

ZFD Monthly Report for May 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
- Hosted Graduation for Fire Department Citizens Academy
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-monthly basis
- Attended Mayor's Night In presentation
- Attended visitation for former ZFD Assistant Chief Leonard Grizzle
- Met with Deputy Chiefs Beam, Miller, and Frost regarding policy review
- Reviewed and approved changes in FD SharePoint systems
- Met with Deputy Chief Miller regarding operations items
- Assisted with Boone EDC Job Fair Set-up
- Met and reviewed radio inventory in preparation of ordering new equipment
- Met with radio vendor regarding potential system improvements
- Met with insurance representative regarding renewal
- Arranged for use of Ladder 93 at Law Enforcement Official Memorial in Lebanon
- Addressed multiple Quartermaster official reports
- Hosted monthly All Staff Meeting for Fire Department personnel
- Attended Ivy Tech Advisory Council Meeting
- Addressed three (3) personnel performance related items
- Visited with new ZFD recruits while they were in training
- Organized and met with all Town Hall Department Heads regarding fire alarm drills within the facility
- Met with Executive AA to discuss organization changes with work flow and assignments

Administrative Report: Facilities Manager Jeff Pratt

- Secured mowing contract for Town Hall
- Assisted Director of Communications with various room set ups
- Solicited bids for overhead door maintenance contracts and secured contract
- Secured HVAC service agreement for Fire Stations 91, 92 and 93
- Secured low price for plywood and transported to Brownsburg for fire training
- Met with Chief VanGorder and Matt Petro for implementation of official reports
- Performed annual alarm and sprinkler testing for Fire Stations 91, 92, 93 and 81
- Assisted with turning irrigation system on
- Working on bids for fire alarm monitoring
- Secured elevator contract/maintenance agreement for Town Hall
- Estimates for ceiling fans Fire Station 91 bay
- Met with Bone Dry Roofing on possible leaks at Fire Station 91
- Secured HVAC service agreement for Town Hall
- Assisted with transporting flag disposal lock box
- Assisting with equipment moves for mowing of station 93 house

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Town Hall attic stock inventory and moving material downstairs for storage
- Acquired materials for Fire Station 93 training house
- Annual fire extinguishers inspections for Town Hall, FS 91, 92, 93 and 81 with Koorsen
- Working with contractors on remaining punch items at Town Hall
- Storm water assessment at FS 91 with Gavin Merriman
- Had light pole removed at old Town Hall exit

Administration Report: Operations

Deputy Chief Brian Miller

- Organized our Citizens Academy graduation
- Held monthly meeting with all three Battalion Chiefs
- Conducted one apparatus check off ride for the Medic trucks to insure staff ability to operate the vehicle
- Conducted crossover training for the departments three newest part-time employees
- Met with Division Chief of EMS to review new program to update staff EMS certification
- Met with Jason Potts to review the complete inventory of department handheld and mobile radios
- Attended fire drills at Stone Gate, Eagle and Union Elementary
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for May 2018

	May-18	May-17	YTD 18	YTD 17	YTD Difference
Incident Type					
1 Fire	8	10	41	34	7
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	2	1	1
3 Rescue & Emergency Medical Service Incident	103	122	531	527	4
4 Hazardous Condition (no fire)	6	5	31	19	12
5 Service Call	15	38	61	170	-109
6 Good Intent Call	17	11	83	76	7
7 False Alarm & False Call	14	30	117	124	-7
8 Severe Weather	0	0	2	3	-1
Other	0	0	0	0	0
Total Count	164	216	868	954	-86
	May-18	May-17	YTD 18	YTD 17	YTD Difference
Incidents By Zone					
Urban	97	125	518	583	-65
Rural	42	68	248	260	-12
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	25	23	102	111	-9
Total Count	164	216	868	954	-86

Administration Report: Training

Division Chief Mark Hart

- Setup June Schedule
- Attended heavy extrication training with R91, WFD and LFD
- Attended Citizens Academy graduation ceremony
- Worked at the training tower on cutting burn packs for the Max Fire Box
- Worked with Facilities Manager to have materials delivered to training house
- Attended Vincennes University Advisory Board Meeting
- Conducted ladder operations pump training to all 3 shifts
- Took TSU 95 to recruit academy for SCBA Confidence Course

Administration Report: Training

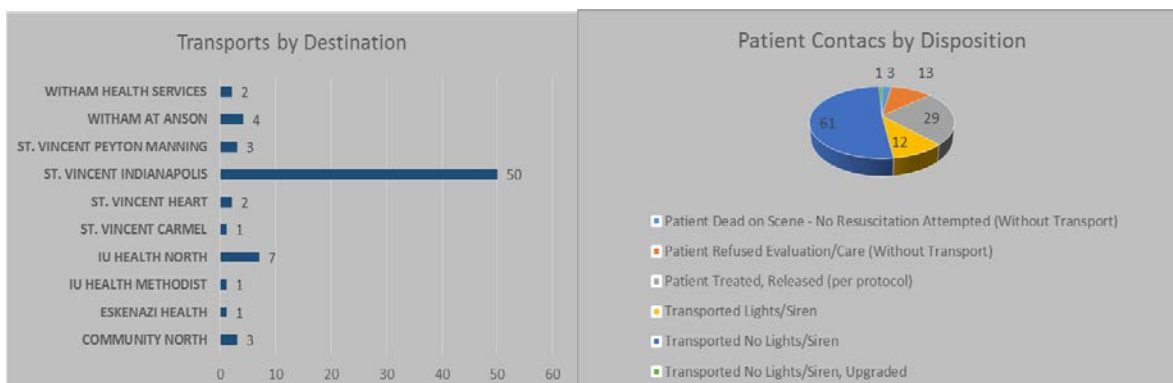
Division Chief Mark Hart (CONTINUED)

