



Monthly Activity Report for February 2016



	Feb-16	Feb-15	YTD 16	YTD 15	YTD Difference
Incident Type					
1 Fire	7	11	14	17	-3
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	1	0	1	-1
3 Rescue & Emergency Medical Service Incident	101	103	208	224	-16
4 Hazardous Condition (no fire)	8	7	15	9	6
5 Service Call	26	29	35	42	-7
6 Good Intent Call	29	33	60	72	-12
7 False Alarm & False Call	20	21	39	53	-14
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
Total Count	191	205	371	418	-47
	Feb-16	Feb-15	YTD 16	YTD 15	YTD Difference
Incidents By Zone					
Urban	114	117	224	246	-22
Rural	48	58	90	106	-16
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	29	30	57	66	-9
Total Count	191	205	371	418	-47

Incidents

- 2/3/16 –PI w. Entrapment, CR 400 S/ Snaffle Bit Rd
- 2/7/16 – House Fire, 513 E. Pearl St, Lebanon, Assist LFD
- 2/12/16 – House Fire, 3734 Indigo Blue Blvd, Whitestown, Assist WFD
- 2/13/16 – Garage Fire, 950 W. Poplar, Zionsville
- 2/14/16 –Mass Casualty Incident, I-65 from 138mm to 140 mm, Lebanon, Assist LFD
- 2/28/16 – Fuel Spill, 527 Quail Valley Dr., Zionsville
- 2/28/16 – Deck Fire, 3238 Autumn Ash Dr, Zionsville

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
- Prepared 2015 Year End Report and presentation to Town Council
- Prepared and attended the 2016 Firefighters Ball and Awards Program
- Met with CSO regarding design concepts for new government center on a bi-weekly basis
- Communications meeting with Captain Jason Potts
- Met with Councilor Brian Traylor and toured Fire Stations and discussed Department operations
- Completed reviewing and handling personnel related discipline
- Addressed several outstanding official reports regarding quartermaster items
- Met with Deputy Chief Miller regarding operations items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met with vendor regarding fire apparatus construction
- Attended ZVFD Board of Directors Meeting
- Organized a meeting with Director of Finance & Records Amy Lacy and Deputy Chief of Administration Jeff beam where the three of us reviewed the 1977 Police & Fire Pension process from hiring, separating from employment, and retiring. Identified payroll correction to wage and contributions reports that need audited.
- Attended last Ball State Certified Public Manager Program class completing 2 year program
- Met with E-One regarding production timeline for fire apparatus construction and progress
- Attended meeting for 2015 Boone County Leadership Class
- Attended lunch meetings at the fire stations with C shift, and A shift Captains and crew
- Attended the Parks Department Pathway Advisory Committee
- Attended POW WOW meeting
- Met with Parks Department and other Town agencies regarding the planning and design of a new Nature Center
- Met with Director of Fleet Services Mel Viha regarding vehicle work orders
- Met on multiple occasions regarding Town Hall development project
- Attended training program in Angola IN
- Attended active shooter training at Town Hall
- Met with IT Director Rust regarding continued outstanding IT related items
- Met with Crowe Horwath regarding Town Hall financing plans
- Attended Operations meeting with Deputy Chief Miller
- Town Hall Building Maintenance—Windows, Electrical, plumbing repairs, HVAC, and future plans

Administration Report: Operations
Deputy Chief Brian Miller

- Traveled to Angola to attend training class on fire behavior and information from the NIST & UL studies
- Worked with five paid-stand-by staff to set up permanent work schedules
- Worked with Captain Potts to begin the tool layout and placement for Ladder 93
- Assisted and reviewed fire drill at Zionsville Meadows
- Reviewed and updated specification drawings for the new medic truck
- Attended meeting with Keystone construction to review design and plans for the new nature center

Administration Report: Operations

Deputy Chief Brian Miller (CONTINUED)

- Met with all fulltime staff to conduct workshops to assist in the goal writing process for 2016
- Participated in the town hall active shooter training put on by ZPD
- Reviewed product data information for the replacement of current four gas meters
- Attended a meeting to review the Boone County Communication Center progress and changes
- Met with ladder 93 committee to work through final graphic design and layout
- Held ZVFD board meeting
- 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 March
- Held Operations meeting with the Captains

