



## Monthly Activity Report for March 2014



	Mar-14	Mar-13	YTD 14	YTD 13	YTD Difference
<b>Incident Type</b>					
1 Fire	12	4	21	11	10
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	2	-2
3 Rescue & Emergency Medical Service Incident	99	116	336	307	29
4 Hazardous Condition (no fire)	5	5	17	17	0
5 Service Call	12	26	36	61	-25
6 Good Intent Call	24	13	64	37	27
7 False Alarm & False Call	21	12	96	44	52
8 Severe Weather	0	0	1	0	1
Other	0	0	0	0	0
<b>Total Count</b>	173	176	571	479	92
	<b>Mar-14</b>	<b>Mar-13</b>	<b>YTD 14</b>	<b>YTD 13</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	110	124	355	342	13
Rural	39	36	134	106	28
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	24	16	82	31	51
<b>Total Count</b>	173	176	571	479	92

### Incidents

- 3/7/14 – Building Fire, 9525 E 300 S
- 3/11/14 – Field Fire, 8655 E 125 S
- 3/17/14 – Building Fire, 8431 E 400 N, Assist Sheridan FD
- 3/19/14 – Hazmat Incident, 129 mm I-65 SB
- 3/20/14 – Building Fire, 1770 S. 650 E, Assist Whitestown FD
- 3/22/14 – Elevator Rescue, 250 N. 5<sup>th</sup> St

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
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Several meetings regarding maintenance at Town Hall facility
- Met several times with Matt Petro regarding Share Point improvements
- Prepared and hosted Swearing In Ceremony for new hires
- Attended technology demo with Panasonic company sales staff
- Met with Quartermaster Lt. Scott Kirkwood
- Reviewed hiring list and prepared hiring proposal for Safety Board for consideration
- Began 2 year Certified Public Manager Program through Ball State University (Fishers Campus)
- Met with IT Director Rust regarding logged IT work orders
- Met with ZVFD Inc. and presented bid recommendation for new air light vehicle, KME awarded project
- Met with Inter Act CAD RMS implementation Fire/EMS Program director and representatives
- Met with Director of Fleet Services Mel Vlha
- Met with Major Nielsen regarding Inter Act software , ETI and ESO RMS
- Attended POWOW meeting at Zionsville Library
- Competed EVOC session at ILEA facility
- Attended RIT training with ZFD crews at County Training Tower
- Met with Lt Hayes regarding implementation plans for Honor Guard effort at ZFD
- Met with Safety Board President Mundy to review, discuss and draft Safety Committee concept
- Attended initial set up web meeting with ESO RMS regarding our EMS RMS implementation
- Met with Whitestown Fire Chief Westrich regarding administrative and operational items
- Met with and extended conditional offer of employment per Safety Board approvals
- Reviewed insurance coverage with local agent
- Completed 1<sup>st</sup> month of law enforcement cross training program at BCSD as a reserve with ZPD
- Town Hall Building Maintenance- town hall HVAC, snow removal, supply order, separation of contractor cleaning services, mitigation review of needs, etc.
- Fire Department Major Projects:
  - Fulltime hiring Process
  - CAD, Fire/EMS RMS Implementation
  - Staffing modifications

## Administration Report: Operations

### Deputy Chief Brian Miller

- Held competitive bid opening for the new Air light truck. The bids were reviewed over a period of two weeks and the bid was awarded to KME fire apparatus
- Met with the five new part time firefighter/medic to complete crossover training with the department so that they can begin to work as part-time employees
- Attended monthly operational meeting with Lebanon, Whitestown, Perry Township and Center Township fire departments. The group worked on a final redline of incident command SOG to help ensure consistency with incident management for southeastern Boone County
- Met with Panasonic computer products to review tablet base solutions for EMS documentation
- Attended kick off meeting with ESO as well as software management training end users
- Held specialty meeting for ZVFD board to review air light project and ESO software
- Assisted ZPD with annual tornado siren testing for severe weather
- Met with Chief VanGorder to review the transition of fire prevention to the operations division
- Set down with Lt. Peters to review plans and goals for fire prevention in 2014
- Visited Pleasant View Elementary to talk with all of the third and fourth graders about “service” and what role it plays with the fire department and how they can serve as young adults to their community
- 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 April 2014
- Met with two on duty crews as they completed pre incident planning inspections
- Held Operations meetings with the Captains
- Took part in emergency vehicle operation training put on by ZPD and Boone County Sheriff’s deputy’s

