

## ZFD Monthly Report for July 2018



### Administration Report:

#### Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Executive Meetings
- Met with Deputy Chief Miller regarding operations items
- Reviewed Station 92 remodel costs with vendor
- Reviewed 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 meeting for County Wide dispatch improvements
- Met with Executive AA to discuss organization changes with work flow and assignments
- Reviewed and planned for July 4<sup>th</sup> event
- Prepared and submitted 2019 Budget request to the Mayor
- Participated in multiple days of training related to ZCS Safety
- Attended District 5 Planning Council Meeting
- Hosted a regional ISO Class regarding community ratings for local fire departments
- Reviewed and finalized plans for Station 92 addition

### Administrative Report: Facilities Manager

#### Jeff Pratt

- Supervised the sanitary relocation on lot 3
- Completed window cleaning of Town Hall
- HVAC maintenance Fire Stations 91, 92 and 93
- HVAC service completed for town hall
- Assisted with equipment moves for mowing of station 93 house
- Met with the designers for room 207 St. Vincent room for their interior upgrades
- Completed several official reports for Fire Stations
- Met with Megan Swain regarding outdoor chalkboard, chalk board installed 7/20/18
- Assisted with acquiring and transporting supplies to the various fire stations
- Working on possible generator upgrade for Police Station
- Worked with electrical contractor to install switch in Council Chambers
- Plumbing maintenance at 120 Water Audit
- Drywall patch in Fire Station 93 locker room completed
- Assembled white board
- Assisted with acquiring and getting supplies to the fire stations
- Assisted with moving generator and mule for 4<sup>th</sup> of July
- Weed control at old PNC bank
- Weed control at Town Hall
- Assisted with golf outing signage
- Hung pictures in administration

## Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Researching outdoor patio furniture
- Installed snow fence along Western boundary of town hall to help prevent people cutting thru
- Coordinated with Vectren and Miller Pipeline for install/relocation of Town hall gas line
- Delivered and set up safety trailer in Advance for training and returned it to station 93 afterword
- Pricing and logistics for fire alarm panel Fire Station 91
- Power installed for new fire alarm panel Fire Station 91
- Picked up refrigerator for chamber
- Assisted with gear delivery to Ivy Tech
- Employee entrance key lock repaired
- Landscaping plans and pricing for Town Hall
- Generator Maintenance Station 93
- Meeting for possible construction at Fire Station 92

## Administration Report: Operations

Deputy Chief Brian Miller

- Violent intruder training with the Boone County Sheriff's department special response team
- Met with Chief VanGorder and Jeff Pratt regarding proposed Station 92 remodel
- Met with ZPD, Boone County Sheriff office and Lions Club to kick off this year's fall festival
- Held an all officers meeting for the operational staff to review various items
- Completed five mid-point performance reviews with staff
- Met with the department executive team to review 2019 budget request
- Conducted one apparatus check off ride on the Medic truck
- Worked with Indianapolis Executive Airport Director & BCSD to review emergency preparedness
- Met with ERS to review radio project and cost estimates
- Collected all the operation staff performance reviews for all three shifts
- Conducted apparatus check-off ride for TSU 95
- Attended weekly department staff meetings as well as executive meetings for fire department

### Monthly Run Report for July 2018

	Jul-18	Jul-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	9	8	60	60	0
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	2	3	3	0
3 Rescue & Emergency Medical Service Incident	123	106	781	760	21
4 Hazardous Condition (no fire)	9	14	53	40	13
5 Service Call	41	21	130	224	-94
6 Good Intent Call	16	35	122	137	-15
7 False Alarm & False Call	35	28	178	183	-5
8 Severe Weather	0	1	3	4	-1
Other	0	0	0	0	0
<b>Total Count</b>	233	215	1330	1411	-81
	<b>Jul-18</b>	<b>Jul-17</b>	<b>YTD 18</b>	<b>YTD 17</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	140	135	808	863	-55
Rural	71	43	370	363	7
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	22	37	152	185	-33
<b>Total Count</b>	233	215	1330	1411	-81

