



## Monthly Activity Report for July 2014



	Jul-14	Jul-13	YTD 14	YTD 13	YTD Difference
<b>Incident Type</b>					
1 Fire	9	13	52	46	6
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	1	2	-1
3 Rescue & Emergency Medical Service Incident	112	111	778	717	61
4 Hazardous Condition (no fire)	6	8	42	49	-7
5 Service Call	25	17	150	120	30
6 Good Intent Call	27	23	163	129	34
7 False Alarm & False Call	19	24	181	134	47
8 Severe Weather	2	0	3	7	-4
Other	1	0	1	0	1
<b>Total Count</b>	202	196	1371	1204	167
	<b>Jul-14</b>	<b>Jul-13</b>	<b>YTD 14</b>	<b>YTD 13</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	123	128	863	822	41
Rural	43	41	310	251	59
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	36	27	198	131	67
<b>Total Count</b>	202	196	1371	1204	167

### Incidents

7/3/14 – 7100 Hull Rd, Pedestrian Struck

7/9/14 – 7880 Circle Dr, Residence Fire

7/12/14 – 400 S. Main St, Sheridan, Commercial Building Fire

7/23/14 – 6905 S 525 E, Cardiac Arrest, Deployment of On-Site AED and CPR prior to EMS arrival

7/24/14 – 2MM I-865 EB, PI with Entrapment, 10 people transported

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 with Fire Station Captains regarding mattress replacement
- Met with Electrician regarding electrical issues at Town Hall
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Appointed Scott Mamaril as Awards Committee Chairperson
- Reviewed Insurance Audit regarding loss prevention improvements
- Prepared Fire Department three year budget outlook
- Meeting with BCSD Major Mike Nielsen regarding operational items
- Attended PIA regarding Royalton house fire
- Participated in ZFD HQ staff cookout
- Revised Town Social Media policy with IT Director Joe Rust
- Attended Open Enrollment follow up meeting, and conference calls regarding revisions
- Organized Traders Point Horse Show coverage
- Continued in the Certified Public Manager Program through Ball State University (Fishers Campus)
- Met with IT Director Rust regarding back logged IT work orders
- Attended monthly POWOW meeting with local officials
- Met with Director of Fleet Services Mel Vlha
- Completed 6<sup>th</sup> month of law enforcement cross training program at BCSD as a reserve with ZPD
- Met with Eagle Scout regarding proposed project at Fire Station 92
- Met with firefighter Eddie Frank regarding development of Department challenge coin
- Attended meeting with Town Manager and Clerk / Treasurer regarding payroll processing errors
- Town Hall Building Maintenance- town hall HVAC, Insurance claim from vehicle accident into building, working on lighting issues, etc.

Administration Report: Operations  
Deputy Chief Brian Miller

- Met with Lebanon, Whites town, Perry Township and Center Township fire departments to review the new IMT (incident management team) and how the call outs would be dispatched and used. We also reviewed the most recent radio outage that the county experienced and how it affected operations
- 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
- Completed 9 interviews for new paid stand-by firefighters as part of the application screening process
- Held ten work performance evaluations over the course of two days to evaluate new applicants for the position of part time firefighter
- Set up and met with the new bid committee to research and look at station bid assignments. This group will review the process and the needed polices to run such a process
- Helped with a post incident analyses to review the house fire on Circle drive. We reviewed both tactical and operational functions to increase knowledge and training for all staff

## Administration Report: Operations

### Deputy Chief Brian Miller (CONTINUED)

- Staffed the EOC (emergency operation center) for July Fourth events at the park
- Met with all three Captains to review time management skills and available tools to assist
- Set up eight company walkthroughs for all the school buildings, this would allow crews to review the buildings before school is back in session this year
- Completed CPR recertification training and testing
- Set up August company inspection locations for all three stations and shifts
- Attended weekly department staff meetings and executive meetings for fire department staff
- Set up monthly staffing and station assignments for all three stations for the month of August 2014
- Held monthly Operations meetings with the Captains
- Held Operations meetings with the Captains and Lieutenants