## Administrative Report: Training

### Deputy Chief Jeff Beam

- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Reviewed new employee orientation program developed by FF Sayman and FF Frank
- Coordinated District 5 IDHS Fire Inspector I/II certification course hosted at Station 93
- Participated in ESO e-PCR implementation meetings
- Began discussions on conducting a hiring process in 2<sup>nd</sup> Quarter 2014
- Conducted exit interviews for departing staff members
- Participated in Emergency Vehicle Operations course conducted by Zionsville Police Department
- Met with Public Safety Medical to review overall results of 2013 department physical exams
- Participated in department-wide and mutual aid department training regarding the recently approved BCFA RIT policy
- Coordinated delivery of Candidate packets to INPRS for review and acceptance
- Updated monthly training records
- ZFD personnel logged over 365 hours of training for the month

## Administration Report: EMS Administrative

### Division Chief Steve Gilliam

- Monthly CPR Course at Town Hall
- Quality review of run reports and forwarded to Medical Director Dr. Kaufmann for physician review
- 2 CPR skills exams
- Ordered and restocked EMS supplies
- Met w/ Computer company for demo of ems reporting hardware
- Met for teleconference of ESO software kick off meeting
- Orientation with new paid stand by staff
- 2 CPR courses for Buckeye Partners
- Chaired BCFCA EMS section meeting
- 2 CPR courses for Zionsville Little League
- CPR class for Buckeye Partners
- Attended monthly Audit and Review of runs
- Attended ESO webinar for administrative training
- Received 2 new CPR training devices for demo purposes
- Met with the EMS Chief of Pike Township to go over ESO formatting

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost

- Conducted 8 rough-in (pre-drywall) inspections
- Conducted 11 final inspections
- Conducted 2 sprinkler/alarm/commercial Kitchen Hood inspections
- Conducted 4 above ceiling inspections
- Conducted 1 tent inspection
- Conducted 48 annual commercial inspections
- Conducted 7 site consultations
- Followed up on Hydrant Obstruction Correction Project with Citizen's Energy Group and residents where obstructions were relevant
- Responded to emergency scenes as needed based on scope of the incidents
- Attended WTH GIS user conference
- Participated in the TAC review process and submitted staff report for Fire Department review
- Attended quarterly Indiana Fire Inspector's Association meeting
- Coordinated service work on Town Hall fire alarm system
- Coordinated collection of quotes for service of Town Hall areas to abate mold growth
- Completed multiple plan reviews
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Town Manager, Town Planner and Fire Chief regarding upcoming new construction project
- Met with representatives of different homeowner associations regarding clubhouse compliance issues
- Attended Emergency Vehicle Operations Training course at the Indiana Law Enforcement Academy
- Participated in completion of Hecker's Health Fitness Challenge
- Taught CPR course to Boone County law enforcement reserve academy recruits
- Taught 2 CPR courses to Zionsville Little League coaches
- 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

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost (CONTINUED)

- Completed monthly fire and EMS training
- Met with Chief VanGorder to discuss ongoing projects and pertinent items from senior staff meetings
- Met with Zionsville Chamber of Commerce to assist in planning for possible electrical infrastructure upgrade along Main Street
- Attended meeting/training with Moore Restoration regarding fire damage assessments
- 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>March 2014</u></b>	<b><u>March 2013</u></b>	<b><u>YTD 2014</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	3	1	6	N/A
Building	5	4	6	721.43
Fire Alarm Systems	2	0	4	250.00
Sprinkler Systems	3	1	5	550.00
Fines, Fees	5	1	15	2,675.00