

## ZFD Monthly Report for October 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
- Participated in weekly Locution Project update conference calls
- Attended SEAK Project ground breaking ceremony
- Reviewed Station 92 remodel design & projected costs with Jeff Pratt
- Attended webinar regarding digital dashboard information displays for public safety facilities
- Attended annual ZWIN luncheon
- Multiple meetings regarding employee related item
- Reviewed and submitted department-wide job description updates to Town Administration
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Attended project review of new MDT and tablets for field use for public safety users
- Attended Boone County Leadership Graduation Ceremony for Deputy Chief Jeff Beam
- Attended Plan Commission Meeting and obtained approval for Fire Station 92 remodel project
- Hosted monthly All Staff Meeting for Fire Department personnel
- Organized meeting with uniform vendor regarding multiple projects
- Met with Deputy Chief Beam regarding administrative items
- Attended Indiana Fire Chief's Association Planning meeting
- Met with Town Administration regarding employment items
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Hosted our 37<sup>th</sup> annual Pancake Day
- Met with Facility Manager Jeff Pratt regarding multiple projects
- Met with utility vendor regarding industry best practices

### Administrative Report: Facilities Manager

#### Jeff Pratt

- Assisted with Pancake breakfast
- Assisted with one year warranty walk thru for Town Hall
- Switched Alarm monitoring for Fire Station 92 and 93
- Annual fire alarm and sprinkler testing for Town Hall
- Worked on attic stock and building supply storage and organization
- Reviewed final plans for Fire Station 92
- Submitted plans and got approval from Town of Zionsville for Fire Station 92
- Met with various contractors for all aspects of construction and compiling bids for Fire Station 92
- State plan release was given for Fire Station 92
- Assisted with equipment moves for mowing of station 93 house
- Elevator testing and annual maintenance conducted / new Indiana certificate was issued
- Assisted with several Public Education trailer moves and set up through month of October

## Administrative Report: Facilities Manager

### Jeff Pratt (CONTINUED)

- Completed official reports for Fire Stations
- Assisted with acquiring and transporting supplies to the various Fire Stations
- Coordinated date for Municipal building generator install
- Installation for aluminum storefront completed in Town Hall administration
- Attended various meetings for possible municipal building renovation
- Cleaning and replacement of chalk board
- Furniture install for Town Hall
- Storm water assessments for Station 91 and 93
- Pre plan walk thru of Town Hall with Station 91
- Met with Unifirst about performance
- Met with Metronet for cabling at Town Hall and Fire Station 92
- Compiling bids for landscape and snow removal at Town Hall
- Town Hall shell space construction meetings and pricing review/coordination
- Floor replacement and brine tank pan for Fire Station 92
- Met with Fairchild fire alarm services for troubles at 93
- Coordination for access to community room and signage for voting at Town Hall
- Contracted for glass replacement of one Town Hall window
- Contracted with Clean Air Concepts for vehicle exhaust work at Fire Stations 91, 92 and 93
- Proceeding with Dakota Excavating on Fire Station 92 build out
- Contacted irrigation contractor to winterize irrigation system
- Filter replacement for bottle fillers at Town Hall

## Administration Report: Operations

### Deputy Chief Brian Miller

- Held kick off meeting to begin the planning for 2019 Citizens Academy
- Worked with all three Battalion Chiefs to review 2019 Kelly day selections and vacation call procedures
- Met with G-tac computers to review ruggedized computer solutions for front line fire apparatus
- Completed a product review and purchase of new carbon monoxide detectors for EMS crew bags
- Met with Training division to outline new officer candidate class and reviewed training needs for 2019
- Worked with Chief VanGorder and Jeff Pratt to complete final panel review for Station 92 remodel
- Worked with EMS division to finalize community risk reduction program
- Conducted one apparatus check-off ride for the Medic
- Attended several monthly school fire drills
- Attended Lockdown drills at Stone Gate Elementary and Eagle Elementary
- Organized the setup and teardown for the annual Pancake day fundraiser held at station 91
- Attended weekly department staff meetings as well as executive meetings for fire department

