

ZFD Monthly Report for December 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 Beam regarding ISO / Accreditation Process
- Met with Deputy Chief Miller regarding operations items
- Met with representatives from ISO regarding our Evaluation
- Met with representatives of Enterprise Leasing
- Met with St Vincent Hospital Staff regarding improved partnerships
- Reviewed Station 92 remodel design & projected costs with Jeff Pratt
- Hosted annual ZVFD Dinner
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Met with Dr. Higginbotham regarding Wellness programs
- Toured FEMA Task Force 1 Training site on South side of Indianapolis
- Completed year end performance reviews
- Attended Shift Training personnel interviews
- Met with IT Department for ongoing IT related issues
- Organized ZFD Local Pension Board meeting regarding Firefighter Disability Claim
- Met with Deputy Chief Beam regarding administrative items
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Met with Facility Manager Jeff Pratt regarding multiple projects

Administrative Report: Facilities Manager

Jeff Pratt

- Acquired permit for Station 92 and updated the construction design release
- Conducted generator inspections at Fire Stations and Town Hall
- Completed bids for Station 92
- Changed furnace filters at all the Fire Stations
- All attic stock at Town Hall is moved
- Started second floor build out at Town Hall
- Acquired sidewalk salt for all the Fire Stations and the Town Hall
- Fixed water leak at Station 93 in restroom
- Layout and footing inspections at Fire Station 92
- Layout for block Fire Station 92
- Blockwork for foundations completed at Fire Station 92
- Coordination of deliveries for Town Hall construction
- Review pay applications for Town Hall construction
- Review change order for lights at Town Hall and completed
- Review change order for carpet at Town Hall and completed
- Helped with various set ups for Town Hall rooms
- Coordination of vehicle exhaust system work and purchase orders for Fire Stations 91,92 and 93
- Acquired office chairs for Station 91 and 92

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Acquired pricing for next year's maintenance of Fire Station hvac systems
- Completed fire hydrant work at Fire Station 93
- Met with contractors on gutter fix at Fire Station 93 and obtained pricing
- Secured softener salt and cleaning supplies for Town Hall and Fire Stations
- Scheduled and completed duct cleaning at Fire Station 91
- Scheduled and completed HVAC service for Town Hall
- Installation of 3 monitors for Town Hall
- Coordination and help with install of 2 monitors at Station 92
- Replaced lockset in long term storage at Town Hall
- Fixed transition strip between carpet and vct at entrance of Fire Station 92
- Removed outdoor chalk board and stored for winter at Town Hall
- Installed new parts to fix air hose at Fire Station 93
- Removed fence at Fire Station 92 for new construction work to begin
- Town Hall flag replacement
- Met with contractor over changing electrical switching in two locations at Town Hall
- Replaced lockset in Town Hall hallway by break room
- Installed ceiling mounted fan at Fire Station 91 in work room
- Fixed slow flow water line at Fire Station 93
- Completed hvac service at Fire Station 93
- Installed monitor bracket in kitchen at Fire Station 91& 93
- Stored Holiday tree

Administration Report: Operations

Deputy Chief Brian Miller

- Developed selection process for new shift training coordinators position
- Conducted year end performance reviews for Division Chiefs of Training and EMS
- Worked with Chief Hart to draft the frame work for upcoming officer development class
- Held four interviews for shift training coordinators position
- Attended PSIN development meeting for new department information boards
- Worked with several vendors to complete installation of new equipment for new Battalion vehicle
- Collected and reviewed all the operational staff performance reviews for 2018
- Met with school safety personnel to review reunification plans for emergency evacuations
- Conducted year end performance reviews for all three Battalion Chiefs
- Worked with executive team to review open IT items with town IT department
- Held ZVFD year-end board meeting along with elections of board members
- Toured Task Force One training site and met with Zionsville Fire Department team members
- Completed one final table top scenario and training exercise for battalion chief ride out position
- Attended weekly department staff meetings as well as executive meetings for fire department

