



## Monthly Activity Report for July 2013



	Jul-13	Jul-12	YTD 13	YTD 12	YTD Difference
<b>Incident Type</b>					
1 Fire	13	17	46	65	-19
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	2	1	1
3 Rescue & Emergency Medical Service Incident	111	122	717	731	-14
4 Hazardous Condition (no fire)	7	6	48	29	19
5 Service Call	17	9	120	70	50
6 Good Intent Call	23	24	129	116	13
7 False Alarm & False Call	24	10	134	86	48
8 Severe Weather	0	0	7	0	7
Other	0	4	0	5	-5
<b>Total Count</b>	195	192	1203	1103	100
	<b>Jul-13</b>	<b>Jul-12</b>	<b>YTD 13</b>	<b>YTD 12</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	128	109	822	729	93
Rural	40	59	250	267	-17
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	27	24	131	107	24
<b>Total Count</b>	195	192	1203	1103	100

### Incidents

7/2/13 – 206<sup>th</sup> / Mule Barn Rd, Assist Westfield Fire, House Fire

7/7/13 – 4255 Anson Blvd, Assist Whitestown Fire, Commercial Building Fire

7/10/13 – 3420 S. Indianapolis RD, Assist Lebanon FD, Commercial Building Fire

7/11, 7/16, 7/30 – Morningside CT, Urban Search, Person located

7/31/13 – 133 mm S I-65, PI w/ double entrapment

Zionsville Fire Department  
Administration Report:  
Administration Report:  
Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Safety Board Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Administrative Staff Meetings
  - Boone County Fire Chiefs Association
- Completed Performance Review Mid-Year Check In's
- Met with IT Director Rust regarding IT items
- Attended on site pre-construction meeting at Fed Ex site
- Met with Public Education Officer Lt. Scott Peters
- Met several times with Matt Petro regarding Share Point implementation
- Met with Quartermaster Lt. Scott Kirkwood
- Several meetings regarding maintenance at Town Hall facility
- Reviewed hiring list and prepared hiring proposal for Town Manager and Safety Board for consideration
- Met with Inter Act CAD RMS implementation Fire/EMS Program director
- Organizational meeting with Deputy Chief Miller
- Met with HR Director regarding employment items
- July 4<sup>th</sup> Fireworks preparedness plans
- Met with Director of Fleet Services Mel Vlha
- Prepared staffing plans for Traders Point Horse Show
- Prepared draft organization changes and job descriptions regarding Deputy Chief positions
- Attended Pow Wow meeting with County Officials
- Met with manufacturer rep of new ambulance regarding delivery schedule and production questions
- Attended Quail Run Apartment TAC review
- Prepared 3 year budget outlook
- Met with and delivered signal pre-emption equipment to 700 E traffic signal contractor
- Participated as part of the Board for Merit Captain promotion process
- Met with Fire Marshal Frost to review recommendation regarding the hiring of a part-time fire inspector to assist with work load
- Met with Apparatus committee regarding specifications on air/light vehicle
- Met with representatives of IPSP regarding final preparation for Merit Captain promotion process
- Town Hall Building Maintenance- town hall signage and landscaping.
  - Fire Department Major Projects:
    - Captain Promotion process
    - Fulltime hiring process-for vacancy
    - Preparing Bi-annual EMS Provider re-certification
    - Building & Site Plan Review
    - New Construction Inspections
    - Staffing modifications

## Administration Report: Operations

### Deputy Chief Brian Miller

- Met with all nine Lieutenant's to complete their midyear performance review check-in's to ensure goals for 2013 were on track
- Completed six interviews for new paid stand by firefighters as part of the application screening process
- Completed incident action plans and incident briefings for the July Fourth celebration
- Set up EOC (emergency operation center) for July Fourth events and provided assistance and training to command staff throughout the nights event
- Held monthly Operations Lieutenant meeting
- Met with Chief VanGorder to review 2014 budget request submittal
- Reviewed and scored cover letters and resumes that were submitted for operational Captain Promotions
- Conducted one apparatus check off ride to ensure staff ability to operate the emergency vehicle and the mapping software program, as well as equipment associated with the apparatus
- Held a post incident analysis to review the house fire in Spring Knoll. We reviewed both tactical and operational functions to increase knowledge and training for staff
- Met with Jack Emshwiller from Donley Safety to review design changes for Medic 95
- Set up monthly staffing and station assignments for all three stations for the month of August 2013
- Met with Chief VanGorder and Division Chief Beam to review current job descriptions for staff
- Attended weekly department staff meetings
- Attended monthly town safety board meeting
- Had Lunch meeting with Division Chief Wirey from LFD to review recent mutual aid runs
- Met with IPSP twice to finalize the tactical scenarios for the upcoming testing process for operational Captain Promotions