## Monthly Run Report for October 2018

	Oct-18	Oct-17	YTD 18	YTD 17	YTD Difference
<b>Incident Type</b>					
1 Fire	6	5	82	81	1
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	4	3	1
3 Rescue & Emergency Medical Service Incident	125	124	1139	1104	35
4 Hazardous Condition (no fire)	20	9	87	69	18
5 Service Call	63	55	252	351	-99
6 Good Intent Call	16	10	165	183	-18
7 False Alarm & False Call	24	20	251	248	3
8 Severe Weather	0	0	5	5	0
Other	0	0	0	0	0
<b>Total Count</b>	255	223	1985	2044	-59
	<b>Oct-18</b>	<b>Oct-17</b>	<b>YTD 18</b>	<b>YTD 17</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	140	157	1197	1258	-61
Rural	86	48	569	531	38
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	29	18	219	255	-36
<b>Total Count</b>	255	223	1985	2044	-59

### Administration Report: Training Division Chief Mark Hart

- Setup November training schedule
- Taught and completed Fire Officer 1 class
- Attended Pancake Breakfast
- Attended a webinar on Promoting Positive Firehouse Behavior
- Completed ladder drive time
- Submitted FDTN classes for 2019
- Took part in IFIA conference call
- Set up tower time for company level training
- Set up Tanker 93 to assist Whitestown on mobile water supply of Driver Operator course
- Worked in the Command Training Center on file issues in scenarios
- Taught 6 sessions in the Command Training Center of strip mall fires
- Met with Chief Miller on training topics
- Started annual work place evaluation
- Attended monthly ZFD staff lunch meeting
- Entered multiple staff certifications in Firehouse and training files
- Worked on company officer development program
- ZFD completed 1,094 hours of training for the month of October

### Administration Report: EMS Division Chief Steve Gilliam

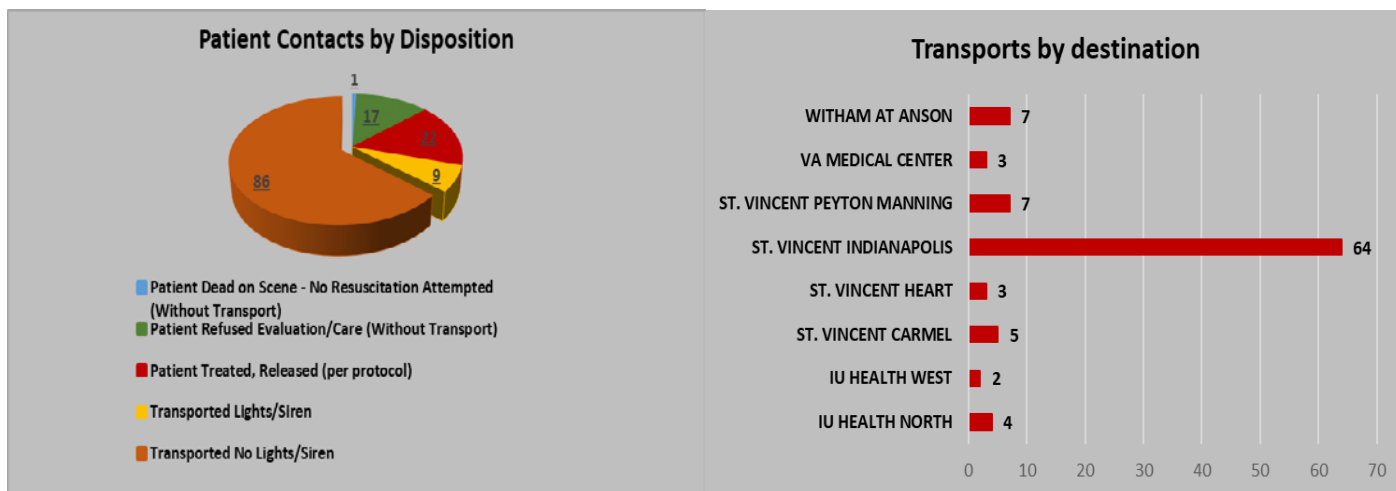
- Attended luncheon provided by ZWIN group
- Attended monthly Boone County Health Coalition meeting
- 1<sup>st</sup> Friday Coffee Connection with Boone County Senior Services at Town Hall
- Facilitated EMS coverage for charity polo event for Deputy Pickett
- Assisted in set up of pancake day
- Assisted with pancake day staffing
- Attended review meeting of EMS computer hardware GETAC brand
- Facilitated and taught CPR for Dart Controls

