs, and cleaning approved, estimates being obtained for substantial repairs

Administration Report: Operations  
Deputy Chief Brian Miller

- Met with all six operational Lieutenants and completed their performance appraisal
- Met with Lt. Potts to review run orders and CAD assignments for the opening of station 93 to ensure proper mutual aid responses into all three station areas
- Completed seven interviews for new paid stand by personnel
- Participated in public education program for the VRA that included a station tour, safety tips and review of a normal shift day at the fire house
- Completed lease agreement between the town of Zionsville and the Zionsville School Corporation to allow connection into the schools fiber infrastructure
- Met with Chief VanGorder and CSO to review the budget for station 93
- Spent time each day at station 93 working with on site staff to ensure proper finish and quality were met based off the drawings and specifications set for the project by reviewing several mock-ups
- Met on site at station 93 for two construction progress meetings with CSO and Gilliatte

- Attended meetings with Chief VanGorder and Captain Beam to review Career Development Program and set time line and review progress to date

## Administration Report: Operations

### Deputy Chief Brian Miller (Continued)

- Attended regular monthly safety board meeting
- 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 March
- Attended weekly department staff meetings

## Administrative Report: Training

### Captain Jeff Beam

- Developed and conducted new apparatus training for Engine 92
- Finalized syllabus and instructor list for upcoming Recruit Academy
- Conducted quarterly EMS Practical Skills Training in conjunction with EMS Division
- Reviewed annual physical and fitness testing results with Public Safety Medical
- Attended Indiana Pipeline Awareness Association annual training
- Attended Indiana Fire Instructors Association 2-Day Annual Conference
- Conducted shift training evaluations for three shift personnel in conjunction with IDHS Instructor I certification
- Coordinated IDHS District 5 Instructor I course as part of upcoming Operations Lieutenant promotion process
- Reviewed pilot program from IDHS for Fire Officer training
- Coordinated and conducted light duty personnel return to duty evaluation
- Met with representative of Downey Insurance to discuss loss prevention
- Conducted orientation meeting for upcoming Recruit Academy
- Updated FireHouse training records
- ZFD personnel logged over 300 hours of training for the month

## Administration Report: EMS Administrative

### Lieutenant Steve Gilliam

- Quality Control of EMS runs and overall runs
- Quarterly EMS skills check offs for staff at both stations
- Attended monthly EMS affiliate meeting at St. Vs
- CPR Course for ZPD Staff
- Conducted two Medic 98 check off's for staff to clear them on the vehicle
- Attended stroke lecture at St. Vs
- Sent EMS runs to and met with Medical Director
- Taught two CPR Courses for Zionsville Meadows
- Taught CPR course for Boys and Girls Club
- Attended monthly audit and review of medical runs with Medical Director
- Focused on protocol testing and added new items to the ambulances for the 2012 protocol changes



# Zionsville Fire Department

## Code Enforcement / Life Safety Division

Josh Frost, Fire Marshal

### Monthly Report—February 2012



<u>FD Reviews</u>	<u>February 2012</u>	<u>February 2011</u>	<u>YTD 2012</u>	<u>YTD Fees</u> <u>(Received)</u>
Site	1	4	1	N/A
Building	1	4	8	13,250.68
Fire Alarm Systems	0	0	1	200.00
Sprinkler Systems	0	0	2	200.00
Hood Supp. Systems	0	0	0	0

<u>Inspection Type</u>	<u>February 2012</u>	<u>February 2011</u>	<u>YTD 2012</u>
Annual	0	7	0
Re-Inspection	0	0	0
Building	0	0	6
Site, Fire Protection, Spk & F/A Rough-In	6	2	34
Pre-Drywall	7	0	13
Above Ceiling	5	0	7
Pre-Final	0	0	0
Final (New Const.)	1	0	1
Consultations	8	13	21
Permits / Variances / SWO / Citations Issued / Invest.	2	0	6

#### Meetings Attended:

- Attended regular weekly staff meetings
- Misc. meetings with Town of Zionsville Building Officials
- Multiple meetings with Hoosier Village contractors / construction

#### Training:

#### 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

**Respectfully Submitted,**

**Joshua Frost**  
**Fire Marshal, Zionsville Fire Department**