Administrative Report: Administration

Deputy Chief Jeff Beam

- Conducted 2015 Local Pension Board elections
- Conducted Goal Setting Workshops and finalized 2016 Performance Appraisal goals for staff
- Met with ZPD to review procedures available for enhanced background investigations of prospective employees
- Conducted practical skills evaluations for IDHS Fire Officer I certification for Lebanon Fire Department
- Began re-development of Zionsville Fire Department Policies Manual
- Conducted Return to Duty Work Performance Evaluations for personnel returning from injuries
- Participated in mid-year Town of Zionsville health insurance review
- Met with Director of Department of Finance and Records to review responsibilities related to 1977 Police Officers' and Firefighters' Pension and Disability Fund
- Met with Public Safety Medical to review results of annual department physicals

Administration Report: Training

Division Chief Mark Hart

- Set up March Training schedule
- Attended EMS General Expectations training
- Started recruit Academy 2016-01
 - Started recruit district familiarization
 - Taught FD History, PPE, SCBA and put recruits through Pike Township SCBA Confidence Course
 - Taught fire behavior and Building construction
 - Taught arrival reports, basement fires, residential, strip mall, Commercial and Multi-family tactical templates
 - Set up and co-taught water supply and the 1 ¾" hose line with Lt Kirkwood
 - Assisted in 2.5" hand-line, Yard lay, RAM nozzle and Mater Stream with St 93C crew
 - Taught ICS, Accountability, TIC, Pac Tracker and firehouse etiquette
 - Observed Forcible entry and ladders taught by FF Pataky
 - Observed Ropes and Search Training by St 93A crew
 - Observed Advanced search and ventilation with St 93B crew
 - Observed and assisted FF Thomas in Mayday and Save your own drill along with St 93C and St 93A crews
 - Setup for H-box and Tower burns for the recruit class
- Continued to work on paperless training reporting in firehouse
- Co-taught state certified Vehicle and Machinery operations class for recruits and St 91 personnel
- Attended Becks Airplane Hanger walk through with FM Frost and the Recruits
- ZFD completed 957 hours of training during the month

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 3 final inspections
- Conducted 56 annual commercial inspections
- Conducted 5 site consultations
- Conducted 5 rough-in inspections
- Conducted 1 occupancy inspection
- Conducted 1 in-home private residence safety/smoke detector evaluation
- Met with Planning Department representatives regarding address assignment issues
- Attended and participated in weekly staff meetings at fire department headquarters
- Participated in regular progress meeting for local building project
- 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 monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Attended fire drills at local schools as an observer
- Participated in the FIAI quarterly meeting
- Assisted with vehicle PM by assisting with drop-off and pick-up
- Attended the annual Firefighter's Ball and Awards Banquet
- Testified to House Committee regarding proposed legislation and presented an amendment on behalf of the Town of Zionsville, FIAI, IACT and IFCA
- Participated in the Boone County Leadership Class
- Participated in the evaluation and interview process for the Boone County Lilly Scholarship Program
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Participated in the Town TAC meetings to evaluate proposed projects in Zionsville
- Maintained Knox Access Program and upgraded all apparatus key vaults
- Responded to emergency calls for service as needed
- Participated in the goal setting meetings for the performance appraisal process
- Participated in the Town Hall Open House by conducting facility tours and answering citizen questions
- Participated in facility fire drill at a local ECF
- Instructed new recruits in fire prevention and detection portion of training program
- Participated in State certification class for Vehicle and Machinery Operations
- Developed procedures for MSB sprinkler replacement project
- Facilitated ECI Pre-Incident Survey training and procedural discussion with each shift

<u>FD Reviews</u>	<u>February 2016</u>	<u>February 2015</u>	<u>YTD 2016</u>	<u>YTD Fees (Received)</u>
Site	5	3	4	N/A
Building	2	2	6	1,677.90
Fire Alarm Systems	1	1	1	500.00
Sprinkler Systems	1	2	2	100.00
Fines, Fees	2	2	11	725.00

Administration Report: EMS Division Chief Steve Gilliam

- Assisted in Teaching airway module for St. Vincent paramedic program
- Met with Station 92 crews to get input on new ambulance
- Attended 2016 Firefighters Ball and awards banquet
- Provided shift training for EMS regarding expectations for the job and on scenes
- CPR skills exams for several individuals
- Attended EMS affiliate meeting at St. Vincent Health
- Attended announcement meeting for St. Vincent 86th Street as a level 1 Trauma Center
- Traveled to stations and met with crews with Medical Director Dr. Kaufmann
- Began EMS orientation with new full time staff
- Facilitated Audit and Review with Dr. Kaufmann at Station 93 combined with other agencies in attendance

There were a total of 108 total patient contacts for February, 79 of those patients were transported.