## Administration Report: EMS

### Division Chief Steve Gilliam (CONTINUED)

- Completed M98 training for a part-time firefighter
- Met and set up a new Project Life Saver client for Zionsville
- Facilitated and scheduled EMS coverage for ZCHS sectional football games
- Taught CPR to ZCHS Health classes as a two day course
- Attended monthly staff meeting
- Met with Chief Miller to review EMS items
- Facilitated repair of LP15 cardiac monitor from Medic 91
- Monthly EMS Committee meeting
- Attended meeting to appointed Chairperson for the St. Vincent Health Paramedic program advisory board

ZFD had 135 patient contacts in October. Of those 95 were transported to the hospitals listed below:



## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Assured Partners representatives regarding Town of Zionsville group health insurance
- Met with Finance and Records and Kronos representatives regarding TeleStaff/payroll system integration
- Met with ISO/Accreditation Manager to review project
- Attended final Boone County Leadership program
- Attended monthly Town of Zionsville Safety Board meeting
- Met with Battalion Chiefs to discuss annual Kelly Day/PTO selection procedures
- Chaired Town of Zionsville Employee Benefits Committee meeting
- Met with Ascension/St. Vincent Health personnel regarding collaborative efforts
- Assisted Training Division with IDHS Fire Officer I course
- Met with uniform vendor to review possible department uniform options
- Attended training by Assured Partners representatives regarding group health insurance

## 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
- Met with Deputy Chief Beam on ISO/Accreditation activities
- Continued work on ISO book for December evaluation

## Administrative Report: ISO/Accreditation

### Battalion Chief Jason Potts (CONTINUED)

- Attended weekly Locution Project meeting
- Met with BCSO Communications ref: ISO items, CAD and Mobile updates
- Attended ZFD Pancake Day
- Provided training to staff on new radio operation
- Participated in EMD class
- Met with Chief VanGorder on project items
- Attended Caliber "SAM" meeting
- Worked with Caliber Public Safety on Mobile Program

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Conducted 3 rough-in inspections
- Conducted 3 above-ceiling inspections
- Conducted 4 final inspections
- Conducted 1 site inspection
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- Completed multiple construction plan reviews
- Participated in countywide meeting to resolve address discrepancies in Boone County
- Met with Planning Department representatives regarding address assignments
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Participated in Town TAC process to review new projects
- Arranged the bi-monthly FIAI Central Region Training on fire door maintenance and testing (NFPA 80)
- Attended multiple fire drills at ZCSC buildings
- Participated in webinar on smoke alarms and UL testing standards
- Facilitated safety trailer delivery for multiple school programs for Fire Safety Month
- Met with graphic designer regarding public education vehicle
- Miscellaneous duties performed as assigned by the Chief
- Met with Honor Guard Commander and covered various organizational topics
- The fire hydrant GIS project continued as weather permitted
- Participated in station message board conference call
- Participated in Citizen's Academy planning meeting
- Participated in driver familiarization planning meeting
- Attended open house to recognize Todd Meyer for his role in the founding of Sylvia's Place CAC
- Facilitated company pre-planning meetings

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Loaded templates and data to ThinkMap pre-plans for 192 occupancies
- Created a Fire Watch "Go kit" and online form created for tracking and invoicing
- Attended the International Association of Burn Camps in Maryland
- Participated in the Annual Pancake Breakfast and planning
- Attended FIAI bi-monthly training
- Attended Commercial Kitchen Exhaust Hood Cleaning seminar in Indianapolis

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps (CONTINUED)

- Conducted 10 annual inspections of various commercial occupancies
- Conducted 12 non-annual fire inspections of various types
- Oversaw and processed 22 ECI's and pre-plans from operations staff

## Administration Report: Public Education

### Vincent Randolph

- Presented new, age appropriate curriculum that follows State of Indiana educational standards to the Zionsville Community Schools for Fire Safety Month
- Provided peer training to operational staff to prepare for dynamic instruction in the schools
- Facilitated the use of the Safety Trailer by the Thorntown FD in their Health and Safety Day
- Accepted the delivery of a valuable portable training prop regarding cooking safety & overloaded circuits
- Participated in the Zionsville Pancake Breakfast with an interactive public education tent
- Provided multiple life Safety messages and tips for the public through multiple media outlets
- Participated in the Boone Village Halloween Celebration and Lions Pumpkins and Hayrides events