

ZFD Monthly Report for August 2018



Administration Report:

Fire Chief-James VanGorder

- Regular Meetings Attended:
 - Town Council Agenda Meeting
 - Town Council Meeting
 - Town of Zionsville Safety Board Meeting
 - Town of Zionsville Staff Meetings
 - Fire Department Executive Meetings
- Met with Deputy Chief Beam regarding ISO / Accreditation Process
- Met with Deputy Chief Miller regarding operations items
- Reviewed Station 92 remodel design & projected costs with Jeff Pratt
- Attended security training at ZCS regarding camera system
- Met with Sheriff Nielsen and BC Potts regarding planned radio improvements within ZFD
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Attended meeting with fire restoration service vendor
- Addressed multiple Quartermaster official reports
- Hosted monthly All Staff Meeting for Fire Department personnel
- Met with Deputy Chief Beam regarding administrative items
- Attended weeklong conference for International Association of Fire Chiefs
- Met with BC Potts regarding “Locution” County Wide dispatch improvements progress
- Met with Executive AA to discuss organization changes with work flow and assignments
- Finalized and signed PO for radio replacement within ZFD
- Met with ZFD Medical Director Mike Kaufmann and discussed our EMS relationship and how we improve services to our community
- Attended 2019 Budget workshop
- Attend Pre-construction meeting for a new ambulance at REV Group Wheeled Coach facility
- Attended Town’s Safety Committee meeting with IPEP
- Finalized final furniture order for Town Hall
- Attended ZFD annual Golf Outing
- Hosted kick-off meeting at ZFD regarding First Net w/ AT&T and Sheriff Nielsen, Mayor Haak, BC Potts regarding improved services related to public safety
- Met with BC Potts and Utility regarding technology improvements

Administrative Report: Facilities Manager

Jeff Pratt

- Worked on attic stock and building supply storage and organization
- Completed fire station 91 fire alarm
- Assisting with equipment moves for mowing of station 93 house
- Met with the designers for room 207 St. Vincent room for their interior upgrades and installation
- Secured commercial washing machine for fire station 92
- Completed official reports for fire stations
- Assisted with acquiring and transporting supplies to the various fire stations
- Secured Generator for Municipal building
- HVAC maintenance at 120 Water Audit
- Pricing for aluminum storefront for Administration
- Meeting for Town Hall sign

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Meeting for Town Hall artwork
- Weed control at Town Hall
- Attained cleaning bids
- Attained window bids for 2 windows at Fire Station 91
- Attended meeting for possible Municipal building remodel
- Consulted on masonry cracks at Fire Station 81
- Contacted network operations at Crown Castle for tower next to Town Hall for possible parking
- One year warranty walk thru list
- Pricing for shade structures
- Placed furniture order with Office Works
- Working on fire alarm monitoring switch over at Fire Station 92,93 and Town Hall

Administration Report: Operations

Deputy Chief Brian Miller

- Attended Wheel Coach MFG to complete pre-construction drawings and detailed specs for ambulance
- Attended training with Zionsville Schools IT staff to learn and understand the use of the camera systems
- Met with Jason Potts and Chief Hart to review automatic aid training needs for ICO
- Worked with staff to outline events and activities for this year's upcoming Fall Festival
- Reviewed final contract documents on the architectural service and design for station 93
- Met with Staff from ZCHS and ZMS to look at evacuation procedures for mobility limited students
- Completed training on new Telestaff software that will be used for daily crew assignments
- Met with Dr. Mike Kaufman to review current departments SOG's and the use of automated CPR devices
- Attended three days of classroom training at the fire rescue international conference
- Crews tested over eleven thousand feet of fire hose to complete this year's annual hose testing
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for August 2018