## Administration Report: Training

### Division Chief Mark Hart

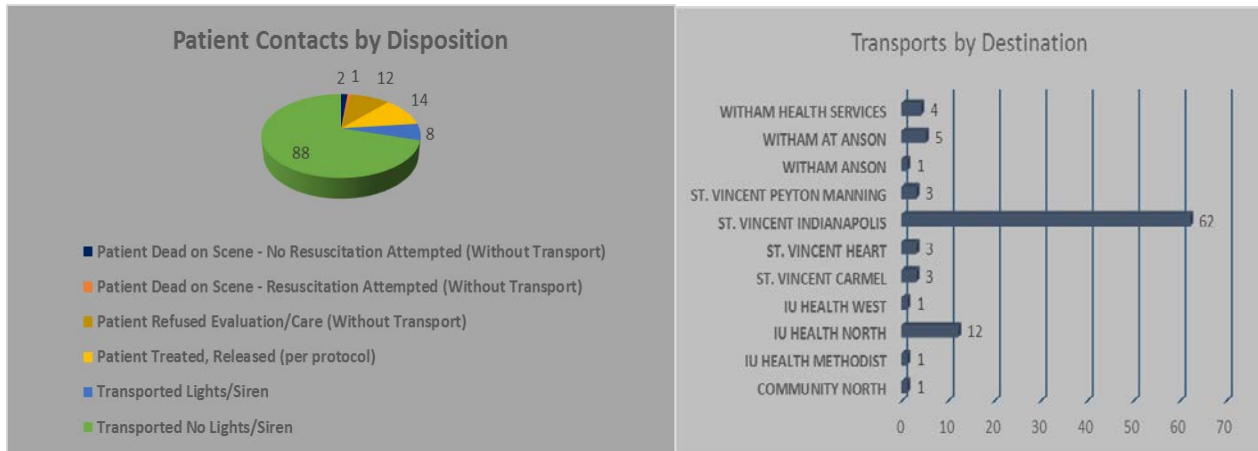
- Setup August Schedule
- Met with Chief Miller to go over new tactical vest and tactical worksheet
- Attended training on violent and active shooter by law enforcement
- Attended hands-on training with crews for active shooter training at Stone gate Elem with SRT
- Attended CDL Meeting for INTF-1
- Taught Fire Extinguisher class for Indy Exec Airport and Beck Hybrid
- Attended Cirrus Aircraft Safety Seminar
- Met with Chief Miller to review midpoint goals
- Taught Ladder placement lecture
- Held 2 study sessions for the driver operator class
- Attended Hoosier Burn Camp teen adventure trip at Lake Monroe
- Set up and assisted engineers promotional process for the driving portion
- Gave 2 retests for Rope Rescue Tech test
- Attended Monthly Staff Lunch
- Met with Eng Weldy about heavy wrecker extrication PowerPoint
- Met with Eng Luttrul about dual dump tank operations class
- Set up and assisted in new Kids Confidence Course at Boys and Girls club as well as ZHS.
- Attended Officer Meeting
- Attended save your own (Wire Box) training
- Assisted in SCBA flow testing and voice amp battery swap
- ZFD completed 1,394.50 hours of training for the month of July

## Administration Report: EMS

### Division Chief Steve Gilliam

- Prepared EMS bikes for 4<sup>th</sup> of July fireworks
- 1<sup>st</sup> Friday coffee connection reviewed Smart 911 and iPhone apps that help in emergencies
- Met with Chief Miller for tactical vest training
- Facilitated monthly public CPR class
- Provided several CPR Skills only exams
- Participated in active assailant training
- Met with Chief Miller for mid-year review
- CPR and 1<sup>st</sup> aid training for Dawn Til' Dusk Daycare
- Facilitated LUCAS© Automated CPR device trial
- Attended EMD (emergency medical dispatch) training at St. Vincent Health
- Met with 3 staff members to train on CQI process
- Facilitated State EMS Commission Meeting
- Reviewed Defibtech automated CPR device
- Attended quarterly staff meeting
- Attended DHS and ISDH EMS meeting on improving communications between the Health Department and EMS Agencies
- Monthly EMS Committee meeting
- Met with DHS staff Candice Pope developing plan to merge all staff EMS certifications
- Attended Physio Control CODE STAT software training
- Met with Fire Marshal Frost on developing a home inspection program

In July the department had 125 patient contacts, 96 of those patients were transported.



## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects and review 2019 budget
- Met with Finance and Records staff and Kronos representatives regarding payroll system changes
- Met with Kronos representatives and dept. implementation team regarding testing of TeleStaff software
- Met with ISO/Accreditation Manager to review projects
- Attended ISO Grading Seminar hosted by Zionsville Fire Department
- Assisted Training Division with IDHS Driver/Operator- Pumper practical skills and written tests
- Conducted 2018 Engineer Promotion Process written and practical skill testing
- Conducted Performance Appraisal mid-year check-in's
- Conducted TeleStaff training for Battalion Chief's
- Oversee annual SCBA and regulator flow testing

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts

- Submitted monthly NFIRS reports to the State of Indiana
- Created Grid layer on ThinkGIS to show Automatic Aid response areas
- Installed ImageTrend software and began import of NFIRS historical data
- Updated Firehouse program to better track ISO training requirements
- Compiled activity data and provided reports as requested
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Attended Locution Project Update meeting
- Walk through with ERS/OCI for Locution installation
- Completed draft of Fire Prevention Section of ISO document

