



## Monthly Activity Report for June 2014



	Jun-14	Jun-13	YTD 14	YTD 13	YTD Difference
<b>Incident Type</b>					
1 Fire	7	7	43	33	10
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	2	-2
3 Rescue & Emergency Medical Service Incident	98	92	666	606	60
4 Hazardous Condition (no fire)	11	15	36	41	-5
5 Service Call	28	19	125	103	22
6 Good Intent Call	28	27	136	106	30
7 False Alarm & False Call	24	25	162	110	52
8 Severe Weather	0	1	1	7	-6
Other	0	0	0	0	0
<b>Total Count</b>	196	186	1169	1008	161
	<b>Jun-14</b>	<b>Jun-13</b>	<b>YTD 14</b>	<b>YTD 13</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	117	129	740	694	46
Rural	46	37	267	210	57
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	33	20	162	104	58
<b>Total Count</b>	196	186	1169	1008	161

### Incidents

6/5/14 – PI/Fatal, SR267/Indianapolis RD, Whitestown

6/10/14 - Building Fire, 2420 N. Lebanon St, Lebanon

6/21/14 – Animal Rescue, Ford Rd/Fox Hollow RDG, 10 Ducks from a storm drain

6/29/14 – HazMat Incident, I-865 EB @ 1mm

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
  - Safety Board Meeting
- Met with Fire Station Captains and ordered exercise equipment from donated funds
- Lunch meeting with Perry Township Fire Chief
- Met with Electrician regarding electrical issues at Town Hall
- Conference Calls with Town Attorney regarding administrative matters
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met several times with Matt Petro regarding Share Point improvements
- Met with Insurance Company regarding sponsorship of public education equipment
- Met with Safety Board President Steve Mundy regarding FD Administrative items
- Completed additional appropriation resolution for council consideration
- Continued in the Certified Public Manager Program through Ball State University (Fishers Campus)
- Met with IT Director Rust regarding logged IT work orders
- Held Fire Pension Board Meeting
- Attended monthly POWOW meeting with local officials
- Attended Vectren Gas Company pre-construction meeting reference gas main construction
- Completed mid-year performance appraisal check in on all staff
- Met with Director of Fleet Services Mel Vlha
- Met with Clerk/Treasurer John Yeo regarding payroll processing procedures and errors
- Met with Zionsville Police Department administration regarding ALICE training
- Completed 4<sup>th</sup> month of law enforcement cross training program at BCSD as a reserve with ZPD
- Met Town Manager regarding revisions to the Draft Town Hall Space Needs report
- Met with Eagle Scout regarding proposed project at Fire Station 92
- Attended finance committee meeting with Councilor Mundy, Schuler, Papa, and Town Manager Mitro
- Completed 2<sup>nd</sup> quarter visits with all staff at each station
- Met with firefighter Eddie Frank regarding development of Department challenge coin
- Travel to Ferrara fire truck manufacturing facility for tour and discussion of production process
- 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

- Completed midpoint performance appraisal reviews for all three Captains and Chief Gilliam
- Worked with Lebanon, Whitestown, Perry Township and Center Township fire departments to finalize the incident command SOG to help ensure consistency with incident management.
- Met with all three shifts and stations to review and train on the new command SOG
- Completed the final review of the pre-build specifications on the new air-light support truck
- Conducted three 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
- Conducted on site product evaluations of Smeal ladder trucks with the apparatus committee. Test allowed the committee to operate and drive the apparatus in ZFD response area
- Set up plan for EOC (emergency operation center) for July Fourth events
- Set up July's company inspection location for all three stations and shifts
- Traveled to Ferrara manufacturing facility to review their ladder product and assembly process
- 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 July 2014
- Held monthly Operations meetings with the Captains
- Held Operations meetings with the Captains and Lieutenants

## Administrative Report: Training

### Deputy Chief Jeff Beam

- Performed Return-to-Duty evaluations for personnel returning from injuries
- Attended employment testing presentation by third party vendor
- Met with VFIS representatives to conduct liability insurance review
- Met with ZPD to discuss/plan joint training efforts
- Participated in quarterly station visits
- Participated in conference call with counsel to discuss Pension Board items
- Conducted semi-annual performance appraisal check-in's
- Conducted evaluation of SCBA's compliant to newly released national standards
- Participated in Fire Engineering Train-the-Trainer class regarding updated IDHS Firefighter I/II curriculum
- Participated in training regarding newly released Mutual Aid Command guidelines
- Attended monthly Town of Zionsville Safety Board meeting
- Updated monthly training records
- ZFD personnel logged over 225 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
- Met with Chief Miller in regards to review items
- 2 CPR classes held at town hall for a private business
- Multiple single skills evaluation for people taking CPR online course
- Met with newer part-time staff to check in on training packets

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

- Attempted WPE and working on improving outcome
- Weekly updates of EMS training form
- Completed monthly training
- Attended online STEMI lecture
- Worked with ESO and Dispatch company to fix errors within the ePCR system
- Attended services for Kathi Rickets- Kathi was the paramedic program Director for St. Vincent Health

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

- Conducted 6 rough-in (pre-drywall) inspections
- Conducted 10 final inspections
- Conducted 4 above ceiling inspections
- Conducted multiple tent inspections for 6 events
- Conducted 18 annual commercial inspections
- Conducted 4 site consultations
- Conducted 1 fireworks launch site inspection
- Coordinated the special event postings including those with Fire Department coverage
- Participated in regularly scheduled TAC meeting
- Met with Planning Department representatives regarding address assignment issues
- Attended National Fire Academy Youth Fire Setter Prevention certification course
- Attended the CruZionsville special event on Main Street
- Participated in joint operations active shooter response training at ZCSC
- Attended pre-construction meeting for Ford Rd. Bridge over Eagle Creek project
- Participated in initial pension board meeting
- Participated in mid-year performance appraisal process
- Represented Zionsville at the State FP&BSC monthly variance hearing
- Facilitated coordination efforts to troubleshoot Fire Station 92 fire alarm
- Assisted in company inspection process revisions
- Followed up on Hydrant Obstruction Correction Project with Citizen's Energy Group and residents where obstructions were relevant
- Participated in the TAC review process and submitted staff report for Fire Department review
- 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

<b><u>FD Reviews</u></b>	<b><u>June 2014</u></b>	<b><u>June 2013</u></b>	<b><u>YTD 2014</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	3	3	13	N/A
Building	10	5	28	5,067.42
Fire Alarm Systems	2	1	9	700.00
Sprinkler Systems	0	0	10	1050.00
Fines, Fees	8	14	31	3,750.00