



Fire Department

2011 Year End Report



January 3rd, 2012

Zionsville Fire Department Mission Statement

The mission of the Zionsville Fire Department is to prevent harm to the citizens and visitors of the Town of Zionsville and other areas as requested, by providing the highest possible levels of service through fire prevention, public education, fire suppression, emergency medical services, and mitigation of the effects of natural and man-made disasters consistent with the resources provided, and in the safest manner possible for those providing these services.

STATEMENT OF CORE VALUES

- **Public Services** - committed to providing the highest level of service to citizens and visitors of the Town of Zionsville within the resources allocated.
- **Bravery and Courage** - committed to service to the public, and in offering such service, our employees will act bravely and with courage as required.
- **Caring** - committed to dealing with each emergency in a timely, professional, and courteous manner.
- **Teamwork** - committed to the development of a team, working together to achieve goals in a trusting and cooperative environment.
- **Management** - committed to excellence in management, working toward the best interests of employees, residents and visitors of the protection area.
- **Individual Responsibilities** - committed to employee excellence, expecting no less than the best effort on each task performed.
- **Professionalism** - committed to professionalism in performance, appearance, and attitude.
- **Safety** - committed to the safety of citizens and visitors of the Town of Zionsville, and the personnel of the Zionsville Fire Department.
- **Productivity** - committed to greater productivity by continually offering new or increased services of emergency mitigation and control.
- **Education** - committed to education for its personnel and the public to limit death and destruction from fires and other emergencies.
- **Community Relations** - committed to the continued improvement of our community through public presentations and programs.

Major Accomplishments for the Zionsville Fire Department

Again in 2011, the Department has been blessed to have dedicated community minded full time, part-time and volunteer personnel working hard protecting us. Several capital projects are near completion ranging from the construction of Fire Station 93 to the replacement of Fire Engine 92. The Support Service Division is growing in number of members and continues to be a true asset to the department and community. The Fire Marshal, Training, and Emergency Medical Services Divisions have all seen their areas of responsibilities grow and have adapted well. The committee chairs have completed numerous projects, and have played a critical role with several major projects like Station 93 and the replacement fire engine.



The department continues to meet our mission daily with community support and partnership; in late 2011, the department realized several significant line of duty injuries. These line of duty injuries partnered with other off duty occurrences (FMLA, Military, Non-work related) left the department in a position where daily staffing levels were reduced to low levels. These vacancies were filled by part-time personnel, but temporary loss of full time personnel was challenging to deal with from an operational perspective. All of these personnel were assigned *Light Duty Status* and have been a tremendous asset to Head Quarters Staff and have to date permitted the department to not require the use of a part-time administrative assistant. We work daily with all staff to assist them in returning to full duty, and once we are able to accomplish this goal we will then turn to the use of a part-time clerical assistant to continue our support structure to the department.

Long term strategic funding concepts should continue to be discussed Town wide to assist with diminishing revenue projections including concepts such as LOIT for public safety, expanding EMS services, and the diversification of Assessed Value. Funding is and will continue to be the single largest obstacle to not improving, but just maintaining the basic level of emergency services the community has come to expect on a daily basis.

We prepare for tomorrow and happily share our accomplishments from the last twelve months:

2011 Hiring Process

The department started in early July 2011 with a screening process for new full time Firefighter EMT's. The department received a total of one hundred and twenty one applications for this position to review. This process is made up of six events. The first event was the written test conducted by IPSP where a total of one hundred and six applicants took the written test. The next three phases of the screening process were the ladder climb, tunnel crawl and Work Performance Evaluation (WPE). The WPE test consists of 9 events designed to measure the physical ability of a firefighter to perform the skills required to operate effectively on an incident. The last two components were structured interviews. The first interviews were conducted by a five person board and the final interviews were conducted by the Chief of the Department. All of this information was compiled and scored and reduced to a list of twenty three applicants that were placed on a two year hiring list that the department could use to select or fill openings within the department.



