



Monthly Activity Report for January 2014



	Jan-14	Jan-13	YTD 14	YTD 13	YTD Difference
Incident Type					
1 Fire	7	3	7	3	4
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	1	0	1	-1
3 Rescue & Emergency Medical Service Incident	121	106	121	106	15
4 Hazardous Condition (no fire)	8	5	8	5	3
5 Service Call	13	20	13	20	-7
6 Good Intent Call	27	12	27	12	15
7 False Alarm & False Call	50	24	50	24	26
8 Severe Weather	1	0	1	0	1
Other	0	0	0	0	0
Total Count	227	171	227	171	56
	Jan-14	Jan-13	YTD 14	YTD 13	YTD Difference
Incidents By Zone					
Urban	134	119	134	119	15
Rural	53	43	53	43	10
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	40	9	40	9	31
Total Count	227	171	227	171	56

Incidents

1/1/14 – Motor Vehicle w/Entrapment, Indianapolis RD/Circle

1/4/14 – Kitchen Fire, 41 Boone Village

1/18/14 – Garage Fire, 4280 Greenthread Dr

1/26/14 – House Fire, 4365 E 550 S

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
- 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 IT Director Rust regarding logged IT work orders
- Met with Inter Act CAD RMS implementation Fire/EMS Program director and representatives
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Working with SVI & Spartan Motors regarding additional repairs to Rescue 91
- Met with Director of Fleet Services Mel Vlha
- Completed annual goal setting with 4 HQ staff members
- Met with Major Nielsen regarding Inter Act software gaps in contact items and deliverables
- Met with representatives from IPSP regarding hiring process
- Visited with several employees and their families
- Conducted first quarter station visits with employees at all three shifts at all three stations
- Attended Zionsville Chamber of Commerce awards banquet
- Met with Apparatus committee regarding specifications on air/light vehicle
- Met with Town Manager and set 2014 goals
- Attended RIT classroom training
- Met with and extended conditional offer of employment per Safety Board approvals
- Town Hall Building Maintenance- town hall HVAC, Custodial service agreement, Supply order,
- Fire Department Major Projects:
 - Fulltime hiring Process
 - Goal Setting
 - Staffing modifications

Administration Report: Operations
Deputy Chief Brian Miller

- Held a post incident analysis to review the house fire on Green Thread Drive. We reviewed both tactical and operational functions to increase knowledge and training for staff
- 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
- 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 February 2014
- Completed six interviews for new paid stand by firefighter as part of the application screening process
- Held two Operations meetings with the Captains and Lieutenants to review goal writing and the review process for 2014. The second meeting this month covered company level inspections and preplanning for commercial building and how this would be set up as we start 2014.
- Attended ETI/ InterAct software meeting to review the current progress of the project

Administration Report: Operations

Deputy Chief Brian Miller (CONTINUED)

- Worked with all stations and crews to pre-plan and prepare for the very active weather pattern we had in the month of January to ensure our run readiness.
- Assisted the street department during the snow events with plowing of roadways

Administrative Report: Training

Deputy Chief 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 department-wide training regarding the recently approved BCFCR RIT policy
- Attended meeting with vendors regarding Boone County CAD and RMS software upgrades
- Conducted IDHS Driver/Operator-Pumper written tests
- Conducted Work Performance Evaluations for prospective Paid Stand-By personnel
- Conducted quarterly station visits with Chief VanGorder
- Coordinated District 5 IDHS Fire Inspector I/II certification course to be hosted at Station 93
- Coordinated delivery of 6 Candidate packets to INPRS for review and acceptance
- Updated FireHouse training records
- ZFD personnel logged over 125 hours of training for the month

Administration Report: EMS Administrative

Division Chief Steve Gilliam

- Monthly public CPR course held at Town Hall
- Assisted during inclement weather with getting supplies to the stations
- Assisted with transportation to and from Methodist for family member of department volunteer
- Covered the back half of a shift due to staff unable to make it in because of weather
- Attended funeral for volunteer Ralph Davidson
- Held CPR instructor course to supply updates and teaching methods
- Met with sales rep from Physio-control to train on a new CPR device that the department is performing a trial with
- Attended monthly EMS affiliate meeting at St. Vincent Health
- Chaired EMS sub-committee meeting of the Boone County Fire Chief's Association
- Trained Lt. Ryan Sparks on procedures for restocking narcotic medications and other supplies
- Lt. Sparks completed 1 CPR skills exam
- Leave of Absence for 3 weeks returning the 2nd week of February

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 9 rough-in (pre-drywall) inspections
- Conducted 7 final inspections
- Conducted 10 sprinkler/alarm/commercial Kitchen Hood inspections
- Conducted 8 above ceiling inspections
- Conducted 1 commercial occupancy inspection
- Conducted 40 annual commercial inspections
- Responded to emergency scenes as needed based on scope of the incident. Notably, facilitated establishing a fire watch due to a sprinkler issue at a local business

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Consulted multiple builders regarding multiple projects in Zionsville
- Conducted a fire station tour of Station 92
- Maintained obstructed fire hydrants list and noted corrections made
- Attended and participated in meeting regarding the ZCHS capital building projects related to the high school expansion. Worked with design team to establish a temporary exit plan during construction
- Completed multiple plan reviews
- Attended and participated in weekly staff meetings at fire department headquarters
- Attended the Annual Indiana Pipeline Safety Awareness Dinner representing ZFD
- 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
- 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
- Conducted 2 pub-eds on station including a school newspaper interview with neighboring grade school students
- 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