- Scheduled tower training for St 93 A-shift
- New paid standby orientation for 3 personnel
- Started Driver Operator general class and taught 5 chapters
- Attended recruit class Flashover Training with St 92 A-shift
- Attended CPR recertification with EMS Division
- Attended monthly department office staff meeting
- Attended a Columbia Southern University meeting
- Picked up fire box from training tower
- Taught Basic Fire Behavior to Green Township FD
- Attended Search Training for Recruit Class
- Attended Live Fire Training for Recruit Class with St 92
- Conducted 2 day driving course at Indy Exec for Driver Operator class
- Taught Basic and Advanced Fire Attack to the Recruit Class
- Taught hose line advancement for Recruit class
- Attended Lucas CPR device training
- ZFD completed 1,828 hours of training for the month of May

Administration Report: EMS

Division Chief Steve Gilliam

- Attended Citizens Academy graduation
- CPR Course for DK Pierce
- Taught monthly public CPR Course
- Attended St. Vincent Education quarterly college accreditation meeting as a committee member
- Provided several CPR Skills only exams
- EMS orientation with new paid standby staff
- Met EMS Liaison from Riley Hospital
- Attended Quarterly EMS affiliate meeting with St. Vincent Health
- Facilitated and attended quarterly DHS EMS Commission meeting held at Town Hall
- 1st aid and CPR Course for Boys and Girls Club of Zionsville staff
- Completed a CPR instructor check off
- Annual department CPR training for all shifts
- Facilitated and participated in automatic CPR device training for all shifts
- Attended A&R with Medical Director Dr. Kaufmann
- Met with Chief Miller on EMS related items
- Met with Chiefs VanGorder and Miller in regards to CPR program changes



Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Finance and Records staff and Kronos representatives regarding payroll system changes
- Participated in the 2018 Boone County Leadership program
- Met with Kronos representatives on multiple occasions regarding TeleStaff development
- Met with Pike Township Fire Department representative regarding their recent ISO Class 1 FSRS rating
- Met with ISO/Accreditation Manager to review projects
- Chaired Town of Zionsville Employee Benefits Committee & drafted 2019 Employee Benefits Proposal
- Assisted Training Division with IDHS Driver/Operator-General certification lectures
- Attended Zionsville Fire Department CPR renewal course
- Met with local mental health representative to discuss local firefighter Peer Support Programs
- Attended training opportunity on new Kronos payroll system
- Met with fire apparatus service representatives regarding upcoming warranty claims
- Attended monthly Audit & Review hosted by Zionsville Fire Department

Administrative Report: ISO/Accreditation

Battalion Chief Jason Potts

- Drafted new training documentation policy
- Met with Chief Jim Campbell from Pike Twp. FD
- Met with Chief Robert Wirey from Lebanon FD
- Conducted training with all shifts regarding new training documentation program
- Audited past training records
- Submitted monthly NFIRS reports to the State of Indiana
- Compiled activity data and provided reports as requested
- Updated activity module in Firehouse to include data for Fire Prevention
- Updated and reclassified job codes in Maintenance Module
- Reviewed ISO's Needed Fire Flow report for Zionsville and provided feedback
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Completed Station 91 ISO Apparatus Documentation

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 3 above ceiling inspections
- Conducted 4 rough-in inspections
- Conducted 5 final 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 the monthly staff meeting
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS) throughout Zionsville service area
- Met with Duke-Energy representative regarding additional 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

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost (CONTINUED)

- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of ongoing commercial projects
- Participated in Town TAC process to review new projects
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Continued to work with staff to define performance goals
- Met with Chamber of Commerce to assist with review and planning for Brick Street Market
- Assisted with the ZFD Honor Guard detail for retired Assistant Chief Grizzle funeral
- Attended Whitestown roundabout construction project progress meetings
- Participated in Community Foundation of Boone County committee and board meetings
- Conducted Brick Street Market Special Event inspections
- Participated in Central Elementary School *Public Safety Appreciation Breakfast*
- Met with ZCSC elementary school principals to introduce new Public Educator
- Participated in bi-monthly State FIAI Board meeting
- Met with departments and tenants in Town Hall to go over fire alarms and drill procedures in the workplace.
- Conducted portable fire extinguisher training simulator instructor training

<u>FD Reviews</u>	<u>May 2018</u>	<u>May 2017</u>	<u>YTD 2018</u>	<u>YTD Fees (Received)</u>
Site	1	0	0	N/A
Building	3	10	7	5,378.80
Fire Alarm Systems	0	1	1	75.00
Sprinkler Systems	2	2	7	600.00
Fines, Fees	0	5	5	900.00

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Conducted 1 above ceiling inspection
- Conducted 1 rough-in inspection
- Conducted 1 final inspection
- Conducted 79 annual inspections
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Assisted with Brick Street Market Special Event inspections
- Attended the WTH GIS annual training conference
- Attended the FIAI State Board meeting
- Assisted with the FIAI online training calendar and website maintenance
- Represented ZFD at Hoosier Burn Camp for the entire week of Camp
- Assisted with the Citizen’s Academy graduation by preparing the class video

Administration Report: Public Education

Vincent Randolph

- Partnered with Dept of Finance & Records to provide relevant life safety messages to all sewer customers
- Working on designing an original custom ZFD Fire Safety Activity Book to engage and educate children
- Created an online public education event request form on the Town website
- Creating a survey to get feedback from teachers and school administrators on current Pub Ed efforts
- Trained on the portable fire extinguisher simulator and associated program
- Met with elementary school administrators and Deputy Chief of Prevention regarding next school year's fire safety programs