Station 93 Construction

This project has been a large undertaking for the department, making it one of the main focal points for the operation side of the department in 2011. CSO Architects was selected at the end of 2010 to design the new station. The first part of 2011 was spent working closely with CSO to build the information to begin writing the specifications and blue prints that will be the



foundation for the project. One very key part of this project was the ability to work with the Zionsville School Corporation to complete a land transfer to the Town of Zionsville allowing the new Station 93 to be situated on a property previously owned by the Zionsville School Corporation thus saving the tax payers in excess of \$250,000 on land costs alone. This project went to public bid in May of 2011 and was awarded to Gilliatte General Contractors at the end of that same

month. A Ceremonial Ground Breaking took place in June and work on the project started closely after the ceremony. This project has required not only bi-weekly progress meetings at the job but several hours at the committee level work involving front line firefighters to ensure the project meets the needs of the Town and fire department staff. Operations staff has been meeting with the onsite project manager daily to ensure quality of work and budget targets are being met on the entire job. The department is excited to open and begin operation out of the new facility in early spring 2012. This facility has been designed for the current needs of the town with thoughtful planning for future growth.



Fire Marshal Division

Inspections-295 total

Annual: 48

Re-Inspections: 11

Site: 61

Pre-Drywall: 18

Above Ceiling: 13

Pre-Final: 24

Final: 18

Other: 61

Fire Alarm: 3

Sprinkler System: 6

Fire Alarm Rough-In: 5

Sprinkler System Rough-In: 7

Hood Suppression System: 12

Acceptance Test – Fire Alarm: 4

Acceptance Test – Sprinkler System: 1

Acceptance Test – Hood Suppression System: 3

Consultations-133 total

Fire Alarm: 11

Sprinkler System: 13

Site: 24

Fire Protection: 19

All others: 139

Plan Review-100 total

Site: 18

Building: 37

Fire Alarm: 4

Sprinkler System: 4

Hood Suppression System: 3

Fire Protection: 8

Other: 26

Fire Protection Permits Issued-8

Fire Alarm: 2

Sprinkler System: 2

Hood Suppression System: 4

Total Variances-10 total

Town of Zionsville (FPO): 3

State of Indiana: 7



Blake Hayes
Fire Marshal

Department Plan Review Fees / Legal Citations

Building Plan Review: \$3,013.10

Sprinkler System Plan Review: \$150.00

Fire Alarm System Plan Review: \$200.00

Hood Suppression System Plan Review: \$250.00

False Alarm Citations: \$550.00

Total Division Income: **\$4,163.10**

Division Accomplishments

- Became an International Code Council Certified Fire Inspector (1 of 55 in Indiana)
- Re-certified as an Authorized User for the United States Department of Homeland Security in the following areas:
 - Protected Critical Infrastructure Information Program (PCII)
 - Critical Asset Protection Technical Assistance Program (CAPTAP)
 - Automated Critical Asset Management System (ACAMS)
 - Critical Infrastructure & Key Resource Asset Protection (CIKR)
- Continued to work with Zionsville Community School Corporation in maintaining Fire Safety and Evacuation Planning

Training Division

- Regularly attended Indiana Department of Homeland Security District 5 Training Council meetings to advocate for training opportunities specific to Zionsville Fire Department needs
- Maintained compliance with various regulatory and accreditation agencies through the use of an annual Training Calendar and Monthly Training Packets
- Served on the 2011 Indiana Fire Chief's Association Education Committee; determining the firefighting education tracts for the 2011 Indiana Emergency Response Conference
- Updated NIMS Compliance Matrix to assure compliance with the *National Incident Management System Training Program*
- In conjunction with EMS Division, began quarterly program to evaluate personnel on emergency medical skills
- Developed operational and driver training program for new all-terrain ambulance
- Participated in National Safety and Survival Week by presenting nationally recognized Fireground Survival Program
- Conducted program to evaluate the department in compliance with *NFPA 1410, Standard on Training for Initial Emergency Scene Operations*
- Conducted pre-employment testing and evaluation to develop a list of potential employment candidates which will be valid for two years
- Provided training regarding the Performance Appraisal Process to all Town of Zionsville employees
- Began creation and implementation of a career development plan for all firefighters
- ZFD personnel attended over 1,024 training opportunities, representing 45 various topics, and logged over 4,947 hours of training for the year 2011



