

## ZFD Monthly Report for September 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
- Attended training session with new Mechanical CPR device vendor
- Attended new payroll software training session
- Met with Deputy Chief Beam regarding ISO / Accreditation Process
- Hosted joint meeting with Finance & Records and FD Administration regarding multiple sections of the new scheduling and payroll software launch to ensure all parties are informed
- 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
- Attended lunch meeting with Safety Board President Bryan Traylor
- Multiple meetings regarding employee related item
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Hosted ZFD Retiree breakfast at Fire Station 93
- Participated in monthly District 5 Panning Council Meeting
- Attended meeting with representatives of 76 S Main St regarding planned building improvements
- Hosted monthly All Staff Meeting for Fire Department personnel
- Met with Deputy Chief Beam regarding administrative items
- Met with and reviewed goals for ZFD new Honor Guard Commander Eddie Frank
- Met with BC Potts regarding "Locution" County Wide dispatch improvements progress
- Met with Executive AA to discuss organization changes with work flow and assignments
- Begon preparations for 37<sup>th</sup> annual Pancake Day

### Administrative Report: Facilities Manager

#### Jeff Pratt

- Set up pancake breakfast sign
- Submitted letters to landowners for Fire Station 92 addition
- Submitted to Zionsville Times Sentinel notice of public hearing
- Compiled one year warranty items for Town Hall and did walk thru with CSO and RL Turner
- Assisted with equipment moves for mowing of station 93 house
- Set up room 207 for State of the Schools event
- Re-keyed safety trailer so all door locks work with same key
- Getting Development plan for Station 92
- Assisted with acquiring and transporting supplies to the various Fire Stations
- Secured bids for the Parks Department stairs
- AC service at 120 Water Audit
- Storefront ordered for planning department
- Gutter leaks fixed at station 93 (10 areas)
- Getting quotes for snow removal

## Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Researched landscape quotes
- Weed control at Town Hall
- Windows completed at Fire Station 91
- Driveway patches complete at Station 91
- Priced and ordered patio furniture
- Generator inspections complete for all Fire Stations and Town Hall
- Elevator inspection complete for town Hall
- Secured prints for Fire Station 92
- Received chairs for planning department
- Working on fire alarm monitoring switch over at Fire Station 92, 93 and Town Hall
- Scheduled yearly fire alarm and sprinkler testing
- Town Hall chalkboard cleaning
- Pressure washed fences at Fire Station 91 in preparation for painting
- Attended technical advisory review committee meeting for station 92
- Attended seminar on Facilities Management
- Continued work on official reports for maintenance

## Administration Report: Operations

Deputy Chief Brian Miller

- Worked with all three Battalion Chiefs to work on design/ needs for new Battalion Chiefs vehicle
- Worked with manufacturers of the new engine & medic truck to provide clarification on final build expectations and pre-construction needs
- Took part in the ALICE training program at Z-West Middle School
- Attended monthly school fire drills
- Completed a detailed set up plan for upcoming Pancake Day fundraiser set for October 6<sup>th</sup> at station 91
- Crews completed rural water supply drills to track fill and set up times
- Held monthly Battalion Chiefs meeting to review current operational needs
- Attended 1st Friday Coffee Connection with Boone County Senior Services
- Hosted three day Battalion Chief prep class that was presented by Task Force 1
- Met with staff from ZCHS, Boone Meadow and Z-West to look at evacuation procedures for mobility limited students
- Attended weekly department staff meetings as well as executive meetings for fire department

### Monthly Run Report for September 2018

	Sep-18	Sep-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	9	9	76	76	0
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	3	3	0
3 Rescue & Emergency Medical Service Incident	124	97	1014	980	34
4 Hazardous Condition (no fire)	6	12	67	60	7
5 Service Call	33	49	189	296	-107
6 Good Intent Call	14	22	149	173	-24
7 False Alarm & False Call	25	26	227	228	-1
8 Severe Weather	0	0	5	5	0
Other	0	0	0	0	0
<b>Total Count</b>	211	215	1730	1821	-91
	<b>Sep-18</b>	<b>Sep-17</b>	<b>YTD 18</b>	<b>YTD 17</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	142	132	1057	1101	-44
Rural	56	58	483	483	0
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	13	25	190	237	-47
<b>Total Count</b>	211	215	1730	1821	-91

## Administration Report: Training

### Division Chief Mark Hart

- Setup October Schedule
- Taught Fire Officer Strategy and Tactics Class
- Started Fire Officer 1 class
- Assisted in Multi-company Joint training with LFD, WFD, Center and ZFD at training tower
- Deployed with Indiana Task Force 1 on an 11 day Hurricane Florence operation
- Assisted in getting the BC Prep School started at HQ
- Attended Monthly ZFD staff lunch meeting
- Attended PEPP hands on skill session
- Worked on completing Command Training Center computer set up
- ZFD completed 1,305 hours of training for the month of September

