

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
- Town Hall construction progress meetings with RL Turner Corporation continue on a bi-weekly basis
- Communications meeting with Captain Jason Potts
- Attended grand opening of Beck Aviation Hanger
- Attended luncheon at Town Hall for all public safety personnel provided by ZWIN
- Attended ZVFD Inc. quarterly board meeting
- Attend public informational meeting on Public Safety LIT
- Attended School Safety Partner Meeting at ZCS
- Assisted with organizing and hosting ZFD Family Picnic
- Several meetings with various vendors related to Town Hall project
- Met with Local Union President Steve Hayes to keep current on items of mutual interest
- Met with Insurance provider; Zionsville Insurance regarding coverage needs
- Met with vendor regarding energy audit and future services regarding HVAC and plumbing needs
- Attended County Council Meeting regarding Public Safety LIT
- Attended town council budget workshop
- Completed phone interview with Apparatus Monthly writer who is doing a story on our new ladder truck
- Attended Centier Bank Grand Opening
- Met with representative of land development project regarding fire protection needs
- Follow up meeting with vendor regarding ambulance pre-construction
- Met with Deputy Chief Miller regarding operations items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met with Director of Fleet Services Mel Vlha regarding vehicle work orders
- Attended joint Boone county Utility meeting regarding items of common interest
- Took Fire Marshal Frost and Inspector Adams to lunch to celebrate their recent ICC accreditation
- Met weekly regarding Town Hall development project with Town Hall Team members
- Met with Town Financial vendor several times regarding projected revenues and expenses for next year
- Met with Town Engineering firm regarding design status of training/storage/maintenance area
- Traveled to OH to perform final inspection of new ambulance
- Set up for Pancake Day
- Attended retirement Party for Kenny Caldwell
- Met with representative from apparatus vendor regarding pending changes
- Town Hall Building Maintenance—Cleaning Services, Windows, Electrical, plumbing repairs, HVAC, and future plans

Administration Report: Operations

Deputy Chief Brian Miller

- Completed quarterly station visits with Chief VanGorder and Deputy Chief Beam
- Attended ZCS school safety partner meeting
- Assisted with three days of applicant physical agility testing
- Worked with outside testing company to select applicant oral interview questions
- Held two apparatus committee meetings to review the replacement of engine 91
- Met with E-one sales representative along with the new truck committee to review E-One's HP 78 foot demo truck
- Traveled to Horton manufacturing to complete final inspection on new Medic truck
- Attended department safety committee meeting to review accidents and injuries
- Assisted with set up for annual Pancake day fundraiser and public education day
- Met with school staff at Union elementary, Eagle elementary and Boone Meadow schools to review lock down and fire drills
- Had phone interview with apparatus magazine to review Ladder 93
- Held station tour and pubed for the Children's Learning Program at station 93
- Held quarterly Zionsville Volunteer Fire Department board meeting
- Met with Zionsville Police department to review incident action plan for Fall Festival
- Set up public education area at Lions Park for fall festival
- Attended pipe line table top training presented by Buckeye pipeline to review their emergency procedures
- 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 October
- Held Operations meeting with the Captains and Lieutenants

Administrative Report: Administration

Deputy Chief Jeff Beam

- Attended class regarding Drafting and Implementing Effective Fire Department Policies
- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Conducted Quarterly station visits to review current projects
- Cataloged and distributed new firefighter personal protective equipment for 17 firefighters
- Chaired ZFD Safety Committee meeting and forwarded recommendations to Chief VanGorder
- Attended Firefighter Cancer Awareness and Prevention training conducted by Lt. Hayes and finalized collection and distribution of on-scene decontamination supplies
- Met with Fire Department Executive Team to discuss various projects
- Met with PNC Bank staff to discuss financial transaction processing needs
- Conducted physical agility testing for 54 applicants as part of 2016 Hiring Process
- Participated in Fire Ops 101 program with Town of Zionsville elected officials
- Conducted evening Rapid Intervention Team training in conjunction with neighboring departments
- Participated in ZCS facility safety drills

