



## Monthly Activity Report for January 2013



	Jan-13	Jan-12	YTD 13	YTD 12	YTD Difference
<b>Incident Type</b>					
1 Fire	3	6	3	6	-3
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	1	0	1
3 Rescue & Emergency Medical Service Incident	106	107	106	107	-1
4 Hazardous Condition (no fire)	5	1	5	1	4
5 Service Call	20	16	20	16	4
6 Good Intent Call	12	13	12	13	-1
7 False Alarm & False Call	24	19	24	19	5
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Count</b>	171	162	171	162	9
	Jan-13	Jan-12	YTD 13	YTD 12	YTD Difference
<b>Incidents By Zone</b>					
Urban	119	109	119	109	10
Rural	43	36	43	36	7
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	9	17	9	17	-8
<b>Total Count</b>	171	162	171	162	9

### Incidents

1/7/13 – Smoke in the Building, 9875 Cherryleaf Dr, Blower Motor

1/22/13 – 200 N / US 421, PI, Dump Truck vs car

1/27/13 – 3375 Round Lake Ln Whitestown, Assist WFD on a Garage Fire

1/30/13 - 13742 Monique Cir Carmel, Assist CFD on a House Fire

Zionsville Fire Department  
Administration Report:  
Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Meeting
  - Town Council Agenda Meeting
  - Town of Zionsville Safety Board Meeting
  - Boone County Fire Chiefs Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Administrative Staff Meetings
- Met with IT Director Rust regarding IT items
- Met with graphics company regarding adding graphics to administrative vehicles
- Attended Boone County council meeting to speak regarding Inter Act CAD and RMS
- Attended wrap up meeting with IT Director Rust, Town Manger Mitro and Planner Delong regarding findings related to mobile inspection software reviews
- Several conversations with insurance company and manufacturer regarding rescue 91 repairs
- Attended Indiana Fire Chiefs Legislative breakfast at the State House
- Attended monthly meeting with other government officials
- Attended ZVFD Inc Board of Directors Meeting
- Met with Awards Committee Chair-Lt. Steve Hayes regarding progress on 2013 program
- Met with Quartermaster Lt. Scott Kirkwood
- Completed annual report on capital items for Clerk Treasurer
- Met with Lt. Jason Potts regarding Communications items
- Completed review of the Town Special Event Policy
- Organizational meeting with Deputy Chief Miller
- Completed 2012 Year End Report
- Met with Director of Fleet Services Vlha regarding vehicle repairs
- Met with BCSD Major Mike Nielsen regarding operational items
- Met with apparatus committee regarding future needs
- Met with Councilor Mundy regarding the fire department year-end report
- Met with DC Miller to review promotion process
- Attended lunch meeting with Perry Township Fire Chief Doug Everett
- Hosted webinar on Inter Act Fire / EMS records management software
- Attended lunch meeting with Whitestown Fire Chief Joe Anderson
- Met with Town Manager Mitro and established 2013 Goals
- Completed half 2013 Goal setting meeting with FD HQ Staff
- Town Hall Building Maintenance- exterior and interior light repairs

Administration Report: Operations  
Deputy Chief Brian Miller

- Attended a webinar for the new proposed CAD and RMS system
- Conducted 3 interviews for additional paid stand by staff
- Set up monthly staffing and station assignments for all three stations for the month of February 2013
- Met with all nine Lieutenants to help set goals for 2013 performance appraisals for all operational staff
- Attended weekly department staff meetings
- Met with Captain Gauthier to review command staff responses to area schools to help pre plan joint operations of Police and Fire

