

ZFD Monthly Report for January 2019



Administration Report:

Fire Chief-James VanGorder

- Regular Meetings:
 - Town Council morning Meeting
 - Town Council evening Meeting
 - Town of Zionsville Staff Meetings
 - Zionsville Safety Board Meeting
 - Fire Department Executive Meetings
- Met with Deputy Chief Beam regarding administrative items
- Met with Deputy Chief Miller regarding operations items
- Attended District 5 Planning Council Meeting
- Completed hands on EMS training for IM injections per protocols
- Attended IFCA Emergency Response Section Meeting
- Reviewed Station 92 remodel design & projected costs with Jeff Pratt
- Met with vendor regarding changes in specifications related to protective clothing
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Attended annual Boone County EDC Annual meeting
- Met with a member of our operations staff who is leaving to work in Marion County
- Completed beginning of year goal writing with all staff
- Assisted the Zionsville Chamber with video production
- Met with IT Department for ongoing IT related issues
- Organized ZFD Local Pension Board meeting regarding Firefighter Disability Claim
- Completed acceptance test with vendor, apparatus did not pass, will reschedule within 30 days
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Accepted the ESGR recognition plaque
- Met with Battalion Chief Potts regarding timeline for expanded UAV services
- Met with Facility Manager Jeff Pratt regarding multiple projects

Administrative Report: Facilities Manager

Jeff Pratt

- Conducted Town Hall fire inspection
- Removed racks at Station 92 for block demolition at gear room
- Had overhead door at Station 91 coil spring replaced
- Met with Central Indiana Hardware to get lock cores for Town Hall shell buildout
- Supervision/coordination of Town Hall shell buildout
- Slabs were poured for Station 92 additions
- Coordination of ongoing work at Fire Station 92 roofing, framing, and electrical
- Reviewed pay applications for Town Hall construction
- Met with electrical contractor for light switch and tv monitor work at Town Hall and Fire Stations
- Helped with various set ups for Town Hall rooms
- Delivered water softener salt to Station 93
- Coordinated saw cuts and plumbing repairs underground at Fire Station 91
- Had meeting to discuss possible bee hive locations
- Coordination of core drill for Town Hall expansion
- Met with contractor for water leak at Fire Station 93

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Gave tour of Town Hall expansion space
- Calculated cost per square foot for Town Hall expansion
- Set up meeting with landscape contractor to review landscaping plans
- Completed monitor install at Fire Station 93
- Completed sign order for Town Hall rooms
- Snow removal from sidewalks as needed
- Install and removal of Firefighters Ball signage
- Continued work on various other official reports

Administration Report: Operations

Deputy Chief Brian Miller

- Developed outlines and presentations for officer candidate academy
- Traveled to Wheeled Coach Manufacturing to complete final inspection on the new medic truck
- Performed apparatus acceptance test for the new fire engine
- Completed applicant testing for three potential candidates
- Held monthly Battalion Chief meeting to review current topics
- Completed 2018 year-end report
- Met with firefighter Johnson to review the new layout and schedule for 2019 citizens academy
- Worked with staff and Fire Service Inc. to complete tool mounting on the new engine and medic truck
- Presented four class room presentations for officer candidate academy
- Conducted 2019 goal setting meetings for Division Chiefs of Training and EMS
- Worked with Chief Hart to draft the frame work for upcoming officer development class
- Conducted goal setting meetings for all three Battalion Chiefs for 2019 performance appraisals
- Completed one final table top scenario and training exercise for battalion chief ride out position
- Attended monthly department staff meetings as well as executive meetings for fire department

Monthly Run Report for January 2019

	Jan-19	Jan-18	YTD 19	YTD 18	YTD Difference
Incident Type					
1 Fire	3	8	3	8	-5
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0	0
3 Rescue & Emergency Medical Service Incident	115	119	115	119	-4
4 Hazardous Condition (no fire)	9	6	9	6	3
5 Service Call	9	11	9	11	-2
6 Good Intent Call	24	20	24	20	4
7 False Alarm & False Call	22	41	22	41	-19
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
Total Count	182	205	182	205	-23
	Jan-19	Jan-18	YTD 19	YTD 18	YTD Difference
Incidents By Zone					
Urban	104	123	104	123	-19
Rural	40	61	40	61	-21
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	38	21	38	21	17
Total Count	182	205	182	205	-23