Administration Report: Training

Division Chief Mark Hart

- Set up October training schedule
- Conducted command training over commercial fire simulations
- Started State Certified Fire Officer 1 class for personnel
- Attended Lt. Hayes cancer prevention training for the shifts
- Attended tabletop scenario at Buckeye Fuel terminal on 96th Street
- Met with Chief Batts from LFD to work on hands on Multi-department drill at an acquired structure
- Worked on burn plans and training outline for Multi-department drill
- Attended County Council meeting for LIT discussion
- Assisted in tornado siren testing
- Taught pharmacology shift training
- Finish proposed Ladder driver training program
- Worked with a builder for an acquired house to train in off of Willow Road
- Attended a command training drill with St 93 to review for possible department training
- Assisted in new hire physical agility
- Attended multi-department night drill with LFD, WFD and CTFD
- Training tower project and maintenance schedule
- Continued to monitor paperless training reporting in Firehouse
- ZFD completed 720 hours of training during the month

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 2 final inspections
- Conducted 30 annual commercial inspections
- Conducted 2 rough-in inspections
- Conducted 2 fire alarm acceptance tests
- Conducted 3 site consultations
- Conducted multiple special event and tent inspections
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding several projects
- 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
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Maintained Knox Access Program, conducted key audit and updated programming to all Knox key vaults
- Responded to emergency calls for service as needed
- Met with Fire Inspector on multiple occasions regarding inspections

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Attended evacuation and fire drills at the various Zionsville schools
- Provided amusement and tent inspections for the Fall Festival at Lion's Park
- Assisted with Pancake Day set up and prep
- Attended the ZWIN luncheon provided for Zionsville public safety personnel
- Participated in meeting with ZCSC officials and representatives from Citizen's Energy Group to discuss water pressure issues
- Participated in the quarterly utility provider meetings to discuss regional impact projects
- Attended and participated in progress meeting for Creekside Corporate Park development
- Met with companies to reinforce extended care facility secure access policies
- Division members successfully completed the *International Code Council, Fire Inspector-I* exam
- Division staff attended the FIAI annual conference and completed ICC courses in: Commercial Plan Review, Means of Egress, Performing Commercial Fire Inspections
- Met with Lebanon Fire Chief Batts to discuss various fire prevention items
- Facilitated fire watch services for ZCSC related to fire alarm replacement and regional power outage
- Assisted with applicant physical agility testing
- Through the residential smoke detector program, provided and installed a smoke detector for a resident
- Facilitated mitigation of an obstructed fire hydrant at Clarkston and US 421

<u>FD Reviews</u>	<u>September 2016</u>	<u>September 2015</u>	<u>YTD 2015</u>	<u>YTD Fees (Received)</u>
Site	3	6	47	N/A
Building	3	1	23	9,231.80
Fire Alarm Systems	1	0	6	950.00
Sprinkler Systems	1	1	13	800.00
Fines, Fees	3	2	35	3,150.00

Administration Report: EMS

Division Chief Steve Gilliam

- Taught Monthly CPR Course
- Attended table top disaster exercise at Buckeye Partners
- Attended Boone County opiate work group meeting to discuss ongoing solutions to drug problem in Indiana
- EMS training on Pharmacology for each shift
- Met with C shift along with Division Chief Frost in regards to door codes at Zionsville Meadows
- Facilitated special event EMS coverage for several events
- Met with Zoll monitor representative in regards to CPR monitoring devices
- Met with Project lifesaver clients to change batteries
- Traveled to Columbus Ohio to do build process inspection on new ambulance
- Assisted in physical agility testing for applicants
- Met with ST. Vincent Health in regards to EMS supply ordering

Administration Report: EMS

Division Chief Steve Gilliam (CONTINUED)

- Facilitated EMS coverage for High School football
- Facilitated Audit and Review with Dr. Kaufmann(Medical Director) at station 93
- Traveled to Columbus Ohio for final inspection of ambulance

ZFD had 126 patient contacts to date and of those 90 were transported.

Destination	Total
COMMUNITY NORTH	3
IU HEALTH NORTH	16
IU HEALTH RILEY	1
IU HEALTH WEST	1
ST. VINCENT CARMEL	4
ST. VINCENT HEART	2
ST. VINCENT INDIANAPOLIS	46
ST. VINCENT PEYTON MANNING	5
WISHARD/ESKENAZI HEALTH	1
WITHAM HEALTH AT ANSON	7
WITHAM HEALTH SERVICES	4
Total	90

