

## ZFD Monthly Report for February 2018



### Zionsville Fire Department Administration Report: Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Staff Meetings
  - Zionsville Safety Board Meeting
  - Fire Department Weekly Administrative Staff Meetings & Executive Meetings
- Attended Town of Zionsville Safety Committee meeting
- Prepared and hosted annual ZFD award program
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-monthly basis
- Met with various vendors related to Town Hall project
- Met weekly with IT Department regarding technology needs
- Met with Director of Finance and Records Amy Lacy on several occasions regarding budget items
- Met with IT Department to address ongoing IT related items
- Met with Deputy Chief Beam, Miller, and Frost regarding policy review
- Met with Deputy Mayor and IT Director to discuss internet service improvements at Fire Station 92
- Met with Mayor and Deputy Mayor to review Town Hall construction budget
- Met with Deputy Chief Miller regarding operations items
- Met with Director of Fleet Services Mel Vlha regarding his transition to new reporting process
- Organized and hosted security video training session
- Met and reviewed radio inventory in preparation of ordering new equipment
- Attended School Safety Partner Meeting
- Assisted Communications Director with Town Hall Rooms usage
- Met with Insurance vendor regarding renewals
- Assisted with installing graphics on new town vehicle
- Attended meeting with potential new owner of Sanctuary
- Organized and hosted audio visual training for all town staff in town hall
- Attended software access control meeting with IT, Mayor, and Deputy Mayor
- Took FD Executive Staff for a site visit and tour of the West Lafayette IN Fire Department
- Met with Executive AA to discuss organization changes with work flow and assignments

### Administration Report: Operations Deputy Chief Brian Miller

- Met with Boone County Highway Department to review the Holiday Road closing
- Continued to work with Division Chief Gilliam to define Mobile Integrated Health
- Participated in development meeting for Telestaff
- Attended a meeting with Boone County's new animal control officer
- Attended monthly safety partner meeting with Zionsville schools
- Held monthly meeting with all three Battalion Chiefs to review daily operations
- Worked with Chief VanGorder and Battalion Chief Potts to review current 800 radio inventory
- Met with West Lafayette Fire Department administration to review operations
- Conducted crossover training for the three newest part-time employees
- Worked on the development of the departments first citizens academy that will start on March 13th
- Attended training with Security Pro to learn how to use the camera system at the new Town Hall

## Administration Report: Operations

### Deputy Chief Brian Miller (CONTINUED)

- Met with lighting vender to complete the lighting conversion to all LED lights at station 91
- Assisted with the setup and program for the annual awards banquet
- Met with the safety committee twice to finalize the specification and manufacturer for new ballistic vest
- Attended fire drills at Zionsville High school, Pleasant View and Eagle elementary schools
- Conducted two apparatus check off rides on the Medic truck
- Attended weekly department staff meetings as well as executive meetings for fire department

### Monthly Run Report for February 2018

	Feb-18	Feb-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	8	7	16	15	1
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	1	-1
3 Rescue & Emergency Medical Service Incident	92	81	211	174	37
4 Hazardous Condition (no fire)	8	3	14	6	8
5 Service Call	4	17	15	28	-13
6 Good Intent Call	17	16	37	32	5
7 False Alarm & False Call	23	17	64	40	24
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Count</b>	152	141	357	296	61
	Feb-18	Feb-17	YTD 18	YTD 17	YTD Difference
<b>Incidents By Zone</b>					
Urban	92	85	215	178	37
Rural	41	37	102	76	26
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	19	19	40	42	-2
<b>Total Count</b>	152	141	357	296	61

## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Chaired Zionsville Fire Department Safety Committee meeting
- Met with Fire Department Executive Team to discuss various projects
- Met with Division Chief of Fleet Maintenance to discuss fleet maintenance and records management
- Conducted 2018 Local Pension Board elections
- Attended Professional Development program hosted by Lebanon Fire Department
- Met with Finance and Records staff regarding payroll system changes
- Conducted exit interview and new employee orientation
- Met with Local 4416 Zionsville District President to discuss issues of importance
- Participated in training sessions regarding building systems in new Town Hall
- Participated in the 2018 Boone County Leadership program
- Met with Kronos and internal representatives regarding upcoming TeleStaff implementation
- Met with Public Safety Medical representatives to discuss 2017 annual department physicals
- Attended IDHS District 5 Indiana Firefighter Training System meeting

## Administrative Report: Administration

### Deputy Chief Jeff Beam (CONTINUED)

- Met with staff of West Lafayette Fire Department to review trends in service delivery
- Met with representatives of Zionsville Police Department to review Fair Labor Standards Act requirements
- Conducted personnel interviews for ISO/Accreditation Manager position
- Met with Indianapolis Fire Department quartermaster to discuss current fire gear specifications and materials