Jeff Beam
Training Captain

EMS Division

- The CPR program continues to grow including continuing to teach the ZCHS Freshman. Fox 59 did a story recognizing the fire department for providing the life saving training to the freshman class. Town staff, ZCS employees, and Interactive Academy are just some of the recertification classes that the Zionsville Fire Department provided. ZFD has also begun to provide renewal certifications for nursing staff at Zionsville Meadows as they are needed.
- Zionsville Fire Department with the assistance of the Parks Department was able to purchase a “All-Terrain/Off Road Ambulance” that is called Medic 98 and has already been put to good use. Medic 98 is designed to help reach patients in remote areas as well as to provide coverage as needed for events.
- The Zionsville Fire Department had two additional Firefighter/EMT staff complete the 14 month paramedic program through St. Vincent Health and become Firefighter/Paramedics - Brandi Cunningham and Joe Weder. Both are doing well in their new roles.
- Partnered with the ZCHS athletic trainers and student trainers to provide Head, Neck and Back injury training. This focused on placing injured athletes onto immobilization devices to protect and prevent further injury. Put into use a new ambulance training packet created by Captain Beam that allows for orientation to driving and operations of the ambulances and patient care as a whole program. Completed the driver’s training packet Grass 91 and began training on the Tanker packet.
- Dispatched to the scene for 1215 total patient contacts
Of those: 939 requested or required transport to the hospital
650 patients required advanced life support treatment and 121 were transported emergently.



Steve Gilliam
EMS Captain

Administrative Assistant Division

- Interview, selected and trained a temporary replacement for myself while I took 12 weeks of maternity leave to care for my new son, Hudson.
- Some significant projects for this year include:
 - Updating and adding news and information to the fire department website and Facebook page
 - Assisting with the 2011 full-time Firefighter/EMT hiring process
 - Assisting with organizing projects for light duty personnel,
 - Elected Vice President of the Support Services Division again for 2012.
- Some of the routine responsibilities completed include:
 - Processed 939 patient records and forwarded to billing service
 - Completed 18 payroll sessions for approximately 60 employees per payroll
 - Assisted in processing and tracking invoices for the budget
 - Tracked over 828 official reports throughout the year
 - Dictated minutes for Safety Board meetings
 - Distributed a weekly ZFD email newsletter
 - Submitted items for the monthly Town of Zionsville E-Newsletter
 - Organized fire department monthly report
 - Reviewed and processed daily truck check sheets.



Tiffany Howard
Administrative
Assistant

Communications Division

- In 2011, the Communications Division continued working with the Boone County Communications Center on improving the computer aided dispatch software and in conjunction with the Boone County Fire Chief's Association provided training to the BCCC's Communications Officers.
- Communications also completed an internal assessment of all communications equipment in need of re-programming or replacement due to the FCC Narrowbanding requirement in January 2013.



Lt. Jason Potts
Communications
Division Head

Equipment Division

- ZFD purchased voice amps for all firefighters to be able to speak clearly through their SCBA masks.
- ZFD has purchased Bluetooth voice amps for the officers riding in the seat position on all primary apparatus. These units enable voice amp links via Bluetooth with portable radios carried by officers to give clearer speech during radio transmissions.
- Responsible for implementing all details for the new Engine 92 and all its equipment and capabilities.
- Performed and maintained fire equipment which has saved the department money on the outsourcing of repairs.



Lt. Todd Scales
Equipment
Division Head

Quartermaster Division

- In 2011 the Quartermaster Division completed and implemented the Clothing SOG in mid December.
- Officers and Firefighters went through an evaluation process for choosing a new structural firefighting boot to be purchased for the next 2 years. This entailed a wear test by personnel over a 2 month period with a written evaluation form, review by the Safety Officer, and price comparison. The Fire Dex FDXL 100 boot was chosen out of the 5 boots tested and reviewed.
- Late 2011 saw ZFD having its first annual gear and uniform inspections. This allowed us to check the serviceability of gear items, and the quantities and replacement needs of worn-out duty uniforms. An order was placed for t-shirts, job shirts, and class B shirts to be placed into inventory for replacements when needed.



