



## Monthly Activity Report for January 2015



	Jan-15	Jan-14	YTD 15	YTD 14	YTD Difference
<b>Incident Type</b>					
1 Fire	6	7	6	7	-1
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0	0
3 Rescue & Emergency Medical Service Incident	121	121	121	121	0
4 Hazardous Condition (no fire)	2	8	2	8	-6
5 Service Call	13	13	13	13	0
6 Good Intent Call	39	27	39	27	12
7 False Alarm & False Call	32	50	32	50	-18
8 Severe Weather	0	1	0	1	-1
Other	0	0	0	0	0
<b>Total Count</b>	213	227	213	227	-14
	Jan-15	Jan-14	YTD 15	YTD 14	YTD Difference
<b>Incidents By Zone</b>					
Urban	129	134	129	134	-5
Rural	48	53	48	53	-5
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	36	40	36	40	-4
<b>Total Count</b>	213	227	213	227	-14

### Incidents

- 1/1/15 – House Fire, 225 S. East ST, Lebanon
- 1/2/15 – House Fire, 8620 Green Braes DR S, Indianapolis
- 1/9/15 – Vehicle Collision/Tactical, 106<sup>th</sup> St/ Michigan RD, Carmel
- 1/19/15 – Vehicle Collision/Tactical, 1 mm I-865 EB, Zionsville
- 1/31/15 – Barn Fire, 7122 E 550 S, Zionsville

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
- Attended Zionsville Police Department Captain Doug Gauthier's retirement luncheon
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Attended facility storm water training
- Continued in the Certified Public Manager Program through Ball State University (Fishers Campus)
- Met with Director of Fleet Services Mel Vlha
- Took delivery of a new air/light vehicle for the Operations Division
- Completed year end capital assets report and submitted to Clerk Treasurer John Yeo
- Met with CSO regarding design concepts for new government center on multiple occasions
- Attended Boone County Leadership Class—Indiana State Legislature
- Completed 64 hours of FTO time with PD
- Participated in the final round of interviews for the open Division Chief of Training position
- Conducted January station visits with staff
- Met with Apparatus Committee Chairman Captain David Kail regarding Quint apparatus specifications
- Attended the IAFC Annual Legislative Breakfast at the State House
- Worked with IT Director Rust and ZFD Matt Petro to work towards resolution on outstanding OR's
- Met and discussed performance related goals for the Communications Center with Sheriff Mike Nielsen
- Developed 2015 goals for executive team
- Met and received LED lighting proposal for the Fire Department facilities
- Met with Support Services regarding response needs
- Met with School Superintendent Scott Robison related to future project partnerships
- Town Hall Building Maintenance- lighting, plumbing repairs, temporary space needs, and future plans

Administration Report: Operations  
Deputy Chief Brian Miller

- Held several meetings to review performance reviews and goal setting for 2015 with all three Captains to ensure consistency and oversight with goal writing for all three shifts
- Met with operational staff to review salary ordinances and their individual ratings for 2014
- Completed delivery acceptance inspection of the new air/light support vehicle
- Completed year-end report and review of operational staff
- Met with consultant to review LED lighting proposal for all three fire stations to look at reducing electrical operating cost for all three facility's
- Held several conference calls with Firehouse software to bring new cloud base RMS software online
- Assisted with final applicant testing and interviews for Division Chief of Training
- Held monthly bid committee meeting to continue work on redline version of the new policy
- Participated in bi-monthly station visits with Chief VanGorder and Division Chief Gilliam
- Held monthly county operations group meeting and established the 2015 schedule for meetings
- Conducted one apparatus check-off ride on the Medic trucks to ensure staff ability to operate the vehicle and the mapping software program as well as equipment
- Met with aerial apparatus committee to finalize specifications to be set out for bid

## Administration Report: Operations

### Deputy Chief Brian Miller (CONTINUED)

- Attended weekly department staff meetings as well as executive meetings for fire department staff
- Set up monthly staffing assignments for all three stations for the month of February
- Held monthly Operations meetings with the Captains
- Held Operations meeting with the Captains and Lieutenants

