



Monthly Activity Report for December 2015



	Dec-15	Dec-14	YTD 15	YTD 14	YTD Difference
Incident Type					
1 Fire	6	12	119	90	29
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	7	4	3
3 Rescue & Emergency Medical Service Incident	133	127	1466	1362	104
4 Hazardous Condition (no fire)	5	6	81	70	11
5 Service Call	18	35	300	324	-24
6 Good Intent Call	29	24	360	278	82
7 False Alarm & False Call	23	23	283	303	-20
8 Severe Weather	0	0	7	4	3
Other	0	0	0	1	-1
Total Count	214	227	2623	2436	187
	Dec-15	Dec-14	YTD 15	YTD 14	YTD Difference
Incidents By Zone					
Urban	124	145	1562	1516	46
Rural	49	47	664	554	110
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	41	35	397	366	31
Total Count	214	227	2623	2436	187

Incidents

12/5/15 – Building Fire, 2448 W 206th St, Assist Westfield FD

12/6/15 – Building Fire, 16701 Little Eagle Creek Ave, Assist Westfield FD

12/6/15 – PI with Entrapment, 137 MM I-65 NB, Assist Lebanon FD

12/8/15 – Gas Leak, 760 Eagle Creek Ct.

12/30/15 – PI with Entrapment, 8230 Oak 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
- Completed Performance Reviews with Executive Staff
- Met with CSO regarding design concepts for new government center on a bi-weekly basis
- Communications meeting with Captain Jason Potts
- Extended conditional employment opportunities to new employees
- Completed reviews from vendors regarding new ambulance purchases
- Met with Deputy Chief Miller regarding operations items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Attended VIP event at the Zionsville Library
- Met with Vendor regarding fire apparatus construction
- Attended Ball State Certified Public Manager Program
- Met with E-One regarding production time line for fire apparatus construction and progress
- Met with Developers to create a working solution for health safety needs of their proposed developments
- Attended meeting for 2015 Boone County Leadership Class
- Met with Town Engineer Firm regarding developmental plans for station 91
- Met with Director of Fleet Services Mel Vlha regarding vehicle work orders
- Met on multiple occasions regarding Town Hall development project
- Attended annual ZVFD Inc. dinner
- Met with new Councilors regarding CSO design plans for new government building
- Spent significant time addressing quartermaster supply issues—structure changes are under review
- Met with IT Director Rust regarding continued outstanding IT related items
- Met with Crowe Horwath regarding Town Hall financing plans
- Met with DC Miller and DC Gilliam to finalize review of Ambulance purchase recommendation
- Town Hall Building Maintenance—Electrical, plumbing repairs, HVAC, and future plans

Administration Report: Operations

Deputy Chief Brian Miller

- Completed four year-end performance reviews for the three Captains and the Division Chief of EMS
- Reviewed full evacuation and lockdown drill at Boone Meadow Elementary
- Reviewed radio use and communications for emergencies on school properties with school staff
- Met with fifty employees & Chief Beam and each employees supervisor to complete each fulltime employees year-end performance review for 2015
- Attended a ladder committee meeting to review graphic design and layout for new apparatus
- Conducted two apparatus check off rides on the Medic trucks
- Held yearend ZVFD board meeting and board elections
- Met with CSO and Joe Rust to review the new town hall design and layout for security and door hardware needs
- Attended weekly department staff meetings as well as executive meetings for fire department staff
- Set up monthly staffing assignments for all three stations for the month of January
- Held Operations meeting with the Captains and Lieutenants

Administrative Report: Administration

Deputy Chief Jeff Beam

- Coordinated and provided coverage for annual department physicals for all full-time firefighters
- Coordinated fire watch activities at local facility
- Developed department policies regarding Trade Time and Cold Weather Pump Operations
- Coordinated restricted duty assignments for personnel
- Conducted 2015 Year-End Performance Appraisals for Training Division and Fire Prevention Division
- Coordinated pre-employment medical and psychological testing for potential new firefighters
- Participated in fire prevention inspections with the Fire Marshal
- Conducted 2015 Year-End Performance Appraisals for Operations personnel
- Attended monthly Zionsville Safety Board meeting