## Administrative Report: Training

### Deputy Chief Jeff Beam

- Chaired BCFCA Training Sub-Committee bi-monthly meeting to discuss cooperative training opportunities among Boone County fire departments
- Participated in training regarding newly released Mutual Aid Command guidelines
- Met with Chief VanGorder to discuss recent VFIS risk assessment survey
- Conducted Work Performance Evaluations for prospective PSB staff
- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Participated in preliminary 2015 Fire Department Budget meeting with Chief VanGorder
- Completed driver orientation packet for Ladder 91
- Met with Whitestown Fire Department staff to finalize joint hiring process procedures and documents
- Coordinated Open Enrollment meetings to discuss changes to Town of Zionsville health insurance plans
- Coordinated additional benefit meeting for public safety staff
- Attended CPR recertification training
- Met with Lebanon Fire Department staff to review plans for upcoming county-wide fire training sponsored by Boone County Fire Chief's Association Training Sub-committee
- Attended regularly scheduled Operations Meeting
- Updated monthly training records
- ZFD personnel logged over 125 hours of training for the month

## Administration Report: EMS Administrative

### Division Chief Steve Gilliam

- Organized Monthly CPR Course at Town Hall
- Processed all patient care reports for billing, quality control and evaluation by Medical Director Dr. Mike Kaufmann.
- Ordered and restocked EMS supplies
- Scheduled staffing for special events including polo events
- Met with Chief VanGorder reference insurance audit
- Attended Active Shooter lecture sponsored by IU Health with Chief Miller
- 3 CPR classes held for town employees
- CPR Courses for ZFD staff
- Multiple single skills evaluations for people taking CPR online course
- Skills exam for ACLS and PALS adult and child life support courses
- Met with probationary part-time employees to assist in completing their orientation packets

Administration Report: EMS Administrative  
 Division Chief Steve Gilliam (CONTINUED)

- Began fitness training program to increase physical agility and conditioning
- Completed training with Medic 98 mini ambulance with 3 probationary part-time staff
- Weekly updates of EMS training tracking form
- Completed monthly fire and EMS training
- Created follow up training for ESO patient care reporting to review concerns with staff

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

**Monthly Report for Fire Prevention / Code Enforcement Division**

- Conducted 11 rough-in (pre-drywall) inspections
- Conducted 9 final inspections
- Conducted 1 above ceiling inspection
- Conducted multiple tent inspections for various events
- Conducted 16 annual commercial inspections
- Conducted 2 site consultations
- Conducted 1 fireworks launch site inspection
- Coordinated the special event postings including those with the Fire Department coverage
- Participated in regularly scheduled TAC meeting
- Met with Planning Department representatives regarding address assignment issues
- Completed multiple plan reviews
- Attended and participated in weekly staff meetings at fire department headquarters
- 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
- Completed monthly fire and EMS training
- 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
- Participated in special event coverage for Town 4<sup>th</sup> of July Fireworks
- Participated in Mutual Aid Command SOG training
- Participated in PIA for Circle Drive structure fire
- Attended NPCU pre-construction meeting
- Re-certified in AHA Healthcare Provider CPR
- Met with ZCSC construction & Design team to discuss upcoming projects
- Assisted with Town facility fire alarm issue resolutions
- Met with Chamber of Commerce event organizers to facilitate Street Dance/Taste of Zionsville set-up

<b><u>FD Reviews</u></b>	<b><u>July 2014</u></b>	<b><u>July 2013</u></b>	<b><u>YTD 2014</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	1	2	14	N/A
Building	4	7	32	5,147.42
Fire Alarm Systems	1	1	10	800.00
Sprinkler Systems	0	1	10	1050.00
Fines, Fees	5	19	36	4,000.00