Lt. Scott Kirkwood
Quartermaster

Public Safety Education Committee

- Throughout 2011, ZFD members were committed to keeping the community safe and did so by participating in countless public safety activities and also attended numerous community events, spreading the word about fire safety. Each school system is visited during the National Fire Safety Awareness month of October. Firefighters stress the importance of fire safety through presentations and demonstrations.
- In March, several ZFD members helped to organize, judge and set-up and facilitate the 2nd annual state HERO (Hoosier Emergency Response Olympics) competition held at the county fire training facility. High school students involved in fire service cadet programs from all over the state came to compete in several events and view educational display and demonstrations on the fire service.
- Throughout the year, funds collected from numerous ZFD Support Service events and donations made by community leaders were given to the Indiana Children's Hoosier Burn Camp. Members from ZFD traveled to Camp Tecumseh to participate in the Annual Visitor's Day Parade. Several campers were given the opportunity to ride atop the Zionsville Fire Department fire engine in the parade along with other apparatus from all over the state. A donation check was given to the camp with the promise of raising even more funds for the 2012 Hoosier Burn Camp!
- September 11th this year was very special to those in the fire service, as it was the 10th Anniversary of the World Trade Center attacks. We memorialized our fallen brothers and those who were killed in the attacks with a moving tribute held at the ZCS Performing Arts Center. ZFD members helped to organize the event and also participated in a precession that escorted a beam from the World Trade Center tower to the event. In the precession, there was an apparatus representing every Fire Department and EMS agency in Boone County. Speakers included individuals who were directly involved in the events on 9/11, including the Pike Fire Department Chief who was a member of the Indiana Task Force Team who responded immediately after the collapse. It was a moving tribute and emotional time for those involved in the fire service.
- The annual ZFD Pancake Day, was held in October. This year, the children's section was expanded to include Sparky's Closet, an area where children could try on real fire gear like the firefighters wear, play games and win fire safety awareness prizes. Plus, participants were greeted by our life sized Sparky mascot while enjoying their breakfast.
- As we approached year's end, ZFD had their annual area familiarization drive time, but this year with a special guest: Santa Claus! Santa and the firefighters traveled through every neighborhood in the ZFD coverage area over the 12 nights prior to Christmas. Santa was escorted by the ambulance and fire truck decked out in full lights and Christmas carols playing on speakers!



Bennii Weldy
Public Education
Committee
Chairwoman

ZFD prides itself in its commitment to the safety of the citizens of the Zionsville Community and continues to strive to expand our Public Education program. We look forward to 2012 and interacting with even more members of our wonderful community!

Support Services --Philanthropic Community Activities

- Membership has grown over the years from a small group of 6 to a membership of 23 with monthly interest continuing.
- In June 2011, the Third Annual Zionsville Volunteer Fire Department Larry K. Rust Golf Outing was held at the Zionsville Golf Course. The second scholarship in the name of Larry K. Rust was awarded through a selection process and presented at the chosen Senior's Awards Program. Funds from the 2011 Outing were transferred to the Boone County Community Foundation in preparation for this year's scholarship.
- Also in June, the department participated for a second year with the Hoosier Burn Camp. The Support Services Division raised over \$ 2500 to sponsor children to attend this year's camp. Several ZFD firefighters went to participate in the fire department parade at the Camp. All involved found the event moving and have planned to return and assist with children who have suffered burns again next year.
- The 30th Annual Pancake Day Breakfast was held in October this year. Almost 1400 people were served by firefighters and volunteers to raise money to purchase safety gear and uniforms along with other equipment needs for our emergency vehicles.

2011 Emergency Response Statistical Information:

Incident Type	2005	2006	2007	2008	2009	2010	2011
1 Fire	73	86	76	85	94	113	82
2 Explosion, Overheat (no fire)	5	4	8	5	4	6	2
3 Emergency Medical Service	271	584	1013	1103	1130	1114	1223
4 Hazardous Condition (no fire)	74	69	49	72	64	52	49
5 Service Call	44	72	128	130	142	170	162
6 Good Intent Call	109	108	103	161	156	179	185
7 False Alarm & False Call	139	118	168	161	134	141	123
8 Severe Weather	5	1	0	10	3	7	10
Total Count	720	1042	1545	1727	1727	1782	1836

Incidents By Zone	2005	2006	2007	2008	2009	2010	2011	
Union Township ** Incomplete data	38	**	59	118	155	496	439	Zionsville - Rural
Eagle Township	296	322	378	387	377			
Town of Zionsville	353	691	1055	1128	1108	1163	1232	Zionsville-Urban
Mutual Aid	33	29	53	94	87	123	165	Mutual Aid
Total Count	720	1042	1545	1727	1727	1782	1836	