## Administration Report: Operations

### Deputy Chief Brian Miller (CONTINUED)

- Held three days of walkthroughs and pre-planning with ZFD and WFD to review garden style apartments and issues associated with these types of fires
- Reviewed and implemented four new standard operating guidelines
- Held bi-monthly Operations Lieutenant meetings to review operational performance and crew readiness and review new policies and procedures
- Conducted three apparatus check off-rides to ensure staff ability to operate the emergency vehicle and the mapping software program as well as equipment associated with the apparatus
- Attended pipeline safety training program
- Met with Joe Rust IT director and Lt Potts to review the management of think map software
- Met with the three newly promoted operational Lieutenants throughout the month to review expectations for the job and help them to continue developing skills
- Met with Chief VanGorder and SVI to review proposed vehicle specifications design and layout for the new air/light truck

## Administrative Report: Training

### Captain Jeff Beam

- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Completed and submitted annual OSHA 300 Log of Work-Related Injuries and Illnesses
- Attended regularly scheduled Operations Meetings
- Participated in walk-throughs at Westhaven Apartments with ZFD and Whitestown Fire personnel
- Researched 2013 changes in NFPA 1981, Standard of Open-Circuit SCBA
- Conducted Work Performance Evaluations for prospective Paid Stand-By personnel
- Attended National Traffic Incident Management Responder Training with multiple Boone County responders
- Updated Driver/Operator-Pumper curriculum for upcoming class
- Updated FireHouse training records
- ZFD personnel logged over 298 hours of training for the month

## Administration Report: EMS Administrative

### Lieutenant Steve Gilliam

- Worked with 5 new part-time staff for orientation of medic units
- Covered stations for 3 of the 5 to be cleared on the medic units with DC Miller
- Completed SOG for controlled substances
- Completed SOG for replacing expired items and working on training of staff before posting
- Reviewed patient care runs for quality control purposes
- Attended Post Incident Analysis of child fatalities from Boone County at the Lebanon Police Department
- Sent EMS runs to and met with Medical Director
- Attended and chaired monthly Boone County Fire Chief's EMS section meeting
- Requested patient follow ups from St. Vincent Health
- Attended Monthly Audit and Review of EMS runs with Medical Director
- Sent February EMS training to Captain Beam for posting (Pediatric Patients)
- CPR skills evaluation for 2 individuals
- CPR/First Aid class for Zionsville Meadows Staff
- Prepared items for February 2<sup>nd</sup> CPR course

## Administration Report: Fire Prevention/Code Enforcement

### Fire Marshal Josh Frost

- Conducted 3 site inspections
- Conducted 10 rough-in (pre-drywall) inspections
- Conducted 5 final inspections
- Conducted 1 annual re-Inspection
- Conducted 3 occupancy inspections
- Facilitated 8 consultations and met with prospective builders
- Met with 3 residents to discuss fire department access issues
- Investigated 2 and mitigated complaints related to fire hydrants
- Attended the annual Pipeline Safety meeting and dinner
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Developers and Planning Department regarding projects in Zionsville
- Prepared the Annual 2012 Fire Prevention Division Report
- Facilitated distribution and installation of smoke detectors and a carbon monoxide detector as a part of the Smoke Detector Program
- Participated in the new Boone County RMS Webinar for evaluation and comment
- Participated in the review of new Zionsville Fire Department SOG's prior to dissemination
- Issued 2 new Certificates of Occupancy for new businesses
- Had 3 consultations with local business representatives/owners
- Met with the project manager for the FedEx Ground distribution center
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Completed monthly EMS training
- Completed monthly firefighter training
- Met with homeowner to support residential Knox Box program
- FEMA NIMS Resource management training for general staff
- Attended weekly Town Staff Meeting
- Reprogrammed Knox Key Secure key vaults for admin vehicles (2013 Tahoe and Explorer)
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- NFIRS monthly statistics compiled and sent to the state

<b><u>FD Reviews</u></b>	<b><u>January 2013</u></b>	<b><u>January 2012</u></b>	<b><u>YTD 2013</u></b>	<b><u>YTD Fees</u></b> <b><u>(Received)</u></b>
Site	3	-	3	N/A
Building	2	-	2	123.25
Fire Alarm Systems	1	-	1	50
Sprinkler Systems	2	-	2	150.00
Fines, Fees	2	-	2	0.00