

ZFD Monthly Report for March 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 ISO training session in Warsaw Indiana
- Assisted with items related to Line of Duty Death of BCSD Deputy Jake Pickett
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-monthly basis
- Attended Webinar regarding records management software solutions
- Met weekly with IT Department regarding technology needs
- Attended School Safety Partner Meeting
- Met with Director of Finance and Records Amy Lacy on several occasions regarding budget items
- Met with Deputy Chief Beam, Miller, and Frost regarding policy review
- Presented at the opening night of the ZFD Citizens Academy
- Met with Deputy Mayor and IT Director to discuss internet service improvements at Fire Station 92
- Attended Webinar regarding Firefighter Line of Duty Death
- Attended Webinar on Fire Department Accreditation Process
- Met with Deputy Chief Miller regarding operations items
- Met with Director of Fleet Services Mel Vlha
- Opened new EOC for County wide preparation of protests
- Met and reviewed radio inventory in preparation of ordering new equipment
- Attended School Safety Partner Meeting
- Assisted Communications Director with Town Hall Rooms usage
- Held interviews for Facility Manager position
- Conducted final interview with new Public Education applicant
- Met with Executive AA to discuss organization changes with work flow and assignments

Administration Report: Operations Deputy Chief Brian Miller

- Lead the first three Citizens Academy events
- Attended a meeting with the Zionsville Lions Club Disaster Emergency Preparedness Committee
- Held work performance evaluation and EMS skills evaluations for new part time staff
- Assisted with a total of five interviews to fill the fulltime Public Educator position
- Met with Boone County Leadership team to review upcoming safety day event
- Held monthly meeting with all three Battalion Chiefs to review new tactical work sheets
- Attended fire drills at Zionsville High school, Pleasant View elementary and Z-West schools
- Conducted one apparatus check-off ride on the Medic truck to insure staff ability to operate the vehicle
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for March 2018

	Mar-18	Mar-17	YTD 18	YTD 17	YTD Difference
Incident Type					
1 Fire	0	5	0	20	-20
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	1	-1
3 Rescue & Emergency Medical Service Incident	0	109	0	283	-283
4 Hazardous Condition (no fire)	0	3	0	9	-9
5 Service Call	0	57	0	85	-85
6 Good Intent Call	0	18	0	46	-46
7 False Alarm & False Call	0	28	0	68	-68
8 Severe Weather	0	1	0	1	-1
Other	0	0	0	0	0
Total Count	0	221	0	513	-513
	Mar-18	Mar-17	YTD 18	YTD 17	YTD Difference
Incidents By Zone					
Urban	0	144	0	322	-322
Rural	0	51	0	127	-127
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	0	26	0	64	-64
Total Count	0	221	0	513	-513

Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Assisted Division Chief of Fleet Maintenance with apparatus deliveries
- Met with Finance and Records staff regarding payroll system changes
- Reviewed ISO/Accreditation Manager interviews and provided appointment recommendation
- Participated in the 2018 Boone County Leadership program
- Met with Kronos and internal implementation team on multiple occasions regarding TeleStaff
- Met with personnel regarding upcoming promotional opportunities
- Reviewed Center for Public Safety Excellence accreditation to obtain background information on accreditation process
- Attended Fire Instructors Association of Indiana annual conference to support Fire Marshal Frost's receipt of Fire Inspector of the Year award
- Met with operational staff regarding conversion to calendar year PTO renewals
- Participated in webinar conference regarding Structural Firefighter Line of Duty Death
- Assisted with personnel interviews for Town of Zionsville Facilities Manager position
- Represented Town of Zionsville in meeting with Zionsville Chamber of Commerce

Administration Report: Training

Division Chief Mark Hart

- Setup April Schedule
- Conference call with FDIC staff for 2018 conference
- Contacted area departments to assist in FDIC HOT classes for apparatus Coverage
- Recruit Class 2018-1 completed
- Attended weekly staff meetings
- Assisted in WPE for perspective paid stand by
- INTF-1 heavy rigging training at Hanson Quarry
- Proctored and Evaluated Safety officer class at Dubois County Fire School
- Gave FF Pataky Instructor II/III test. (Passed)
- Organized and conducted Search/May-day drill for shift level training
- Met with Brownsburg FD in reference to a possible joint recruit class
- ZFD completed 1,404 hours of training for the month of March

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 1 tent inspection
- Conducted 1 rough-in inspection
- Conducted 39 annual inspections
- Conducted 76 commercial inspections
- Updated the Knox key retention program for key vault updates
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Attended and participated in weekly staff and executive meetings
- Assisted with miscellaneous building maintenance and installations for Town Hall
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS)
- Assisted with procurement of site and materials for new EWS installations
- Completed multiple construction plan reviews
- Met with Planning Department representatives regarding address assignment issues
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions on ongoing commercial projects
- 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 FIAI Annual Training Conference in South Bend
- Attended annual FIAI Annual Training Conference and was recognized as the Fire Inspector of the Year
- Attended class on Fire Pumps, How NFPA 25 and IFC work together
- Attended class on Knox emergency access systems
- Attended ICC class on 2014 Indiana Fire Code Fire Protection Systems
- Attended ICC class on 2014 Indiana Fire Code High-Piled Combustible Storage
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Instructed monthly public CPR class and class for Zionsville Little League coaches
- Met with Building Inspectors to address contractor parking problems in new developments
- Participated in ESO webinar on new occupancy module
- Participated in LODD webinar on lessons learned

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost (CONTINUED)

- Met with Honor Guard commander to follow up on program items
- Conducted interviews for full-time Public Educator position
- Met with Lebanon fire chief to discuss school safety follow-up items
- Participated in Battalion Chief's meeting

<u>FD Reviews</u>	<u>March 2018</u>	<u>March 2017</u>	<u>YTD 2018</u>	<u>YTD Fees (Received)</u>
Site	0	4	0	N/A
Building	2	1	4	5,153.80
Fire Alarm Systems	0	1	1	75.00
Sprinkler Systems	0	1	5	400.00
Fines, Fees	4	1	5	900.00

Administration Report: EMS

Division Chief Steve Gilliam

- Facilitated Monthly CPR course as well as courses for Zionsville Little League Coaches
- Attended ESO (patient care reporting software) user group meeting
- Taught CPR at ZCHS for Health Classes
- Attended presentation of St. Vincent Angel Medic Award to Firefighter/EMT Shane Daugherty
- Provided several CPR Skills only exams
- Assisted with evaluation of EMS for paid standby candidates
- Met with Executive Director and the Director of Community Relations for the Hearth at Tudor Gardens
- Assisted with EMS night for the Fire Department Citizens Academy
- Completed EMS training for Full Time Firefighter
- Facilitated switch of Medic 91 into a reserve ambulance so that it can be sent for warranty paint work

There were 116 patient contacts for March. Of those, 91 were transported.