Administration Report: Training

Division Chief Mark Hart

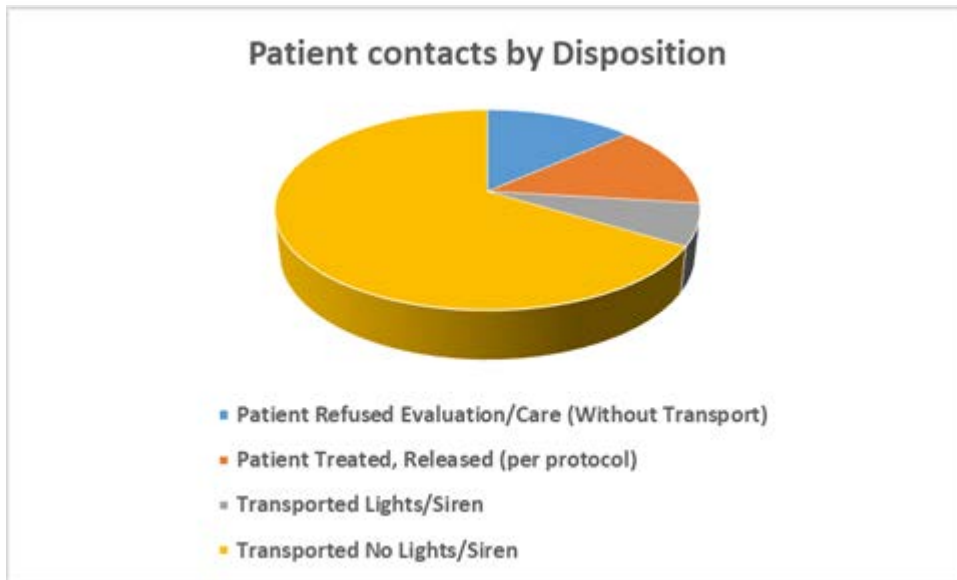
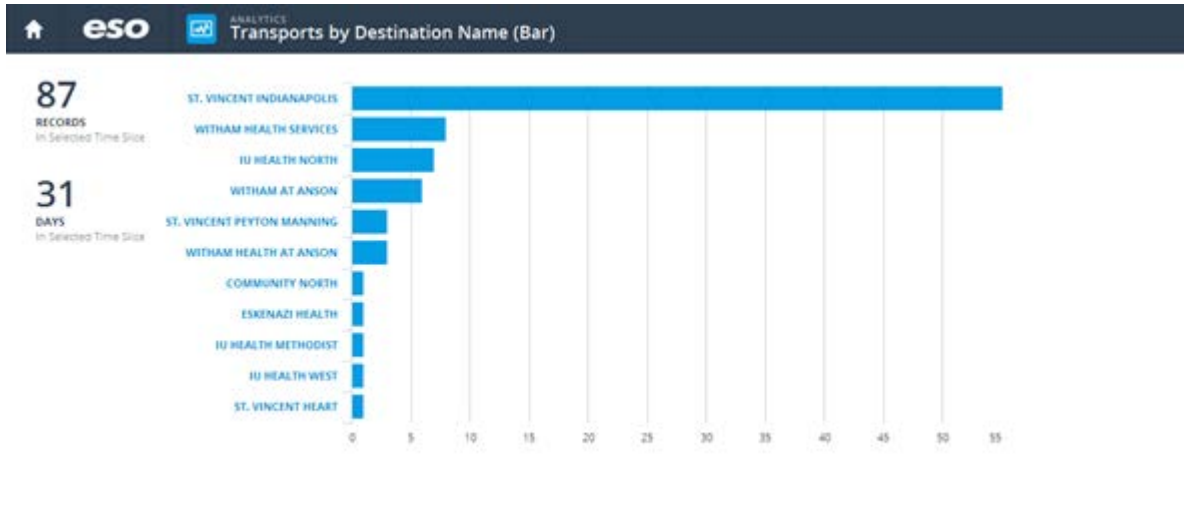
- Setup February Training Schedule
- Conducted final CTC check off with captain Russell for BC Training Packet
- Met with the 3 shift training coordinators and set goals for the first quarter of the year
- Set up and started new employee orientation with 2 new recruits
- Met with Chief Miller about the recruits
- Met with Carmel FD about possible joint recruit class
- Met with Brownsburg FD about possible joint recruit class
- Arranged to borrow 9 tires for a hands on training exercise
- Assisted in new applicant testing
- Completed student manual for Officer candidate school and taught 4 segments of the program
- Taught size up training for Perry Township FD
- Met with Chief Miller for 2019 Goals
- Completed 2018 end of the year report for the training division
- Attended monthly staff meeting
- Attended and taught at the 2019 Indiana Fire Instructors conference
- Appointed central Indiana representative for Indiana Fire Instructors
- Met with the new executive secretary of the Indiana Fire Instructors
- Work with IDHS to host Executive Leadership Program at St 93
- Arranged and set up Safety Officer class to be taught at ZFD in March
- Spoke with homeowner about a house on 550 S for training possibilities
- ZFD completed 1791 hours of training for the month of January