	Aug-18	Aug-17	YTD 18	YTD 17	YTD Difference
Incident Type					
1 Fire	6	7	66	67	-1
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	3	0
3 Rescue & Emergency Medical Service Incident	109	123	890	883	7
4 Hazardous Condition (no fire)	8	8	61	48	13
5 Service Call	26	23	156	247	-91
6 Good Intent Call	14	14	136	151	-15
7 False Alarm & False Call	24	19	202	202	0
8 Severe Weather	2	1	5	5	0
Other	0	0	0	0	0
Total Count	189	195	1519	1606	-87
	Aug-18	Aug-17	YTD 18	YTD 17	YTD Difference
Incidents By Zone					
Urban	107	106	915	969	-54
Rural	57	62	427	425	2
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	25	27	177	212	-35
Total Count	189	195	1519	1606	-87

Administration Report: Training

Division Chief Mark Hart

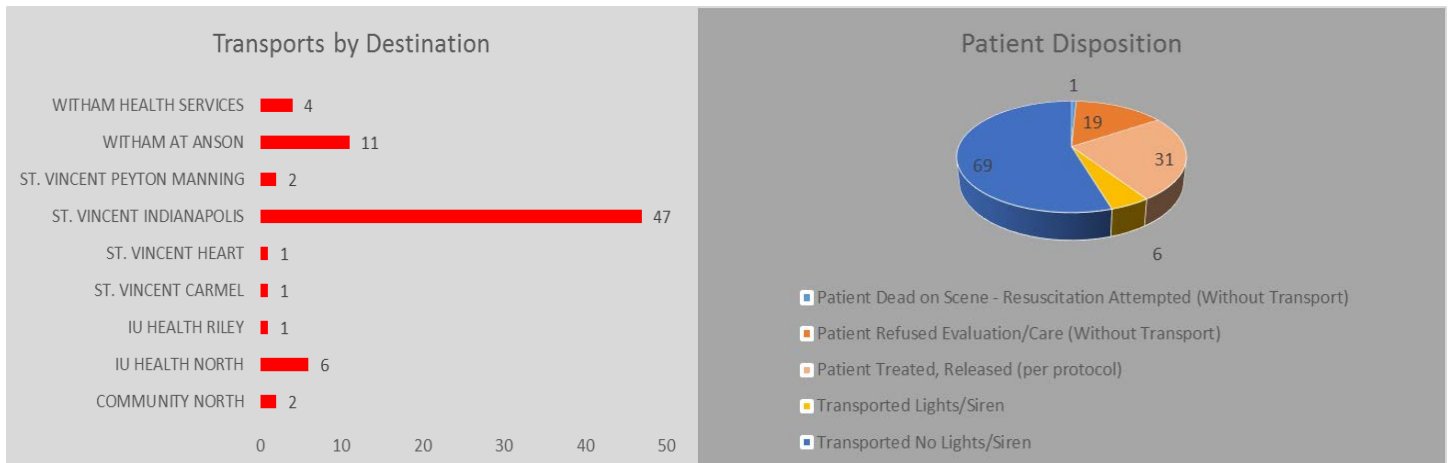
- Setup September Schedule
- Assisted with and set up Kids Challenge Course
- Attended Camera Operations with Zionsville School System
- Set up and taught 3 days of Residential Simulations in the CTC
- Met with Chief Wirey from LFD to discuss joint Fire Officer 1 and Instructor 1 classes
- Assisted in flow testing of all front line apparatus determining flow of cross lays and nozzles
- Picked up Executive staff from the airport
- Met with Lt. Peters and Captain Russell to talk about ladder operations
- Met with Chief Miller and Potts about mutual aid training
- Attended IFD recruit graduation
- Attended Understanding and Fighting Basement Fires taught by ISFSI and UL
- Inventoried all rope equipment
- Assisted L93 at training tower for VEIS Training
- Picked up plywood for fall festival demonstration
- Attended monthly staff luncheon meeting
- Set up BC's to attend Buckeye Terminal table top drill
- Conference call with Indiana Fire Instructor Association and IDHS
- Assisted in ground ladder training
- ZFD completed 1,346.50 hours of training for the month of August

