

## ZFD Monthly Report for April 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
  - Fire Department Weekly Administrative Staff Meetings & Executive Meetings
- Completed 40 training for Crisis Intervention Team
- Attend FDIC
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-monthly basis
- On boarded new Facility Manager for the FD
- 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 Chiefs Beam, Miller, and Frost regarding policy review
- Attended several sessions of the ZFD Citizens Academy
- Met with Deputy Mayor and IT Director to discuss internet service improvements at Fire Station 92
- Attended Sylvia's House Fundraiser
- Met with Deputy Chief Miller regarding operations items
- Met and reviewed radio inventory in preparation of ordering new equipment
- Assisted Communications Director with Town Hall Rooms usage
- Met with Executive AA to discuss organization changes with work flow and assignments

### Administration Report: Operations Deputy Chief Brian Miller

- Citizens Academy events wrapped up in the month with the last three classes and graduation on May 1st
- Held work performance evaluations and EMS skills evaluations as part of the application review process
- Attended lunch meeting with Whitestown and Lebanon operations Chiefs
- Conducted a total of four interviews for new part-time firefighter/EMT's
- Hosted the Boone County Leadership class at station 93
- Setup and held table top exercises for four of the department's company officers
- Held monthly meeting with all three Battalion Chiefs
- Attended three days of classroom training at the national Fire Department Instructors Conference (FDIC)
- Attended fire drills at High school, Stone Gate and Union elementary
- Attended weekly department staff meetings as well as executive meetings for fire department

## Monthly Run Report for April 2018

	Apr-18	Apr-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	14	4	33	24	9
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	1	1	0
3 Rescue & Emergency Medical Service Incident	110	121	428	405	23
4 Hazardous Condition (no fire)	6	4	25	14	11
5 Service Call	16	47	46	132	-86
6 Good Intent Call	15	15	66	65	1
7 False Alarm & False Call	25	26	103	94	9
8 Severe Weather	2	2	2	3	-1
Other	0	0	0	0	0
<b>Total Count</b>	189	219	704	738	-34
	<b>Apr-18</b>	<b>Apr-17</b>	<b>YTD 18</b>	<b>YTD 17</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	115	136	421	458	-37
Rural	52	64	206	192	14
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	22	19	77	88	-11
<b>Total Count</b>	189	219	704	738	-34

### Administrative Report: Administration

#### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Finance and Records staff regarding payroll system changes
- Participated in the 2018 Boone County Leadership program
- Met with Kronos and internal implementation team on multiple occasions regarding TeleStaff
- Coordinated chest x-rays for department personnel
- Coordinated online education accounts for Town of Zionsville Wastewater and Street Department
- Met with ISO/Accreditation Manager to review expectations of new position
- Reviewed documentation in dept. records management system to better represent department activities
- Coordinated physical fitness safety training for firefighters
- Chaired Town of Zionsville Employee Benefits Committee meeting
- Attended multiple training opportunities at Fire Department Instructors Conference in Indianapolis
- Conducted return-to-duty Work Performance Evaluation for personnel returning from duty restrictions
- Attended Center for Public Safety Excellence Indiana-Michigan-Ohio Consortium meeting at IFD

### Administration Report: Training

#### Division Chief Mark Hart

- Setup May Schedule
- Conference call with FDIC staff for 2018 conference
- Worked as part of the command staff for FDIC HOT command team
- Attended FDIC Conference
- Recruit Class 2018-2 schedule set with Brownsburg FD for a joint recruit class
- Attended weekly staff meetings
- Met with Chief Miller about final BC ride-out training program check off
- Attended 3 final BC table top scenarios
- Attended Tactical Scenarios for newly promoted Lt.
- INTF-1 Rescue standby for National K-9 training exercise
- New employee Orientation
- L-93 detailed to the training tower for SCBA Confidence course construction

Administration Report: Training  
 Division Chief Mark Hart (CONTINUED)

- Taught Fire Behavior for Citizens Academy
- Attended Safe Boater class sponsored by INTF-1
- ZFD completed 664 hours of training for the month of April

Administration Report: Fire Prevention/Code Enforcement  
 Deputy Chief Josh Frost

- Conducted 3 above ceiling inspections
- Conducted 1 rough-in inspection
- Conducted 79 annual inspections
- Conducted 1 fire alarm acceptance test
- Conducted 1 site inspection
- Updated the Knox key retention program and KeySecure3b units
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Attended and participated in weekly staff meetings
- Attended and participated in weekly executive staff meetings
- Assisted with miscellaneous building maintenance items for Town Hall
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS) in Zionsville
- Oversaw the installation of 3 new EWS in the Zionsville area
- 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
- Participated in Town TAC process to review new projects
- Participated in legislative process regarding relevant life safety considerations
- Attended FDIC conference in Indianapolis
- Maintained Faulty/False Alarm Log
- Assisted with teaching HazWhopper hazardous materials class at Purdue University
- Miscellaneous duties performed as assigned by the Chief
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Fire inspector lead training on pre-planning with operations division
- Instructed monthly public CPR class and class for Zionsville Little League coaches
- Worked to on-board new Public Educator
- Assisted with instruction during ZFD's Citizen's Academy
- Attended NFPA 14 training at Brownsburg Fire Territory
- Worked with G. Merriman to train on GPS recording equipment for on-going GIS project
- Assisted with Community Foundation of Boone County Leadership Class public safety day presentations
- Met with Chamber of Commerce to assist with review and planning for Brick Street Market
- Represented ZFD at the Tom Wood Toyota grand opening event

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

# Administration Report: EMS

## Division Chief Steve Gilliam

- Monthly EMS training for all 3 shifts
- Guest Speaker spoke to shifts about her child's rare medical condition and educated on treatment priorities
- Met with Chief Miller to review ongoing EMS related items
- Met with Boone County Senior Services to organize Coffee Connection pub-ed events
- Facilitated monthly CPR course and weekly skills exams
- Created cost analysis form for CPR budgeting and pricing
- Participated in Boone County Leadership training reviewing CPR and EMS related topics
- Created daily training format for individual hire orientation
- Attended the closing night of the Zionsville Fire Department Citizens Academy
- Worked with individual hire on EMS training and M98 check-off
- Assisted in paid standby WPE and EMS testing
- Attended conference and several classes and had several meetings at FDIC
- Facilitated Monthly EMS committee meeting

There were 118 patient contacts for March. Of those, 80 were transported.