## Administrative Report: Training

### Deputy Chief Jeff Beam

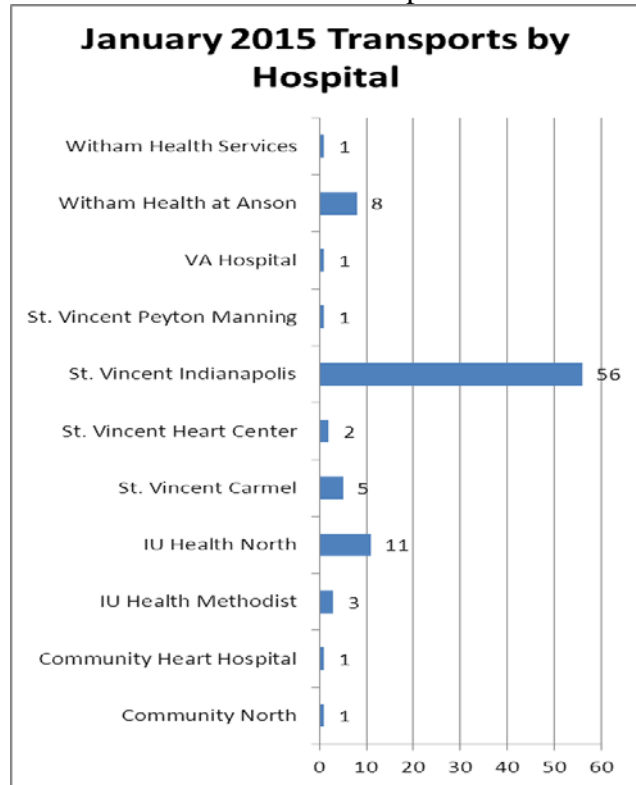
- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Conducted physical agility testing and Chief Officer Interviews for Division Chief of Training position
- Participated in multi-day SCBA/Downed firefighter training
- Prepared for IFIA FOST curriculum presentation
- Provided coverage for operations staff to complete training
- Reviewed and developed Goal Setting Guide for Fire Department personnel
- Reviewed use of monthly schedules in ADP to increase efficiency of payroll processing
- Completed annual OSHA 300 reporting
- Developed procedures for Local Pension Board elections
- Participated in town-wide Benefits Committee meeting
- Updated monthly training records
- ZFD personnel logged over 100 hours of training for the month

## Administration Report: EMS

### Division Chief of Steve Gilliam

- Met with Deputy Chief Miller to discuss status of pending EMS items
- Completed writing 2015 goals
- CPR skills exams at Town Hall
- Completed new protocol manuals for 2015 St. Vincent EMS protocols
- Attended webinar concerning EMS recognition for the American Heart Association
- Attended monthly EMS affiliate meeting at St. Vincent Health
- Chaired EMS sub-committee meeting of the Boone County Fire Chief's Association
- Attended training regarding patient care documentation at Wayne Township fire department
- Attended and shared information regarding EMS during quarterly station visits
- Provided training to all shifts at all stations in regards to the use of naloxone administration
- Provided training for 3 firefighter/paramedics in regards to quality assurance of patient care reporting

There were a total of 118 total patient contacts to date for January. 90 of those patients were transported.



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

- Conducted 4 final inspections
- Conducted 15 annual commercial inspections
- Conducted 8 site consultations
- Conducted 4 rough-in inspections
- Conducted 1 above ceiling inspection
- Conducted 1 Hood acceptance test
- Conducted 1 Sprinkler System acceptance test
- Coordinated the special event postings including those with the Fire Department coverage
- Met with Planning Department representatives regarding address assignment issues
- Attended the IFCA Legislative Breakfast at the State Capital
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Verified accuracy and made updates to list of gated properties with Knox access, as part of the maintenance of the Knox access program
- Facilitated close-out of the fire watch for the Zionsville FedEx Ground Facility
- Completed the performance appraisal interviews and goal setting for 2015
- Attended and represented ZFD at the Indiana Pipeline Emergency Response Awareness Dinner

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost (CONTINUED)

- Escorted fire protection contractor around Stations 91, 92, and 93 to quote annual maintenance work on building systems
- Assisted in setting up mobile inspection capability for paperless inspection process utilizing FireHouse records management system
- Coordinated the Engine Company Inspection/Pre-Incident Survey program

<b><u>FD Reviews</u></b>	<b><u>January 2015</u></b>	<b><u>January 2014</u></b>	<b><u>YTD 2015</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	8	3	8	N/A
Building	1	1	1	81.50
Fire Alarm Systems	1	2	1	150.00
Sprinkler Systems	0	2	0	.00
Fines, Fees	2	10	2	100.00