## Administration Report: Training

### Division Chief Mark Hart

- Setup March Schedule
- Conference call with FDIC staff for 2018 conference
- Recruit Class 2018-1 started
- Attended weekly staff meetings
- New employee Orientation starting February 8<sup>th</sup>
- 2 paid stand by orientations completed
- Command Training Center running personnel through Multi-family and Commercial Building fires
- Returned Command Training Center to Clay Township
- Set up tower training for Engine 91 B-shift
- Taught short water rescue training for Perry Township FD
- Reviewed Command Terminology with Admin staff
- Attended Ground Transportation group meeting at INTF-1 HQ
- Attended INTF-1 quarterly training
- Webinar on the Command Tablet
- Attended Recognition ceremony at Indiana State House for INTF-1 for a resolution for 2017 Hurricane Responses
- Attended asbestos inspection for training house
- ZFD completed 1,279 hours for the month of January

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost

- Conducted 76 commercial inspections
- Updated the Knox key retention program for key vault updates
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Completed the annual EMS protocol revision test
- Successfully completed the State FO IV class
- Attended the Indiana Pipeline Awareness tabletop training and exercise
- Attended and participated in weekly staff meetings
- Attended and participated in weekly executive staff meetings
- Attended Indiana Building Code Fundamentals training at Ivy Tech College
- Participated in the Town Hall Security Pros training on building systems
- Met with Boone County Highway Department to discuss long term road closure of Holiday Road
- Led training over elevators for Station 92 B-Shift
- Facilitated fleet maintenance items for routine maintenance
- Met with Chamber of Commerce regarding Brick Street Market event planning
- Facilitated gate signaling and Knox access testing for Waste Water Department
- Hosted fire pump training for the Fire Inspectors Association of Indiana at Ryan Fire Protection
- Assisted with miscellaneous building maintenance and installations for Town Hall

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost (CONTINUED)

- Arranged monthly testing/maintenance of the Emergency Warning Sirens in Zionsville service area
- Hosted National Weather Service Severe Weather Storm Spotter community training
- Led day of training with recruit class 2018-1 covering fire prevention, Fire Alarms, etc.
- Traveled to West Lafayette to meet with West Lafayette Fire Department executive staff
- Participated in the Community Foundation of Boone County Impact Breakfast
- Met with Planning Department representatives regarding address assignment issues
- 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
- Conducted a home safety survey and facilitated smoke detector installation
- Participated in Town TAC process to review new projects
- Participated in legislative process regarding bills presented to the Indiana State Senate and House of Representatives representing relevant life safety considerations
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Helped to manage and oversee awards presentation portion of Annual Firefighters Awards Banquet
- Miscellaneous duties performed as assigned by the Chief
- Coordinated the Engine Company Inspection/Pre-Incident Survey program

<u>FD Reviews</u>	<u>February 2018</u>	<u>February 2017</u>	<u>YTD 2018</u>	<u>YTD Fees (Received)</u>
Site	0	2	0	N/A
Building	2	1	4	1,101.40
Fire Alarm Systems	1	0	1	75.00
Sprinkler Systems	1	2	5	400.00
Fines, Fees	1	0	5	800.00

## Administration Report: EMS

### Division Chief Steve Gilliam

- Facilitated Monthly CPR course
- Attended Conference in Austin Texas for ESO patient care reporting software
- Attended presentation by a former guard of the tomb of the Unknown Soldier at Lebanon High School
- Met with new liaison from CIPROMS EMS billing company
- Attended Boone County Healthy Coalition meeting
- Met Preston Harness from the Indiana State Department of Health on a fall reduction program
- Attended a meeting of a support group for families of people with Lewy Body dementia
- CPR course for Dr. Kevin Spees and office staff
- Facilitated getting Medic unit to dealership in Brownsburg for warranty repairs
- Met with Chief Miller and Chief Potts to review call types for falls
- Attended Boone County ESF 8 group meeting
- Training for new full time employee John Ball
- Training for paid standby personnel
- Completed Advanced Cardiac Life Support recertification classes for all 3 shifts
- Met with Jane Whinnery and Dr. Stephanie Gardner from St. Vincent Health on various topics
- Attended ESO training for the updated software version for the admin console
- Met with Medical Director Dr. Mike Kaufmann on various items
- Facilitated and attended Audit and Review presented by Dr. Kaufmann

There were a total of 94 patient contacts to date for February, 73 of those patients were transported.

