

## ZFD Monthly Report for June 2018



### Administration Report:

#### Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Zionsville Safety Board Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Administrative Staff Meetings & Executive Meetings
- Reviewed and approved changes in FD SharePoint system
- Visited with FD staff at Hospital
- Met with Deputy Chief Miller regarding operations items
- Attended appreciation night a Lincoln Park for public safety presented by Sullivan Munce
- Participated in Chamber Golf Outing
- Reviewed Station 92 remodel costs with vendor
- Reviewed final ambulance specifications with vendor
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Hosted monthly All Staff Meeting for Fire Department personnel
- Met with Deputy Chief Beam regarding administrative items
- Participated in Locution kick-off meeting for County Wide dispatch improvements
- Attended Kirkland VFD fundraiser
- Reviewed public educator vehicle proposals, awarded, and picked up Ford Transit Connect vehicle
- Attended recruit class graduation for ZFD recruits Joey Goltz and Shelby Freese
- Met with Executive AA to discuss organization changes with work flow and assignments

### Administrative Report: Facilities Manager

#### Jeff Pratt

- Storm water assessment for Fire Stations 92 and 93
- Met with window cleaning contractors for estimates and scheduled cleaning
- Bay door maintenance for Fire Station 91,92,93 and 81
- Secured HVAC service agreement for Town Hall
- Secured Fire alarm monitoring and testing agreement for Town Hall
- Assisted with equipment moves for mowing of station 93 house
- Town Hall attic stock inventory and moving material downstairs
- Working with contractors on remaining punch items at Town Hall
- Worked on budget for Town Hall
- Key cabinet installed for Planning Department
- Replaced door in Planning Department
- Shelves installed in storage room 206
- Completed storm water line patch at Fire Station 93
- Delivered skid of water softener salt to Fire Station 93
- Pricing secured for patching gutters at Fire Station 93
- Drywall patch at Fire Station 93 locker room
- Pricing secured for window replacement at Fire Station 91
- Kitchen faucet replacement at Fire Station 91

## Administrative Report: Facilities Manager

### Jeff Pratt (CONTINUED)

- Reviewed shade structures for Patio area
- Acquired bid and set up excavating contractor for sanitary relocation at Seake project
- Maintenance at 120 Water Audit
- Completed training for ZFD trailer towing

## Administration Report: Operations

### Deputy Chief Brian Miller

- Held monthly meeting with all three Battalion Chiefs
- Met with Chief Everett to discuss apparatus run orders and run strings for both fire and EMS calls
- Outlined upcoming violent intruder training
- Sat down with Division Chiefs Hart and Gilliam to review Training and EMS items for the 2019 budget
- Set up pre-incident action plan for July fourth celebration at Lions park
- Completed shift level training for all three shifts to review the use and care of new ballistic vests
- Finalized and completed a spec review for new medic truck to replace the current medic 91
- Attended graduation ceremony for recruit class 2018-2
- Met with RL Turner to review additional cost saving opportunities for the proposed Station 92 remodel
- Reviewed out the door time data for the month of June with each battalion chief
- Attended weekly department staff meetings as well as executive meetings for fire department

### Monthly Run Report for June 2018

	Jun-18	Jun-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	10	18	51	52	-1
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	3	1	2
3 Rescue & Emergency Medical Service Incident	127	127	658	654	4
4 Hazardous Condition (no fire)	13	7	44	26	18
5 Service Call	28	33	89	203	-114
6 Good Intent Call	23	26	106	102	4
7 False Alarm & False Call	26	31	143	155	-12
8 Severe Weather	1	0	3	3	0
Other	0	0	0	0	0
<b>Total Count</b>	229	242	1097	1196	-99
	<b>Jun-18</b>	<b>Jun-17</b>	<b>YTD 18</b>	<b>YTD 17</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	150	145	668	728	-60
Rural	51	61	299	321	-22
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	28	36	130	147	-17
<b>Total Count</b>	229	242	1097	1196	-99