Administration Report: Training

Division Chief Mark Hart

- Set up January Training schedule
- Gave Driver Operator retest
- Lead Instructor for Extrication class for recruits
- Assisted FF Pataky on an additional day of ladder training for the recruits
- Had Department Physical
- Received end of the year evaluation from Chief Beam
- Attended week long Aerial Operator Course
- Meeting with Chief Batts from LFD about a combined training evolution
- Setup recruit class syllabus for Feb 2016 start time
- Worked with Captain Potts to go to paperless training reporting starting Jan 2016
- Met with the Captains to explain and train on the paperless training report
- Finalized and registered the Haz-mat ops class for Jan 2016
- Gave Tech Rescue Awareness test
- Lead instructor of vehicle stabilization training at the training tower
- Laid out a Master outline form to be used in all trainings
- Worked with Chief Gilliam on affiliation process
- Set up WPE for individuals
- Took part in a Webinar about department training needs assessment
- ZFD completed 281 hours of training during the month

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 13 final inspections
- Conducted 29 annual commercial inspections
- Conducted 7 rough-in inspections
- Conducted 3 above ceiling inspections
- Conducted 2 site consultations
- Conducted 3 fire alarm/automatic sprinkler system acceptance tests
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with contractors, developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Completed multiple reviews for commercial occupancies
- Met with property managers and business owners regarding compliance matters

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Responded to emergency calls for service as needed
- Met with Fire Inspector on multiple occasions regarding inspection matters
- Attended the Boone County Leadership Program class
- Facilitated the drop off of fleet vehicles for fleet maintenance
- Participated in the Town TAC meeting covering multiple projects
- Attended and participated in ZFD Pension Board Meetings
- Participated in year-end performance appraisal process
- Assisted with implementation of administrative agreements with corporate citizens to facilitate code compliance while meeting commercial objectives
- Participated in annual physical
- Met with Chief VanGorder to discuss multiple Town projects
- Attended the annual ZVFD annual meeting and dinner
- Completed the 4th quarter Knox key audit and program updates
- Assisted JTVFD with code compliance facility final inspection
- Helped instruct CPR class
- Delivered donations to Lebanon for Boone County Toy Drive initiative

<u>FD Reviews</u>	<u>December 2015</u>	<u>December 2014</u>	<u>YTD 2015</u>	<u>YTD Fees (Received)</u>
Site	2	1	54	N/A
Building	1	2	22	9,622.99
Fire Alarm Systems	0	2	5	475.00
Sprinkler Systems	0	2	14	1,200.00
Fines, Fees	4	5	45	1,945.00

Administration Report: EMS

Division Chief Steve Gilliam

- Assisted with covering staffing during the process of staff physicals
- Obtained yearly department physical
- Met with Matt Petro reference supply ordering system for the department
- Met with Chief VanGorder and Chief Miller in regards to Ambulance purchase
- Held monthly public CPR course as well as other courses for local businesses
- Prepared list of paramedic staff for the Continuous Quality Improvement process of run reports in 2016
- Met with part-time staff to learn progress of orientation manuals
- Met with Chief Miller for year-end review
- Met w/SOG committee to complete 2 different operating guidelines for medications
- Attended BLS audit and review conducted by firefighter/paramedic James Stiles
- Trained all 3 shifts on new medication SOGs
- Covered staffing for personnel to complete driver's training

There were 150 patient contacts for December and of those 119 were transported to the hospitals as listed.

Destination Location Breakdown		
Location	Calls	Pct
Community North	<u>2</u>	1%
IU Health Methodist	<u>1</u>	1%
IU Health North	<u>6</u>	4%
IU Health Riley	<u>1</u>	1%
NA	<u>31</u>	21%
St. Vincent Carmel	<u>2</u>	1%
St. Vincent Heart	<u>1</u>	1%
St. Vincent Indianapolis	<u>74</u>	49%
St. Vincent Peyton Manning	<u>12</u>	8%
St. Vincent Womens	<u>1</u>	1%
VA Medical Center	<u>2</u>	1%
Wishard/Eskenazi Health	<u>2</u>	1%
Witham Health at Anson	<u>14</u>	9%
Witham Health Services	<u>1</u>	1%
Total	<u>150</u>	100%

Clinical Impression Breakdown