Administration Report: EMS

Division Chief Steve Gilliam

- Attended monthly Boone County Health Coalition meeting
- Provided CPR training for fire department administrative staff
- 1st Friday Coffee Connection with BCSS providing a station tour
- Facilitated monthly public CPR class
- Provided several CPR Skills only exams
- Partnered with St. Vincent Health to provide Stop the Bleed training for some ZCS staff
- Met with Dr. Gardner Medical Director to discuss Pulse Point
- Facilitated CPR 1st Aid training for ZYSA staff
- Facilitated training over 3 days for the Auto-Pulse® automated CPR device from Zoll
- Attended Pre-build of ambulance at Wheeled Coach ambulance facility in Florida
- Provided status update on EMS for monthly EMS training
- Taught CPR training to some of the BCHD staff
- Facilitated and scheduled EMS coverage for home football games of Christian Covenant and ZCHS
- Attended quarterly staff meeting

ZFD had 126 patient contacts in August. Of those 75 were transported



Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Attended training session with Finance and Records staff and Kronos representatives regarding payroll
- Met with Kronos representatives on multiple occasions regarding TeleStaff software development
- Met with Public Safety Medical representatives regarding upcoming firefighter physicals
- Met with ISO/Accreditation Manager to review project
- Participated in service project with Boone County Leadership
- Attended International Fire Chiefs Association Fire Rescue International Conference
- Attended St. Vincent Hospital affiliate forum to discuss how the hospital can improve service
- Attended monthly Boone County Leadership business and economic development program
- Attended Safety Board meeting to present 2018 Engineer Promotion Process scoring list for certification
- Conducted end user training on TeleStaff software for operational firefighters
- Assisted Training Division with IDHS Driver/Operator- Pumper written tests

Administrative Report: ISO/Accreditation

Battalion Chief Jason Potts

- Drafted new Policy Review Guideline
- Submitted monthly NFIRS reports to the State of Indiana
- Compiled activity data and provided reports as requested
- Called and submitted information to Citizens Energy Group for ISO evaluation
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Attended weekly Locution Project meeting
- Met with BCSO Communications ref: ISO items, CAD and Mobile updates
- Completed final actions on radio project

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 5 rough-in inspections
- Conducted 1 hood system acceptance test
- Conducted 1 site visit
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- 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 final Whitestown roundabout construction progress meetings
- Attended Fire Rescue International Annual Conference and participated in multiple trainings
- Attended FIAI Central Region business meeting
- Attended Indiana Fire Code Maximum Allowable Quantities training
- Attended Recovery Houses for Inspectors training
- Attended Knox rapid access training on new e-locks
- Met with Honor Guard members and coordinated installation of a new Commander
- Issued awards to past winners missing ribbons
- The fire hydrant GIS project continued as weather permitted

<u>FD Reviews</u>	<u>August 2018</u>	<u>August 2017</u>	<u>YTD 2018</u>	<u>YTD Fees (Received)</u>
Site	2	0	4	N/A
Building	0	4	12	\$7,866.60
Fire Alarm Systems	0	1	2	175.00
Sprinkler Systems	0	2	9	800.00
Fines, Fees	0	6	8	975.00

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Finished inspections of primary Zionsville school buildings
- Re-Certified in CPR
- Follow up work on Oak Street fire investigation, with detective and private investigator
- Attended ICC training for fire rated walls and floors
- Took over FIAI Secretary role
- Attended 3 day Indiana Fire Investigation Conference in Indianapolis
- Issued preplan assignments to station crews for August through January
- Attended Hazardous Materials Code class
- Attended Recovery House code training

Administration Report: Public Education

Vincent Randolph

- Created Google Site as a resource for teachers to learn more about ZFD's Fire Safety Curriculum
- Working to develop an online interactive Public Education evaluation tool using Form Stack® software
- Participated in planning the Safety Zone at the Zionsville Lion's Club Annual Fall Festival
- Partnered with the Zionsville Community Schools to develop presentation schedules for fire prevention
- Participated in the Annual Fly-In event at Indy Exec Airport
- Participated in the Annual Zionsville Chamber of Commerce Street Dance event
- Participated in the Annual St. Vincent's NICU/PICU Reunion