Monthly Run Report for December 2018

	Dec-18	Dec-17	YTD 18	YTD 17	YTD Difference
Incident Type					
1 Fire	3	7	93	100	-7
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	1	5	4	1
3 Rescue & Emergency Medical Service Incident	138	149	1381	1370	11
4 Hazardous Condition (no fire)	6	6	101	81	20
5 Service Call	26	20	303	384	-81
6 Good Intent Call	22	21	205	220	-15
7 False Alarm & False Call	31	26	303	299	4
8 Severe Weather	0	0	5	5	0
Other	0	0	0	0	0
Total Count	226	230	2396	2463	-67
	Dec-18	Dec-17	YTD 18	YTD 17	YTD Difference
Incidents By Zone					
Urban	130	145	1417	1514	-97
Rural	68	64	700	652	48
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	28	21	279	297	-18
Total Count	226	230	2396	2463	-67

Administration Report: Training Division Chief Mark Hart

- Setup January Training Schedule
- Taught FEMA INTF-1 SCS (Structural Collapse Specialist course) Breaking and Breaching, Heavy Lifting and moving, Crane operations
- Attended final collapse scenario day for INTF-1 SCS Class
- Attended Perry Township FD Christmas Party
- Met with Chief Miller to set up process for Shift Training Coordinators
- Attended department physical
- Met with Chief Miller for end of the year review
- Attended Town Holiday Party
- Hosted Admin Christmas party
- Taught 6 sessions of training for tactical worksheets, On-deck, Recycle and Rehab
- Interviewed 4 individuals for the shift training coordinators
- Attended EMS Training
- Start 2018 end of the year report from the training division
- Working with Chief Reynold from Brownsburg fire on an incumbent officer development program
- Worked on Company officer development program
- ZFD completed 831 hours of training for the month of December

Administration Report: EMS Division Chief Steve Gilliam

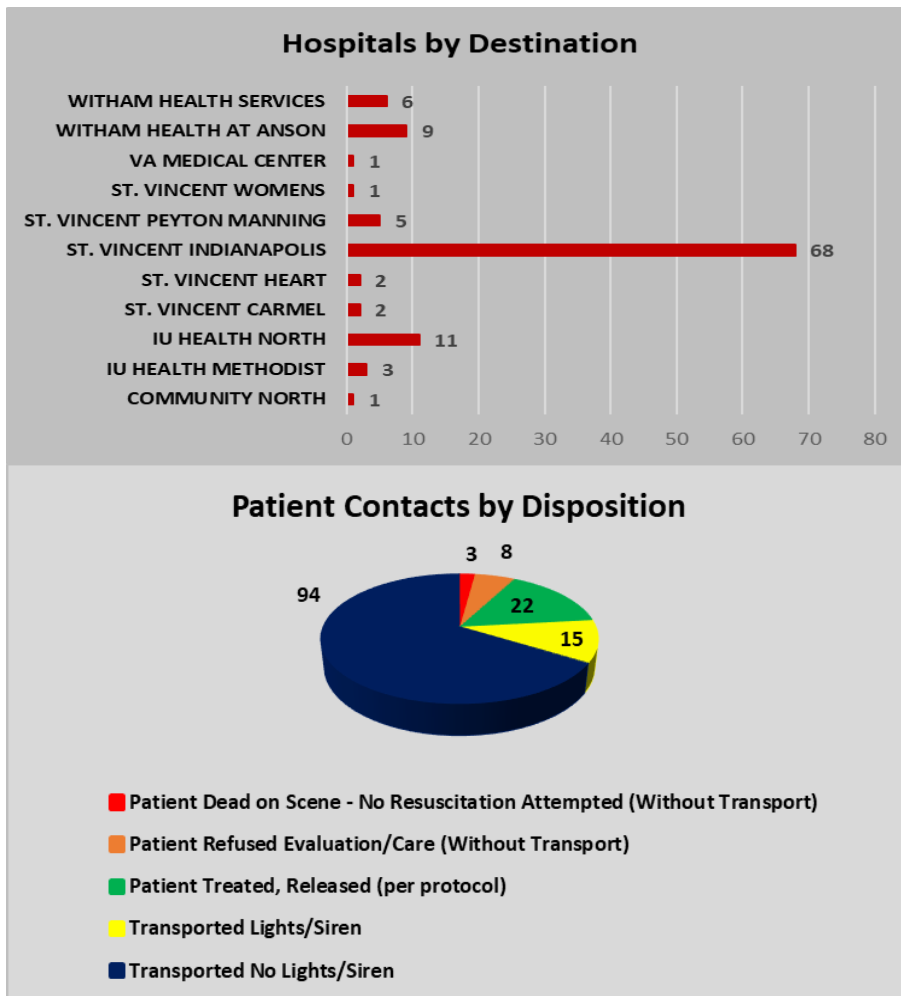
- Facilitated CPR Course for Hoosier Village staff
- Met with Chief Miller in regards to several EMS related topics
- Attended a dementia training provided by Anson Senior Living Center
- Met with the sales representative from Zoll Medical in regards to CPR devices
- Attended Abdullakh AbamislMOV's paramedic graduation ceremony
- Annual department physical
- Attended monthly Healthy Coalition meeting

