



Monthly Activity Report for February 2014



	Feb-14	Feb-13	YTD 14	YTD 13	YTD Difference
Incident Type					
1 Fire	2	4	9	7	2
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	1	0	2	-2
3 Rescue & Emergency Medical Service Incident	116	85	237	191	46
4 Hazardous Condition (no fire)	4	7	12	12	0
5 Service Call	11	15	24	35	-11
6 Good Intent Call	13	12	40	24	16
7 False Alarm & False Call	25	8	75	32	43
8 Severe Weather	0	0	1	0	1
Other	0	0	0	0	0
Total Count	171	132	398	303	95
	Feb-14	Feb-13	YTD 14	YTD 13	YTD Difference
Incidents By Zone					
Urban	111	99	245	218	27
Rural	42	27	95	70	25
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	18	6	58	15	43
Total Count	171	132	398	303	95

Incidents

2/6/14 – PI w/ Entrapment, US 421/ 500 S

2/13/14 – Cooking Fire confined to container, 9940 Hoosier Village Dr

2/18/14 – 4 mm WB I-865, PI involving ISP Trooper

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
- 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
- Prepared for and hosted annual Firefighters Ball
- Met with Quartermaster Lt. Scott Kirkwood
- Reviewed hiring list and prepared hiring proposal for Safety Board for consideration
- Met with IT Director Rust regarding logged IT work orders
- Met with Inter Act CAD RMS implementation Fire/EMS Program director and representatives
- Working with SVI & Spartan Motors regarding additional repairs to Rescue 91
- Met with Director of Fleet Services Mel Vlha
- Traveled to MI and picked up rescue from repairs
- Completed air/light truck specification and sent out RFP for ZVFD
- Met with Major Nielsen regarding Inter Act software , ETI and ESO RMS
- Met with representatives from IPSP regarding hiring process
- Attended POWOW meeting at Zionsville Library
- Completed application components of cross training in law enforcement
- Visited with several employees and their families
- Met with Lt Hayes regarding implementation plans for Honor Guard effort at ZFD
- Attended District 5 Communications meeting at Wayne Twp FD.
- Met with Apparatus committee regarding specifications on air/light vehicle
- Attended stress management training
- Met with and extended conditional offer of employment per Safety Board approvals
- Reviewed insurance coverage with local agent
- Began ten month law enforcement cross training program at BCSD as a reserve with ZPD
- Town Hall Building Maintenance- town hall HVAC, snow removal, supply order, etc.
- Fire Department Major Projects:
 - Fulltime hiring Process
 - CAD, Fire/EMS RMS Implementation
 - Staffing modifications

Administration Report: Operations

Deputy Chief Brian Miller

- Assisted in the final review of the Air light truck specification so it could be released for competitive bid
- Held fifteen work performance evaluations over the course of two days to evaluate new applicants for the position of part time firefighter
- Met with the newest part time firefighter/medic to complete his crossover training with the department
- Completed 11 interviews for new paid stand by firefighters as part of the application screening process
- Attended monthly operational meeting with Lebanon, Whitestown, and Perry Township. The group continued to work on the creation of a southeastern Boone County incident command SOG to help ensure consistency with incident management and define the rolls that would need to be filled by mutual aid departments
- Met with Xplorer computer products to review tablet based solutions for EMS documentation
- Conducted two 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 quarterly ZVFD board meeting to review projects for 2014
- 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 March 2014
- Held Operations meetings with the Captains
- Took part in managing stress training presented by Cummins Behavioral Health Systems, of Boone County

Administrative Report: Training

Deputy Chief Jeff Beam

- Oversee Recruit Academy 2014-1
 - 1 week orientation program
 - 5 full-time firefighter/EMT's
 - Over 315 total hours of training
- Attended Indiana Fire Instructors Association annual conference
- Completed and filled all positions of the Local Pension Board
- Conducted Work Performance Evaluations for prospective Paid Stand-By personnel
- Attended regularly scheduled Operations Meetings
- Participated in facility walk-through at 6590 S. Indianapolis Road, Whitestown in conjunction with Whitestown Fire Department
- Met with IDHS staff to discuss training opportunities and materials
- Conducted on-site Ice Rescue training
- Coordinated District 5 IDHS Fire Inspector I/II certification course to be hosted at Station 93
- Coordinated department-wide training regarding Behavioral Health
- Updated FireHouse training records
- ZFD personnel logged over 571 hours of training for the month

Administration Report: EMS Administrative

Division Chief Steve Gilliam

- Leave of absence for 3 weeks returned February 10th
- QC'd to date run reports and forwarded to Medical Director Dr. Kaufmann for physician review
- 3 CPR skills exams
- Met with biomedical repair person from Lebanon regarding cardiac monitors
- Orientation with new part-time paramedic
- Assisted DC Miller with part-time interviews
- Met with library director Kerry Green regarding AED donation to the library
- Met with Dr. Kaufmann regarding new part-time medic
- Chaired BCFCA EMS section meeting
- CPR class for Buckeye Partners
- Attended monthly Audit and Review of runs
- Attended stress management training course
- Attended Career day at Zionsville West Middle School
- Met with computer vendor regarding patient care reporting hardware
- Orientation with new full-time employees
- Updated medic truck check sheets

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 1 rough-in (pre-drywall) inspection
- Conducted 4 final inspections
- Conducted 1 sprinkler/alarm/commercial Kitchen Hood inspection
- Conducted 3 above ceiling inspections
- Conducted 1 commercial occupancy inspection
- Conducted 40 annual commercial inspections
- Conducted 4 site consultations
- Responded to emergency scenes as needed based on scope of the incident
- Participated as delegate to Pension Board Nominating Convention
- Presented information at the State Fire Protection & Building Services Commission meeting regarding on-going projects in the Zionsville Community
- Finalized annual performance goals with Staff and Management
- Participated in the TAC review process and submitted staff report for Fire Department review
- Attended State Senate hearing on HB 1301 to support FIAI, IFCA, and Zionsville position to keep local plan review
- Attended State sponsored Fire Sprinkler class on fire pump acceptance testing
- Coordinated service work on Town Hall fire alarm system
- Coordinated inspection of Town Hall areas with contract inspection company
- Attended mandatory Stress awareness and identification presentation by Boone County Cummins Behavioral Health
- Instructed new recruit class on Ropes and Knots in the fire service as part of the cross-over recruit training
- Consulted multiple builders regarding multiple projects in Zionsville
- Completed multiple plan reviews
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with neighboring AHJ for peer networking
- 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

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- 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
- Maintained Knox access program

<u>FD Reviews</u>	<u>January 2014</u>	<u>January 2013</u>	<u>YTD 2014</u>	<u>YTD Fees (Received)</u>
Site	3	3	3	N/A
Building	1	2	1	42.44
Fire Alarm Systems	2	1	2	150.00
Sprinkler Systems	2	2	2	400.00
Fines, Fees	10	2	10	725.00