## Administration Report: Training

### Division Chief Mark Hart

- Setup July schedule
- Attended INTF-1 quarterly training over GPS units
- Taught pumping lecture for Driver Operator class
- Assisted EMS Division in hands-on EMS scenario
- Taught hands-on Driver Operator course over 4 days
- Attended open enrollment meeting

## Administration Report: Training

### Division Chief Mark Hart (CONTINUED)

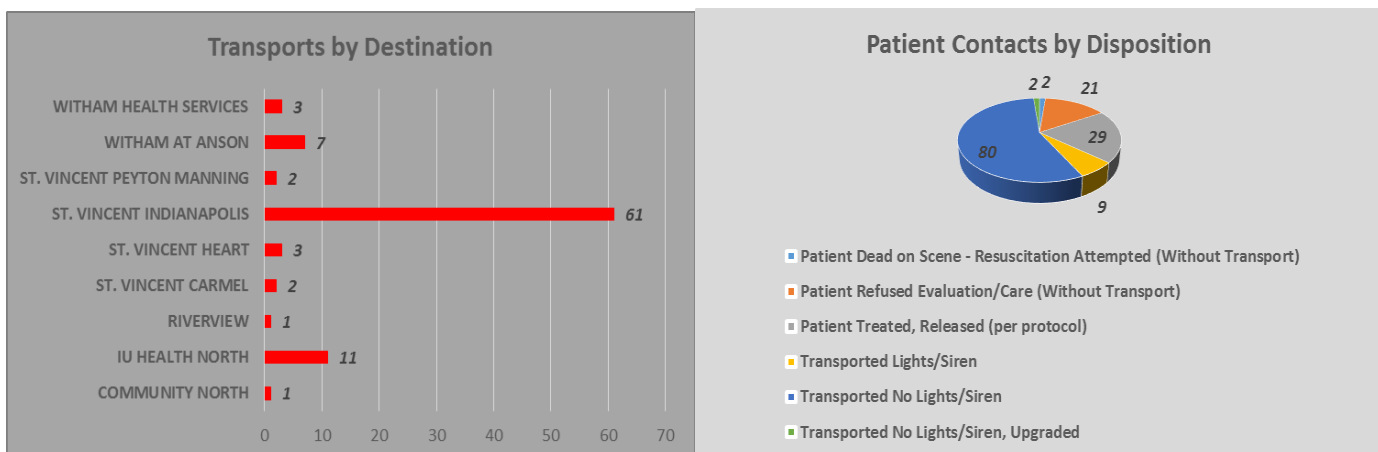
- Attended Fire PIA
- Taught Vehicle and Machinery Ops/Tech Class for Recruit Class
- Assisted in “Save your own” week for recruit class
- Picked up fire box from Green Township FD
- Took training dump tank from St 93 to recruit class training house
- Attended multiple Live Fire Trainings for recruit class
- Attended family night for recruit class
- Attended graduation for recruit class
- ZFD completed 1,849 hours of training for the month of June

## Administration Report: EMS

### Division Chief Steve Gilliam

- 1<sup>st</sup> Friday Coffee Connection with Boone County Senior Services and guests at station 91
- Facilitated EMS Coverage for ZCHS graduation
- Met with Chief Miller in regards to active shooter training
- Met with EMS Chief, Steve Davison from Fishers Fire Department
- Provided several CPR Skills only exams
- Met with ambulance committee to discuss next ambulance purchase
- Met with Major Stevenson and Officer Klykenn in regards to active shooter training
- Facilitated and attended a non-verbal patient communication training
- Met with Captain Sparks on several topics
- EMS training for all stations and all shifts
- Facilitated and taught CPR course for the Snider Group Inc.
- Met with Kathy Hubner from St. Vincent health on stroke awareness
- Attended A&R with Medical Director Dr. Kaufmann
- Met with Chief Miller on EMS related items
- Attended training at the Boone County jail for priority and medical dispatch
- Participated in a webinar for the Handtevy pediatric training system

In June the department had 143 patient contacts, 99 of those patients were transported.



