

ZFD Monthly Report for February 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
- Attended labor management meeting with Mayor Haak and Union President Hayes
- Hosted meeting regarding future parking concepts
- Checked on status of Station 92 remodel project with Jeff Pratt
- Met with Facilities Manager Pratt and vendor regarding changes for Town Hall grounds maintenance
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Met with representatives from Holiday Farms regarding possible variance needs
- Met with Perry Township FD Chief Everett regarding administrative and operational items
- Attended POWWOW meeting
- Attended launch of the Pulse Point App for Boone County
- Met with IT Department for ongoing IT related issues
- Attended TAC Meeting regarding Sycamore Street Project
- Met with BCSD Sheriff Mike Nielsen regarding operational items
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Met with Administration and BTL regarding multiple employment items
- 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

- Snow removal from sidewalks as needed
- Water test at Fire Station 92
- Pricing for water systems at Fire Station 92
- Removed old lockers from Fire Station 92 in preparation for demolition of locker room
- Had overhead door at Fire Station 91 for bays 5 and 7 repaired
- Old PNC bank plumbing repairs from frozen pipes
- Obtained speaker quotes for build out at Town Hall
- Secured contract for landscaping and mowing at Town Hall
- Inspection passed for dry wall for Station 92
- Coordination of ongoing work at Fire Station 92 masonry, drywall, electrical, interior demo and HVAC along with flooring selections
- Reviewed pay apps for Town Hall construction
- Completed all electrical work for monitors for Town Hall and Fire Stations
- Helped with various set ups for Town Hall rooms
- Delivered side walk salt to stations

Administrative Report: Facilities Manager

Jeff Pratt (CONTINUED)

- Poured the concrete infills at Fire Station 91 at plumbing patches
- Attended Town Hall parking lot expansion meeting
- Scope and document review for Waste Water metal building
- Assisted Municipal building with boiler issues met with contractor and had the work completed
- Water leaks and shingle repairs completed at Fire Station 93
- Town Hall expansion space final punch completed
- Certificate of occupancy given for Town Hall expansion space
- Calculated cost per square foot for Town Hall
- Sign install at Town hall for room numbers completed
- Met with Office Works over punch issue with tables
- Split unit ac system repair at Town Hall for server room
- Roof patch at Town Hall
- Carpet cleaning completed for corridors 2nd floor Town Hall
- Continued work on various other official reports
- Met with tree service contractor at Station 91
- Met for egress plan and occupancy numbers for Town Hall build out
- Removal of elevator pads at Town Hall
- Coordinate and help with shredding of approved documents at Town Hall
- Over 20 various official reports closed this month
- Punch list ran for Energy Concepts for LED conversion
- Purchased various Town Hall and Fire Department supplies

Administration Report: Operations

Deputy Chief Brian Miller

- Held eleven interviews for part time firefighter / EMT / Medic position
- Conducted apparatus check-off ride for medic trucks
- Held work performance evaluation and EMS skills evaluations as part of the application review process
- Worked with all three Battalion chiefs to finalize 2019 goals
- Met with Staff from Pleasant View to look at evacuation procedures for mobility limited students
- Attended two county wide planning meetings for 2019 active shooter exercise
- Completed train the trainer course for the new engine
- Worked with all three shifts at station 91 to complete initial apparatus training on the new engine
- Met with graphics vender to review cost to move to three digit numbering for all apparatus
- Attended lunch meeting with Pike Township operations Chiefs
- Met with ZCSC safety officials to review open items from inspections at all school campuses
- Met with Fire Service Inc. to review open items on the new engine and medic trucks
- Attended monthly department staff meetings as well as executive meetings for fire department
- Continued to work on marketing and planning for upcoming Citizens Academy

