

## ZFD Monthly Report for June 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 Lt. Box regarding FS 92 fitness items
- Met with Deputy Chief Beam regarding administrative items
- Met with Deputy Chief Miller regarding operations items
- Met with ZGravy Race organizers regarding logistical items for their event
- Attended public safety funeral walk through for TJ Nelson
- Checked in weekly with light duty firefighters to ensure they are progressing towards returning to work
- Attended Quarterly School Safety Partner Meeting at ZCS
- Met with Deputy Chief Frost regarding Fire Prevention related items
- Addressed multiple Quartermaster official reports
- Completed the onboarding process for our new Facilities Manager Bobby Adams who started this month
- Organized and met with video production company along with Communication Director Vela
- Met with IT Department for ongoing IT related issues
- Attended my mid-year performance check-in with Mayor Haak and Deputy Mayor Mitro
- Attended District 5 District Planning Council meeting
- Completed mid-year performance goal check-in's with staff
- Met with vendor regarding CMC construction possibilities of future projects
- Attended BCFCA Meeting in Lebanon
- Hosted a ZFDHQ staff luncheon at my home
- Met with BC Potts regarding "Locution" County Wide dispatch improvements
- Working to finalize 2020 FD Budget Request

### Administration Report: Facilities Maintenance

#### Facility Manager Bobby Adams

- Toured Town Hall, Fire Stations and various other Town Facilities with Chief VanGorder
- Completed various Official Reports at Town Hall and Fire Stations
- Scheduled Energy Harness to repair/install LED lighting at Station 93
- Koorsen Fire Protection repaired Alarm system at Station 93
- MetroNet Install complete at Fire Station 92
- EIFS has been caulked and expansion joints repaired at Fire Station 92
- Exhaust system has been fixed at Fire Station 92
- Landscaping being installed at Town Hall
- Damaged trees replaced at Town Hall
- Septic System blower motor replaced and system service performed at Station 92
- Landscaping completed by Earth and Turf at Station 92
- Performed Weekly and Monthly Inspections on all Generators at Town Hall and 3 fire stations
- Coordinated with Zionsville Waste Water to pump out bay pit at Station 92
- Helped with various set ups for Town Hall rooms
- Purchased various Town Hall and Fire Department supplies

## Administration Report: Facilities Maintenance

### Facility Manager Bobby Adams (CONTINUED)

- Made contact with several Vendor/Contractors
- Delivered various Town Hall and Fire Department supplies

## Administration Report: Operations

### Deputy Chief Brian Miller

- Held operations meeting with both Whitestown Fire & Lebanon Fire to review fire ground operation plans
- Attended the Indiana ESGRE Employers Awards Banquet on behalf of the Town of Zionsville
- Set up pre-incident action plan for July fourth celebration at Lions park
- Worked with TPS to finalize Lieutenants promotion process information
- Participated in the county mass fatality/casualty planning workshop
- Conducted mid-point performance reviews for two Bat. Chiefs and Division Chiefs of Training and EMS
- Collected and developed 2020 budget requests
- Met with Div. Chief of EMS and several paramedics to review training opportunities for the EMS Division
- Attended Zionsville School Corp quarterly Safety Partners meeting
- Conducted one apparatus check-off ride for medic trucks
- Attended monthly department staff meetings as well as executive meetings for fire department
- Held monthly officers meeting with operations staff

### Monthly Run Report for June 2019

	Jun-19	Jun-18	YTD 19	YTD 18	YTD Difference
<b>Incident Type</b>					
1 Fire	9	10	38	54	-16
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	1	2	3	-1
3 Rescue & Emergency Medical Service Incident	143	127	739	658	81
4 Hazardous Condition (no fire)	5	13	44	44	0
5 Service Call	5	28	48	89	-41
6 Good Intent Call	25	23	137	107	30
7 False Alarm & False Call	21	26	140	143	-3
8 Severe Weather	1	1	1	3	-2
Other		0	0	0	0
<b>Total Count</b>	210	229	1149	1101	48
	Jun-19	Jun-18	YTD 19	YTD 18	YTD Difference
<b>Incidents By Zone</b>					
Urban	112	150	694	668	26
Rural	56	51	266	300	-34
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	42	28	189	133	56
<b>Total Count</b>	210	229	1149	1101	48

## Administration Report: Training

### Division Chief Mark Hart

- Setup July training schedule
- Attended INTF-1 shoring training rakers, single T, double T and 3 post verts.
- Attended the start of the Officer Academy hosted by Indiana Fire Instructors Assoc at Town Hall
- Attended Monthly Staff Meeting
- Attended D-1 fire inspectors meeting presenting “FD Responsibility at a Fire Works Display”
- Toured District 1 (MAAC) training facility
- Held shift training coordinator meeting
- Taught 3 days of training for Little Eagle Water Rescue response plan and Fire ground terminology
- Attended board meeting for Indiana Fire Instructors Association
- Taught 3 days of rope rescue tool lab consisting of equipment review, Knots, and basic systems
- Met with Lt. Harder on rope rescue concepts and ideas
- Attended Indy Exec Fly-In and assisted in safety coverage during aerobatic airshow
- ZFD completed 1,060 hours of training for the month of June