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 2 fireworks inspections
- Conducted 4 rough-in inspections
- Conducted 2 final inspections
- Conducted 1 hood system acceptance test
- Conducted 2 tent inspections
- Conducted 10 site visits
- 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 maint. of the Emergency Warning Sirens throughout Zionsville service area
- Met with Duke-Energy representative regrading 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
- Participated in Town TAC process to review new projects
- Miscellaneous duties performed as assigned by the Chief
- Attended Whitestown roundabout construction progress meetings
- Completed mid-year performance appraisal check-ins
- Provided stand-by coverage for July 4<sup>th</sup> Celebration
- Participated in the Zionsville Strong in Every Way Community Challenge planning meetings
- Assisted with set up and logistics for the Community Challenge event
- Met with airport official for emergency action plan development for facility and events
- Participated in the SRT violent intruder training and exercises
- Attended FIAI State Board of Directors meeting
- Participated in internal department budget meetings
- Attended NFPA 20 power systems for fire pumps training
- Assisted with 1 fire investigation
- Attended swearing in ceremonies for promotions of personnel to various positions
- Began fire hydrant GIS project

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Began fire hydrant GIS project
- Conducted 3 tent inspections
- Conducted 67 annual inspections
- Conducted 1 re-inspection
- Conducted 6 miscellaneous life-safety inspections
- Coordinated 23 Engine Company Inspection/Pre-Incident Survey program
- Uploaded ECI pre-plans to ThinkMap
- Accepted appointment to FIAI State Board of Directors as Secretary/Treasurer

## Administration Report: Public Education

### Vincent Randolph

- Coordinated *Back to Sleep* program monthly social media post
- Created public safety outreach messages for balance of 2018 for direct mailer
- Completed all teacher curriculum and quizzes for Kindergarten-2<sup>nd</sup> grade presentations
- Attended Camp 9-1-1 meeting with organizers on camp operations, benefits and challenges
- Completed teachers' packet which will give an overview of our lesson plan, practice exams, activity sheets, program evaluation and other relevant information.
- Distributed Family Fire Escape Plan packets to our fire houses for distribution when out in the community
- Took the Safety Trailer to Advance to teach 47 children fire safety during a summer tutoring program
- Worked with Chief Hart to develop ZFD's first "Kiddie Challenge Course"
- Introduced the "Kiddie Challenge Course" at the Zionsville Community Challenge
- Attended planning meeting with Fall Fest planning committee

<b><u>FD Reviews</u></b>	<b><u>July 2018</u></b>	<b><u>July 2017</u></b>	<b><u>YTD 2018</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	10	4	4	N/A
Building	3	7	12	\$7,866.60
Fire Alarm Systems	1	1	2	175.00
Sprinkler Systems	1	2	9	800.00
Fines, Fees	3	3	8	975.00

<b>Year to Date</b>	<b>Last YTD</b>	<b>YTD</b>	<b>Change</b>	<b>%Change</b>			
	327	509	182	156%	<b>Annual Inspections</b>		
	33	5	-28	15%	<b>Re-Inspections</b>		
	338	93	-245	28%	<b>Other Inspections</b>		
	1241	1472	231	119%	<b>Violations</b>		
	50	0	-50	0%	<b>Plans Reviewed</b>		
	1	5.5	4.5	550%	<b>Meeting Hours</b>		
	1	5.5	4.5	550%	<b>Training Hours</b>		
	1	0	-1	0%	<b>Inspection Hours</b>		
	1	2	1	200%	<b>Fire Investigations</b>		
	1	13	12	1300%	<b>Fire Investigation Hours</b>		
	<b>July Inspections</b>	<b>Annual Inspections</b>	0	67	0	0	0
<b>Re-Inspections</b>		1	0	0	0	0	0
<b>Other Inspections</b>		5	6	0	0	0	23
		<b>Frost</b>	<b>Lipps</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>ECI</b>
<b>July Violations</b>	<b>VIOLATIONS</b>						
		<b>Frost</b>	<b>Lipps</b>				
	January		<b>140</b>				
	February		192				
	March	2	200				
	April		246				
	May		256				
	June	0	235				
	July		201				
	September						
	October						
	November						
	December						
YTD	2	<b>1470</b>					
<b>Top 5 Violations July 2018</b>	<ol style="list-style-type: none"> <li>1. Fire extinguisher Maintenance</li> <li>2. Extension Cords</li> <li>3. Exit signs not working</li> <li>4. Open electrical connections</li> <li>5. Exit signs battery backup not working</li> </ol>						