Administration Report: EMS

Division Chief Steve Gilliam (CONTINUED)

- Facilitated monthly CPR course to the public
- Several CPR skills check offs
- Facilitated CPR for Façade Tec
- EMS training covering update on all protocols
- Preparing for orientation of two new employees
- Preparing for new paramedic orientation for 1 staff member

In December ZFD had 142 patient contacts. Of those 109 were transported to area hospitals.



Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Scheduled and coordinated annual department personnel physicals
- Met with ISO/Accreditation Manager to review project and participate in ISO evaluation
- Met with department mental health provider to discuss options for improving mental health services provided to members
- Met with Ascension/St. Vincent Health personnel regarding collaborative efforts
- Conducted year-end performance appraisals with staff members
- Participated in daily shift meetings to review payroll procedures
- Participated in Zionsville Fire Department Local Pension Board meeting

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
- Conducted ISO evaluation with ISO representative, Chief Beam and Chief VanGorder
- Attended weekly Locution Project meeting
- Attended Caliber Strategic Account meeting
- Attended Threat and Hazard Identification and Risk Assessment (THIRA) Training
- Participated as a member of the interview board for Carmel FD's Planning Chief promotion process
- Met with Deputy Chief Beam reference end of the year review
- Met with Joe Rust about IT items
- Met with ZFD staff, Joe Rust, and Amanda Vela reference PSIN

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 1 rough-in inspection
- Conducted 6 final inspections
- Conducted 1 above-ceiling inspection
- Conducted 3 site inspections
- Conducted 1 fire alarm acceptance test
- Conducted 1 automatic sprinkler system acceptance test
- Attended and participated in weekly executive staff meetings
- Attended and participated in ZFD monthly staff meeting
- Attended project pre-construction meetings
- Participated in local pension board hearing
- Completed employee performance appraisal process
- Participated in IT meeting to discuss technology related items
- Attended the Town Staff holiday luncheon
- Facilitated installation of two new Emergency Warning Sirens
- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- Completed multiple construction plan reviews
- 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
- Conducted the FIAI Central Region bi-monthly business meeting

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost (CONTINUED)

- Facilitated Fire Alarm Acceptance Test training for FIAI at Koorsen Fire & Security
- Miscellaneous duties performed as assigned by the Chief
- Participated in Mobile Eyes “kick-off meeting” conference call
- Participated in driver familiarization planning meetings
- Instructed monthly public CPR class

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Top 5 Violations
 - Maintenance of fire rated doors/walls
 - Maintenance of fire protection systems
 - Open electrical connections
 - Storage violations
 - Sprinkler coverage missing
- Inspections- *School re-inspections early December
 - Annual Inspections/Re-inspections: 13
 - Other Inspections: 6
 - Citizen Complaint: 1
 - Pre-drywall: 2
 - Final: 3
- Started transition process for Mobile Eyes software
- Finished creation of PR videos for Citizens Fire Academy
- Shot photos for Public Relations Van graphics
- Attended NFPA 72 training at Koorsen Fire Protection.

Administration Report: Public Education

Vincent Randolph

- Attended H.A.W.K. Foundation VIP Christmas event
- Began promoting Area Familiarization with Santa
- Updated Area Familiarization with Santa routes and Training binder for crews
- Assisted Perry Township with their Area Familiarization night
- Conducted photo session for Public Education Transit wrap
- Monitored emergency siren testing