## Administration Report: EMS

### Division Chief Steve Gilliam

- Completed training with staff on an automated CPR device to be used in a 30 day trial
- Attended monthly Boone County Health Coalition meeting
- 1<sup>st</sup> Friday Coffee Connection with BCSS providing a station tour
- Provided several CPR Skills only exams
- Partnered with St. Vincent Health to provide Stop the Bleed training for some ZCS staff
- Attended quarterly State EMS Commission
- Completed training for new schedule and payroll software
- Attended a 2 day EMS course at Methodist Hospital called EMPACT
- Facilitated and taught CPR to over 30 staff from Zionsville United Methodist Church
- Completed evaluations and group discussions for the PEPP course
- Taught hands only CPR and AED use to the Lions Club
- Facilitated and scheduled EMS coverage for home football games of Christian Covenant and ZCHS
- Attended monthly staff meeting
- Attended meeting with St. Vincent Health on a triage software
- Facilitated annual preventive maintenance of frontline cardiac monitors
- Monthly EMS Committee meeting
- Facilitated EMS coverage for school band competition at ZCHS

## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Attended training session with managers and Kronos representatives regarding payroll system changes
- Met with Kronos representatives on multiple occasions regarding TeleStaff software implementation
- Met with Finance and Records and Kronos representatives regarding TeleStaff/payroll system integration
- Met with ISO/Accreditation Manager to review project
- Participated in payroll system training sessions with fire department and Finance and Records personnel
- Attended monthly Boone County Leadership agricultural program
- Met with MES SCBA service technician regarding SCBA repair issues
- Attended Battalion Chief meeting to discuss TeleStaff implementation issues
- Met with Ascension/St. Vincent Health personnel regarding collaborative efforts
- Conducted TeleStaff end user training for Paid Stand-By personnel
- Assisted Training Division with IDHS Driver/Operator- Pumper written tests
- Assisted Training Division with instruction of IDHS Fire Officer I course

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts

- 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
- Follow-up with Citizens Energy over ISO Water Supply section
- Attended weekly Locution Project meeting
- Met with BCSO Communications ref: ISO items, CAD and Mobile updates
- Attended Town Hall Staff Kronos training
- Attended Caliber "SAM" meeting
- Worked with Caliber Public Safety on Mobile Program

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 1 rough-in inspection
- Conducted 1 above-ceiling inspection
- Conducted 1 fire alarm test
- Conducted 3 final inspections
- Conducted 1 special equipment inspection
- Conducted tent inspections for special events
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens (EWS)
- 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
- Assisted with Fall Festival activities
- Attended a first responder luncheon at Lebanon Middle School
- Participated in Kronos payroll training
- Miscellaneous duties performed as assigned by the Chief
- Participated in Zionsville schools site specific safety meetings
- Attended FIAI State Board meeting
- Attended fire drills at Zionsville schools
- Assisted with planning of educational opportunities for Annual Pancake Breakfast
- Met with Honor Guard Commander and covered various organizational topics
- The fire hydrant GIS project continued as weather permitted

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Finished inspections of primary Zionsville school buildings
- Preplans layer now pushing updates out to front line crews
- Ongoing preplan entries into Firehouse and Thinkmap
- Attended Fuel Gas Code class
- Attended internal TAC meeting with Chief Frost
- Attended board meeting of Fire Inspectors Association of Indiana

## Administration Report: Fire Prevention Fire Inspector Ron Lipps (CONTINUED)

- Inspections
  - Annual: 58
  - Other: 35
- 74 Code Violations Cited
  - Top 5 Violations in September:
    - Extension Cords
    - Fire Extinguisher Maint.
    - Unsafe Electrical
    - Battery backup for exit/emergency lighting
    - Exits obstructed or inaccessible

## Administration Report: Public Education Vincent Randolph

- Shared Public Education curriculum and teaching points with ZFD Crews
- Scheduled October Fire Safety Month instruction times
- Updated teaching aids in the Zionsville Fire Safety Trailer
- Attended “Walk and Roll” Charity Run/Walk event in support of the Spina Bifida Association
- Attended the “A Kid Again” organization event
- Supported Josiah’s Ride: *Cruizin’ 4 a Cure* event supporting pediatric leukemia and lymphoma research
- Supported the So Big organization gala to provide resources and guidance to homeless expectant mothers
- Through our various outreach efforts Public Education has been able to reach 75 adults and 256 children in the month of September.