



Monthly Activity Report for November 2016



	Nov-16	Nov-15	YTD 16	YTD 15	YTD Difference
Incident Type					
1 Fire	13	4	90	109	-19
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	2	6	7	-1
3 Rescue & Emergency Medical Service Incident	99	117	1247	1318	-71
4 Hazardous Condition (no fire)	6	9	79	76	3
5 Service Call	10	35	293	283	10
6 Good Intent Call	22	32	260	317	-57
7 False Alarm & False Call	22	23	250	259	-9
8 Severe Weather	0	0	6	6	0
Other	0	0	0	0	0
Total Count	172	222	2231	2375	-144
	Nov-16	Nov-15	YTD 16	YTD 15	YTD Difference
Incidents By Zone					
Urban	101	128	1338	1438	-100
Rural	51	68	573	597	-24
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	20	26	320	340	-20
Total Count	172	222	2231	2375	-144

Incidents

- 11/2/16 – Urban Search and Rescue, 6759 Old Hunt Club Rd
- 11/12/16 – Building Fire, 19100 Spring Mill Rd, Assist Sheridan FD
- 11/13/16 – Field Fire, 7162 E 100 N
- 11/19/16 – Building Fire, 6250 Central Blvd, Assist Whitestown FD
- 11/27/16 – Compactor Fire, 4255 Anson Blvd, Assist Whitestown FD

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
 - Zionsville Safety Board Meeting
- Town Hall construction progress meetings with RL Turner Corporation continue on a bi-weekly basis
- Met with Mayor regarding Town Hall expansion space
- Met with Finance and Records Department Head regarding Town Hall Plans
- Met with various vendors related to Town Hall project
- Attended Open House for Boone County Leadership
- Met with Local Union President Steve Hayes to keep current on items of mutual interest
- Organized a signing party for steel beam for new Town Hall construction
- Met with Perry Township Fire Chief
- Completed Internal Controls training
- Met with Deputy Chief Beam regarding proposed changes to Job Descriptions
- Attended District 5 Planning Council Meeting
- Attended photo- op for Boone County Toy Drive kick off
- Extended three (3) conditional offers of employment
- Attended meeting with INDOT regarding I-465 bridge construction
- Attended weekly meeting with Town IT Director regarding transition plans for new Town Hall
- Follow up meeting with vendor regarding ambulance delivery
- Met with Deputy Chief Miller regarding operations items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Attended Zionsville School Board Meeting regarding RDT
- Attended monthly POWOW meeting
- Met with Town Engineer regarding designs for the training storage area at station 91
- Met with Mayor and Deputy Mayor regarding job description and related HR changes
- Met with Deputy Mayor, Mayor, and Deputy Chiefs regarding Fire Department job positions and department structure
- Met with Director of Fleet Services Mel Viha regarding vehicle work orders
- Met weekly regarding Town Hall development project with Town Hall Team members
- Met with Town Engineering firm regarding design status of training/storage/maintenance area
- Met with representative from apparatus vendor regarding pending changes
- Met with and extended thirteen (13) additional job offers as part of LIT improvements for 2017
- Town Hall Building Maintenance—Cleaning Services, Windows, Electrical, HVAC

Administration Report: Operations

Deputy Chief Brian Miller

- Worked with Division Chief Gilliam and Vlha to place Medic 92 in service
- Completed five interviews for new paid stand by staff
- Assisted with quarterly county wide live fire training at the Boone County training tower
- Met with all nine officers to review yearend performance review process
- Worked with all three shift Captains to complete Kelly day selections for 2017
- Appointed staff from station 93 to work on the review of specifications for the new medic truck
- Worked with firefighter Petro to launch new trade time off request form on Share Point
- Assisted with two days of applicant structured oral interviews for Lieutenants process
- Worked with Testing for Public Safety personnel regarding upcoming Lieutenants promotion process
- Held Zionsville Volunteer Fire Department board meeting
- Met with school staff at Z West, Pleasant View, Eagle and Stone Gate to review fire drills
- Met with school staff from Stonegate to review evacuation and reunification drill
- Held two apparatus committee meetings to review the replacement of engine 91
- Attended weekly department staff meetings as well as executive meetings for fire department
- Set up monthly staffing assignments for all three stations for the month of December
- Held Operations meeting with the Captains and Lieutenants to review various items