Monthly Run Report for February 2019

	Feb-19	Feb-18	YTD 19	YTD 18	YTD Difference
Incident Type					
1 Fire	9	8	12	16	-4
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0	0
3 Rescue & Emergency Medical Service Incident	124	92	239	211	28
4 Hazardous Condition (no fire)	11	8	20	14	6
5 Service Call	7	4	16	15	1
6 Good Intent Call	30	17	53	37	16
7 False Alarm & False Call	16	23	39	64	-25
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
Total Count	197	152	379	357	22
	Feb-19	Feb-18	YTD 19	YTD 18	YTD Difference
Incidents By Zone					
Urban	113	92	217	215	2
Rural	45	41	85	102	-17
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	39	19	77	40	37
Total Count	197	152	379	357	22

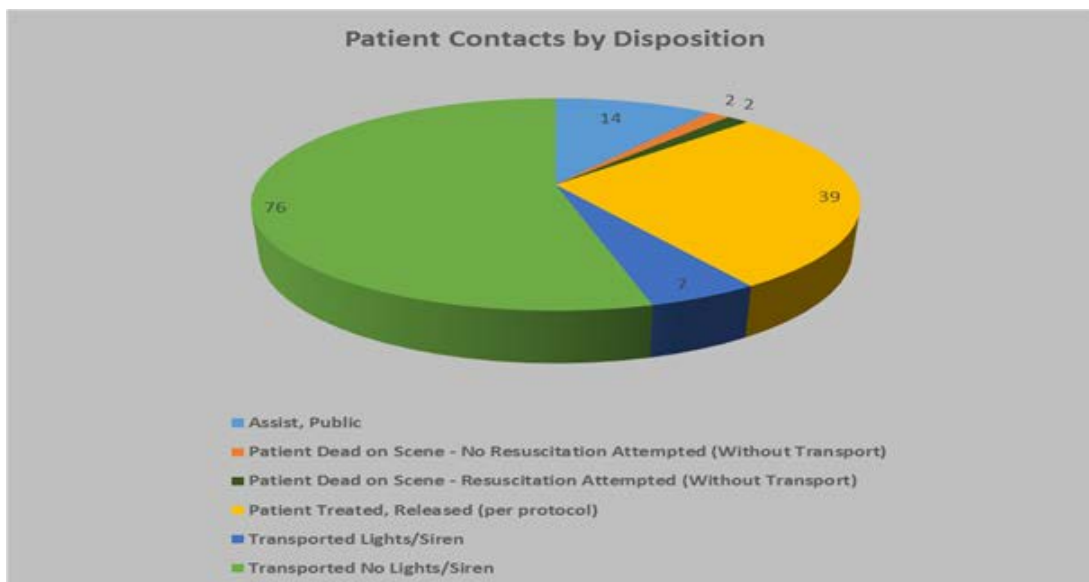
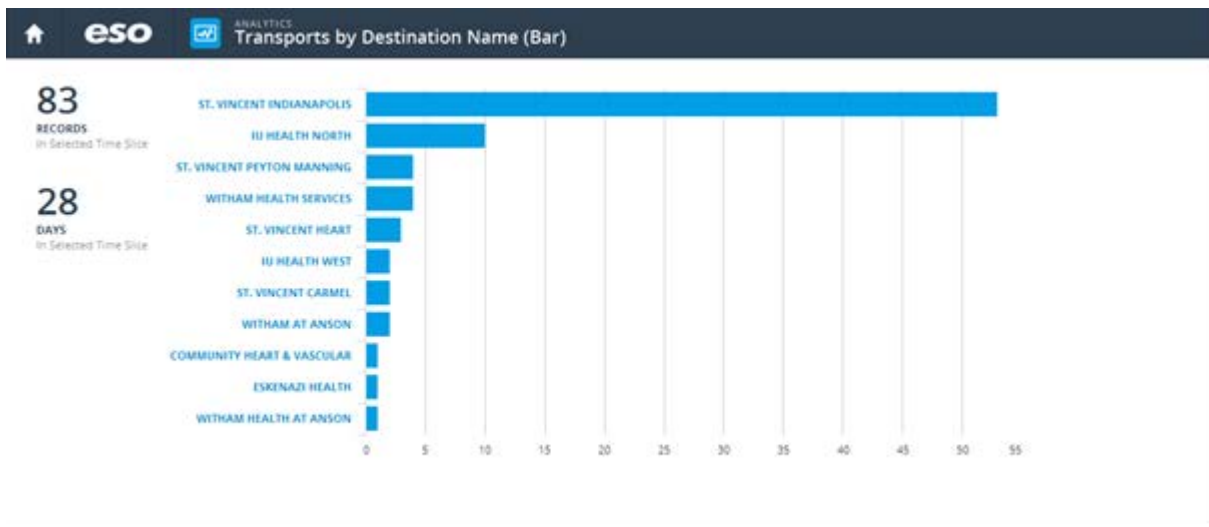
Administration Report: Training Division Chief Mark Hart