## Administrative Report: Training

### Division Chief Jeff Beam

- Attended regularly scheduled Operations Meetings
- Provided staffing coverage for operations staff
- Commanded the Public Safety Emergency Operations Center for the Town of Zionsville Fourth of July celebration
- Conducted county-wide fire training sponsored by Boone County Fire Chief's Association Training Subcommittee
- Assisted with structure preparations and conducted 3-days of Live Fire training with Westfield Fire Department
- Participated in the evaluation of candidates for the Zionsville Fire Department Captain's promotion process
- Met with developer and conducted training on Zionsville Fire Department SharePoint site
- Participated in new driver orientation training
- Updated FireHouse training records
- ZFD personnel logged over 206 hours of training for the month

## Administration Report: EMS Administrative

### Division Chief Steve Gilliam

- Attended weekly staff meetings
- Met with Chief VanGorder regarding midyear check in of performance review
- Did several CPR skills only evaluations for the public
- Assisted with coverage at Lion's Park for 4<sup>th</sup> of July Fireworks
- Facilitated a Lunch and Learn sponsored by IU Health. They supplied lunches that were delivered to each station. A Cardiologist did a lecture for training purposes
- Met with Donley Safety regarding medic 95
- Did CPR classes for Just Marketing International
- Completed orientation with FF/EMT Kendrick Davis to allow him to work on the ambulances
- Did CPR classes for ZFD staff
- Attended EMS affiliate meeting at St. Vincent Health
- Chaired monthly Boone County Fire Chief's Association EMS Section/PLS meeting
- Worked on Driver's training for the fire engines
- Assisted Bloomington Hospital with shift coverage during funerals for 2 of their staff members
- Completed training on new sharepoint official report tracking
- Attended Lieutenants operation meetings
- Covered 7P to 7A at station 91 due to paramedic call off

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost

- Conducted 4 rough-in (pre-drywall) inspections
- Conducted 7 final inspections
- Completed 3 plan reviews
- Inspected 2 fire protection systems
- Participated in PIA for house fire in Spring Knoll
- Attended officer's operations meeting
- Participated in Town of Zionsville TAC meetings
- Attended and participated in weekly staff meetings at fire department headquarters
- Taught building construction for firefighters class
- Consulted the Zionsville Chamber of Commerce event staff on upcoming Street Dance
- Met with Builders, Developers and Planning Department regarding projects in Zionsville
- Met with subcontractors at ZCHS regarding the fire restoration work due to a lightning strike
- Consulted Citizen's Energy Group personnel to address various fire hydrant issues
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Consulted event organizers on tent and special events compliance matters
- Consulted with business owner regarding a fire safety review
- Consulted with business owners regarding compliance issues related to occupancy
- Met with Baptist Homes of Indiana, Messer Construction and Town Building officials regarding close-out of licensed residential care facility
- Completed monthly EMS training
- Completed monthly firefighter training
- Participated in the Operational Captain Promotion process
- Met with Chief VanGorder regarding mid-year check on performance appraisal progress
- Met with Chief VanGorder to discuss ongoing projects and discussions regarding part-time inspector hiring
- Maintained Faulty/False Alarm Log

Administration Report: Fire Prevention/Code Enforcement (CONTINUED)

Division Chief Josh Frost

- 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>July 2013</u></b>	<b><u>July 2012</u></b>	<b><u>YTD 2013</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	2	3	16	N/A
Building	7	2	23	12,257.87
Fire Alarm Systems	1	2	4	350
Sprinkler Systems	1	0	4	1,550.00
Fines, Fees	19	2	47	2,600.00