Administration Report: EMS

Division Chief Steve Gilliam

- Traveled to Wheeled Coach to do a final inspection on the new ambulance
- Presented at Boone County Senior Services initial 1st of the month Coffee Clinic
- Facilitated Stop the Bleed training for Town of Zionsville Staff
- Training on all shifts at each station with the departments smart stat manikin
- Facilitated quarterly State EMS Commission meeting at Town Hall
- Training with two new Firefighter/EMTs
- Attended St. Vincent paramedic program advisory board meeting as chairperson
- Met with EMS for Children Group
- IM injection training with administrative EMS staff
- Assisted with EMS portion of Officer Development class
- Attended quarterly staff meeting
- Met with Witham Health Services Dr. Zenarosa and Rebecca Bradley
- Attended webinar on Pulse Point
- Facilitated monthly public CPR course

In January 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
- Met with Ascension/St. Vincent Health personnel regarding collaborative efforts
- Conducted 2019 Division goal meetings with staff and met with the Chief of the Department regarding 2019 goals for Administration
- Compiled 2018 injury/illness data for annual OSHA reporting
- Coordinated upcoming Zionsville Fire Department Local Pension Board elections
- Met with health insurance representatives regarding Town of Zionsville semi-annual health insurance review and product enhancement efforts
- Participated in Town of Zionsville weekly staff meetings
- Participated in Zionsville Fire Department Local Pension Board meeting
- Attended monthly Town of Zionsville Safety Board meeting
- Conducted presentations on various topics /evaluated participants during ZFD Company Officer Academy
- Attended Indiana Department of Homeland Security grants administration seminar

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 for 2019 Goals
- Attended weekly Locution Project meeting
- Attended Caliber Strategic Account meeting
- Met with Joe Rust about IT items
- Phone meeting with PSIN/First Arriving rep regarding implementation
- Met with representatives from IFD, Carmel, Whitestown and Westfield regarding Active 911 and pre-plan data sharing
- Conducted training with new recruits and Company Officer Training Academy

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 1 final inspection
- Conducted 1 above ceiling inspection
- Conducted 1 rough-in inspection
- Completed the Knox Key audit and re-programmed all key vaults
- Completed the annual EMS protocol revision test and skills evaluation
- Participated in local pension board hearing
- Met with Fire Chief and staff to establish performance appraisal goals for 2019
- Met with Planning Department representatives regarding address assignment issues
- Attended and participated in weekly executive staff meetings at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on a variety of ongoing commercial projects
- Hosted the Fire Inspectors Association of Indiana Central Region District bi-monthly training
- Attended the State Board meeting for the Fire Inspector's Association of Indiana
- Conducted a home safety survey and facilitated smoke detector maintenance for a local resident
- Participated in Town TAC process to review new projects
- Participated in legislative process regarding bills presented to the Indiana State Senate and House of Representatives representing relevant life safety considerations
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Helped to manage and oversee awards & honor guard portion of Annual Awards Banquet
- Staff participated in HBC Winter Gathering
- Miscellaneous duties performed as assigned by the Chief
- Completed the performance appraisal interviews and 2019 goal setting for prevention staff
- Attended and successfully completed the Report Writing for Code Officials class hosted by IDHS

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Working with Mobile Eyes software on data exports and customizations of our program
- Created annual review video for 2019 Ball
- Participated in the Fire Inspectors Association of Indiana annual conference planning
- Analyzed code enforcement statistics for 2018 and assisted with production of Fire Prevention portion of Annual Report
- Volunteered at Hoosier Burn Camp's Winter Gathering for families of burn survivors
- Attended a code enforcement report writing class in Lawrence, IN
- Created training outline for Officer Development Class on preplanning and fire investigations

Administration Report: Public Education

Vincent Randolph

- Worked towards completion of the Public Education vehicle wrap
- Provided fire safety escape planning to local family
- Assessed current program proposals for possible 2019 launch
- Met regarding ZFD Community Engagement requests for 2019
- Visited stations, assessing all Public Education related equipment
- Monitored emergency siren testing
- Hosted 2 Scout presentations at our station
- Prepared talking points for Officer Training Class
- Met with Indiana Association of Home Educators (IAHE)
- Plans to bring Safety Trailer to IAHE Convention solidified
- Invited to present a Fire Safety talk at Union Elementary Spotlight Night
- Met regarding performance appraisal and 2019 goals