- Setup March training schedule
- Finished Officer Candidate Academy with 18 individuals
- Completed final size-up/tactical scenario for Candidate Academy
- Conducted 3 days of ice rescue hands on training
- Worked with Westfield to get Tanker 92 fill and dump times
- Attended INTF-1 quarterly LTE
- Met with Chief Miller about 2019 training
- Started working with FDIC command staff on HOT classes
- Relocated the Indiana Fire Instructors office and bookstore to Zionsville
- Worked on getting new engine 91 training completed and in service
- Attended ACLS lecture and hands on training
- Met with Brownsburg on joint recruit class
- Looked at potential training house on 700 East
- Built props for upcoming training
- Retrieved rebar from the tower
- Attended Capt Chesley “Sully” Sullenberger 208 seconds: A lifetime of lessons talk at Purdue University
- Assisted with Rescue 91 tool lab
- Attended Audit and Review
- Attended monthly staff meeting
- Assisted in paid stand by WPE and EMS testing
- ZFD completed 1,385 hours of training for the month of February

Administration Report: EMS

Division Chief Steve Gilliam

- Attended teleconference with Boone County Dispatch and Pulse Point CPR app
- Taught the 1st Saturday monthly CPR class
- Attended Boone County Healthy Coalition meeting
- Worked with Simulaid training aids company to improve training manikin
- Attended additional EMS commission meeting to cover rule re-writes
- Taught two separate CPR classes for the Health Department
- Worked with St. Vincent Trauma Team to teach stop the bleed course to administrative school staff
- Taught Advanced Cardiac Life Support to department paramedic staff
- Completed IM injection training for the administration of epinephrine to all BLS staff
- Attended PulsePoint CPR app release
- Attended Zionsville Chamber breakfast to discuss Pulse Point app
- Assisted with WPE and EMS assessment of new paid standby staff
- ZFD had 140 patient contacts in February and 83 of those were transported



Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Met with Division Chief of Fleet Maintenance and ISO/Accreditation Manager to discuss various projects
- Met with Public Safety Medical representatives to discuss additional employee health opportunities
- Chaired Town of Zionsville Employee Benefits Committee meeting
- Conducted 2019 Zionsville Fire Department Local Pension Board elections
- Met with Deputy Chief of Operations and Battalion Chiefs to review 2019 personnel goals
- Coordinated annual chest x-rays for department personnel
- Participated in training session for newly delivered 2018 E-One pumper
- Participated in Advanced Cardiac Life Support renewal training course
- Met with department insurance representatives to conduct a department risk survey
- Conducted exit interview for personnel making employment changes

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
- Attended weekly Locution Project meeting
- Attended Caliber Strategic Account meeting
- Met with Joe Rust about IT items
- Met with Chief Beam on performance measures and NFPA 2400
- Phone meeting with PSIN/First Arriving rep regarding implementation
- Participated in Ice Rescue Training with UAV9
- Attended Boone County Radio Implementation meeting
- Met with Chief Everett from Perry Twp. FD regarding Firehouse RMS
- Attended BCFCA Communications Subcommittee meeting
- Attended Locution Operations Training
- Attended Fire Drills at BME and PVE
- Attended Lockdown drill at ZMS
- Met with Matt Petro regarding SharePoint to PSIN Interface