Administrative Report: Administration

Deputy Chief Jeff Beam

- Coordinated annual blood draws as part of the annual department physicals
- Attended monthly Officers meeting to discuss upcoming department changes
- Attended IDHS District 5 Indiana Firefighter Training System bi-monthly meeting
- Attended multiple meetings with shift personnel to discuss proposed changes to firefighter/EMT Position Descriptions
- Coordinated pre-employment testing for new firefighters
- Met with Fire Department Executive Team to discuss various projects
- Met with Testing for Public Safety personnel regarding upcoming Lieutenant Promotion Process
- Participated in quarterly county-wide fire training
- Performed Return-To-Duty Work Performance Evaluation for firefighter returning from restricted duty
- Assisted Director of Finance and Records with Town of Zionsville Internal Controls training sessions
- Attended regularly scheduled Town of Zionsville Safety Board meeting

Administration Report: Training

Division Chief Mark Hart

- Setup December Training Schedule
- Attended INTF-1 annual Swim and water competency testing
- Attended HERS(Heavy Equipment and Rigging Specialist course) for INTF-1
- Developed burn plan for county live fire training
- Conducted county wide live fire training at the training tower
- Gave retest for Fire Officer 1 class
- Arranged and acquired structure training for each shift
- Arranged and conducted walk thru of Beck Hybrid Aircraft Hanger
- Assisted in setting up Fire Officer II class
- ZFD Completed 590.5 hours of training for the month of November

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 1 final inspection
- Conducted 39 annual commercial inspections
- Conducted 1 above ceiling inspection
- Conducted 2 site consultations
- 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 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
- Responded to emergency calls for service as needed
- Met with Fire Inspector on multiple occasions regarding inspections
- Attended safety drills at ZCSC locations
- Participated in ICC Assembly Spaces training
- Participated in blood draw for annual physical
- Taught regular monthly CPR and First Aid course
- Attended and participated in Fire Department Training Network Engine Operations I
- Assisted with public safety facility walkthrough with local industrial facility
- Assisted with monthly emergency warning siren test
- Assisted with Fire Watch at Zionsville West Middle School
- Participated in the internal controls training
- Assisted with facility tour and training at Beck's Hybrid Seeds Corporate Hangar
- Met with Building and Planning to go over addressing items
- Attended Central Region Fire Inspectors Association of Indiana quarterly meeting

<u>FD Reviews</u>	<u>November 2016</u>	<u>November 2015</u>	<u>YTD 2016</u>	<u>YTD Fees (Received)</u>
Site	2	3	50	N/A
Building	2	0	26	21,019.59
Fire Alarm Systems	1	0	7	575.00
Sprinkler Systems	0	0	14	1,200.00
Fines, Fees	0	1	45	1,795.00

Administration Report: EMS

Division Chief Steve Gilliam

- Attended training put on by several staff members for their shifts in regards to Documentation
- Attended Boone County Health Department Substance Abuse Symposium follow up
- Provided EMS training lecture to all 3 shifts on Geriatrics
- Annual Blood draw for department physical
- Public CPR course taught at Station 91
- Met with Medical Director Dr. Kaufmann to review ALS and BLS protocol items
- Met with Project Lifesaver clients to change batteries

Administration Report: EMS

Division Chief Steve Gilliam (CONTINUED)

- Facilitated and attended a DHS taught Primary Instructor update
- Facilitated a CPR and First Aid class for a private business
- Attended Town wide Internal Controls Training
- Facilitated and attended Audit and Review with Dr. Kaufmann(Medical Director) at station 93
- Placed the new Horton M92 in service
- Worked with DC Miller to complete change of graphics of previous M92
- Attended EMS Symposium sponsored by IU Health

ZFD had 108 patient contacts to date and of those 73 were transported.

Destination	Total
COMMUNITY NORTH	1
IU HEALTH METHODIST	3
IU HEALTH NORTH	7
ST. VINCENT CARMEL	1
ST. VINCENT HEART	2
ST. VINCENT INDIANAPOLIS	46
ST. VINCENT PEYTON MANNING	3
VA MEDICAL CENTER	1
WISHARD/ESKENAZI HEALTH	1
WITHAM HEALTH AT ANSON	5
WITHAM HEALTH SERVICES	3
Total	73

Patient Contacts by Disposition