## 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
- Met with Kronos and department implementation team regarding testing of TeleStaff production software
- Met with ISO/Accreditation Manager to review projects
- Attended Town of Zionsville Safety Meeting conducted by IPEP representatives
- Assisted Training Division with IDHS Driver/Operator- Pumper practical skills evaluations
- Assisted Training Division with IDHS Driver/Operator- Pumper and IDHS Vehicle/Machinery Technician written testing
- Attended annual Town of Zionsville Open Enrollment meetings conducted at fire stations
- Met with fire apparatus service representatives regarding upcoming warranty claims
- Conducted Post-Incident Analysis for residence fire
- Conducted Performance Appraisal mid-year check-in
- Attended monthly Town of Zionsville Safety Board meeting
- Coordinated gear fitting by MES rep. for personnel receiving new personal protective equipment
- Chaired Town of Zionsville Employee Benefits Committee meeting

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts

- Drafted new Incident Management Guideline
- Drafted new Youth Firesetter Guideline
- Drafted new Fire Investigation Guideline
- Met with Deputy Chief Miller and Chief Everett (Perry Fire) regarding responses
- Created ISO training log record for all members from Sept 2017 to June 2018
- Submitted monthly NFIRS reports to the State of Indiana
- Compiled activity data and provided reports as requested
- Updated Inventory Module in Firehouse RMS
- Completed ZFD trailer operator training
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Attended Locution Project Kickoff meeting
- Attended ProQA Project Kickoff meeting
- Met with BCSO Communications reference ISO items

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 1 fireworks inspection
- Conducted 2 rough-in inspections
- Conducted 5 final inspections
- Conducted 1 sprinkler system acceptance test
- Conducted 2 tent inspections
- Conducted 1 site visit
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Attended and participated in the monthly staff meeting & weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS)
- Met with Duke-Energy representative regrading additional EWS installations
- Completed multiple construction plan reviews
- Met with Planning Department representatives regarding address assignment issues

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost (CONTINUED)

- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Participated in Town TAC process to review new projects
- Maintained Faulty/False Alarm Log
- Presented code compliance information for Chamber of Commerce Business Breakfast
- Attended Whitestown roundabout construction project progress meetings
- Met with BCSSI art class participants to explain fire alarms and drill procedures in Town Hall
- Attended Zionsville Road reconstruction Pre-Con
- Successfully conducted first fire drill in Zionsville Town Hall
- Hosted a kickball activity for the Parks Department Zionsville Play Days at Station 91
- Attended the post incident analysis on the Fieldmaster fire
- Prepared seasonal safety messages for direct mailer and social media posts
- Attended Knox emergency access meeting
- Participated in public education vehicle selection and procurement
- Successfully completed ZFD driver's packet on all ZFD trailers
- Facilitated ZFD participation in 2 touch-a-truck events
- Attended recruit class graduation ceremony

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Conducted 3 tent inspections
- Conducted 35 annual inspections
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Created pre-plan template for ThinkMap
- Assisted with the FIAI online training calendar and website maintenance

## Administration Report: Public Education

### Vincent Randolph

- Met with the state-wide coordinator of the Back to Sleep program regarding possible ZFD participation
- Began promoting the use of the Public Education request link online
- Created a Public Education "Road Map" for grades Kindergarten-4th
- Procured public education program support materials
- Created educational materials for mature audiences (including translating them to Mandarin)
- Presented a fire and life safety prevention presentation at Crawford Manor Senior Living Facility
- Completed ZFD Teacher curriculum for 1st and 2nd grades meeting IN State Standards for education
- Worked on building our teacher packets
- Created Family Fire Escape Plan packets for general distribution in our community
- In the month of June, we engaged 274 children and 339 adults from our Zionsville community

<u>FD Reviews</u>	<u>June 2018</u>	<u>June 2017</u>	<u>YTD 2018</u>	<u>YTD Fees (Received)</u>
Site	2	7	4	N/A
Building	2	2	9	6,738.90
Fire Alarm Systems	0	0	1	75.00
Sprinkler Systems	1	0	8	700.00
Fines, Fees	0	13	5	900.00