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost

- Conducted 5 final inspections
- Conducted 3 rough-in inspections
- Conducted 2 above ceiling inspections
- Updated the Knox key retention program for key vault updates
- Attended the Indiana Fire Chiefs Association Legislative Breakfast
- Attended the Indiana Pipeline Awareness tabletop training and exercise
- Attended and participated in the Annual Firefighters Awards Banquet and Ball
- Attended and participated in weekly staff meetings
- Attended and participated in weekly executive staff meetings
- Facilitated staff recognition and programming for the annual awards program
- Met with Chamber of Commerce regarding Brick Street Market event planning
- Participated in school safety meetings
- Oversaw the development of a Fire Investigators system for file storage and format with ZFD investigators
- Participated in FIAI State Board meeting and conference planning

Administration Report: Fire Prevention/Code Enforcement

Deputy Chief Josh Frost (CONTINUED)

- Facilitated FIAI bi-monthly training and made preparations for training calendar for 2019
- Participated in Mobile Eyes inspection software training and launch
- Facilitated the completion of the Public Education vehicle graphics wrap installation
- Helped to facilitate the Second Annual Citizens Fire Academy
- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- Hosted National Weather Service Severe Weather Storm Spotter community training
- Led fire prevention portion of candidate officer training program covering fire prevention topics
- Facilitated smoke detector installation and assistance for residents
- Met with Planning Department representatives regarding address assignment issues
- Attended and participated in monthly staff meeting at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions on a variety of commercial projects
- 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
- Miscellaneous duties performed as assigned by the Chief

Administration Report: Fire Prevention

Fire Inspector Ron Lipps

- Training
 - Passed online training for mandatory annual GHS update
 - Attended class on fire alarm and door hardware systems that address violent intruder intervention
 - 3 Day training on Mobile Eyes inspections software system
 - Attended 2 hour storm spotting class provided by the National Weather Service
- Inspections
 - Top 5 Violations

Open Violations	Code Number	Code Title
20	605.5	Extension cords
10	703.2	Opening protectives
8	315.3	Storage in buildings
8	703.1	Maintenance of fire-resistance-rated construction
7	1006.3	Emergency power for illumination

- Other Activities
 - Instructed Fire Investigation portion of Company Officer Training
 - Met with Fire Investigators and mapped out plans for storage of case documentation
 - Met with A Classic representatives to secure training on tent inspections later in 2019
 - Assisted Public Educator with smoke alarm installations at a residence
 - Assisted Fire Inspectors Association of Indiana with planning of March training conference
 - Assisted with fundraiser for Hoosier Burn Camp on February 16
 - Observed and provided feedback on 2 school fire drills
 - Extensive work on data cleanup and general setup of Mobile Eyes inspection software

Administration Report: Public Education

Vincent Randolph

- Public Education vehicle wrap completed
- Prepared February-themed Fire Safety tips for social media
- Installed smoke alarms and fire safety education to Zionsville resident
- Developed Public Education calendar of events
- Met with Girl Scouts of America representative regarding fire house presentations
- Met with Boy Scouts of America representative regarding fire house presentations
- Monitored emergency siren testing
- Hosted 3 Scout presentations at our stations
- Met with community member regarding promotional materials for the fire department
- Developed promotional brochures and flyers for Citizen's Fire Academy
- Shared Citizen's Fire Academy brochures and flyers with local Faith-based organizations
- Met with Fire and Life Safety Instructor regarding proposed 2019 programs
- Registered for Youth Firesetter Intervention Specialist Certification Course
- Confirmed fire department participation in Parks Department Nature Play Days for 2019
- Confirmed fire department participation in Fly-In 2019
- Confirmed fire department participation in NICU Picnic 2019