## Administration Report: EMS

### Division Chief Steve Gilliam

- Taught 1<sup>st</sup> Saturday CPR course at station 93
- Facilitated EMS coverage for ZCHS graduation
- Completed staff CPR training
- Facilitated EMS training with Aspire Health on suicide awareness
- Attended monthly Boone County Healthy Coalition meeting
- Met with Staff from Boys and Girls Club of Boone County regarding Gravy Chase Run
- Several CPR skills only trainings
- Met with Deputy Chief Miller regarding several EMS items
- Held monthly sip and learn at station 91 with Boone County Senior Services
- Listened to ET3 Medicare webinar regarding EMS reimbursement
- Facilitated training with Lucas automated CPR device
- Performed a demonstration with the Lucas automated CPR device for the Safety Board
- Met with sales rep from Bound Tree Medical on supply items
- Facilitated walk-throughs of new memory care facility, Grand Brook, for shift staff
- Met with St. Vincent Trauma outreach and prevention team
- Attended Cardiac outcome academy sponsored by Zoll Medical
- Attended ESO patient reporting software seminar
- Facilitated EMS coverage for drum and bugle competition at ZCHS
- Attended monthly staff meeting
- Facilitated 3 days of foam pit rescue training with Interactive Academy
- Attended Mass Fatality/Casualty planning workshop with Boone County EMA
- Mid-year check-in with Chief Miller on performance goals
- Assisted with first aid training for ZPD officers

## 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 external and internal representatives to review Town of Zionsville health insurance options for the upcoming health insurance plan year

## Administrative Report: Administration

### Deputy Chief Jeff Beam (CONTINUED)

- Coordinated Lieutenant Promotion Process and met with Testing for Public Safety personnel
- Conducted pre-employment testing for current Paid Stand-By firefighters
- Reviewed Open Enrollment procedures with on-duty personnel
- Coordinated annual equipment maintenance
- Conducted semi-annual Performance Appraisals for direct staff

## 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 Caliber Strategic Account meeting
- Met with Joe Rust about IT items
- Met with Deputy Chief Beam about ISO/Accreditation items
- Attended Town Council meeting assisting in IT items
- Attended Caliber Software Client Advisory Board member meeting
- Met with Joe Rust and AT&T reference Firstnet
- Met with Town Communications Director and IT reference PSIN
- Attended Boone County Comprehensive Emergency Management Planning meeting
- Participated in Locution Admin Training
- Attended Boone County Fire Chief's Association meeting

## Administration Report: Fire Prevention/Code Enforcement

### Deputy Chief Josh Frost

- Attended and participated in the monthly staff meeting
- Attended and participated in weekly executive staff meetings
- Arranged monthly testing and maintenance of the Emergency Warning Sirens
- 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
- Miscellaneous duties performed as assigned by the Chief
- Met with airport management regarding special event planning
- Met with the Awards Committee to review awards SOG
- Met with Boys & Girls Club regarding special event plans
- Facilitated FIAI Central Region and North Region bi-monthly training
- Participated in FP&BSC Emergency Variance Rule review for July meeting
- Conducted mid-year reviews with Fire Prevention staff
- Arranged fire watch for local apartment complex
- Attended ZFD Family Picnic at the Seashore Waterpark in Lebanon
- Attended the ICC Means of Egress class at IvyTech Community College
- Attended BCHD progress meetings for road re-construction projects
- Attended Knox emergency access meeting
- Attended recruit class graduation ceremony

## Administration Report: Fire Prevention

### Fire Inspector Ron Lipps

- Training
  - Attended Tent and Canopy inspection training in Indianapolis
  - Attended Webinar on Fire Investigations at Condos and Townhomes
  - Attended Means of Egress Class at IVY Tech
- Inspections
  - Conducted 63 Annual Inspections
  - Conducted 3 Miscellaneous Inspections
  - Conducted 59 Re-inspections
  - Cited 115 Code Violations
- Top 5 Violations in June
  - Identification of utility shutoffs
  - Emergency lighting
  - Extension cords
  - Fire protection system maintenance
  - Exit light function
- Other Activities
  - Attended State of Indiana Fire Prevention and Building Safety Commission meeting in Indianapolis

## Administration Report: Public Education

### Vincent Randolph

- Met with area fire departments regarding various summer programming options
- Met with representatives from IFD and Greenwood Fire Department regarding Pub Ed
- Created combat challenge course and participated in ZPD Teen Academy
- Participated in Touch a Truck event at Z West Middle School
- Requested Hearing Impaired & 10 year smoke alarms from State “Get Alarmed” program
- Participated in Parks Nature Play Dates with Firefighter Kickball
- Assisted Zionsville resident with smoke alarm installation
- Participated in ZFD Fire Prevention Division meeting
- Met regarding mid-year goals review
- Met regarding lighting for education vehicle
- Honored Mayor for a Day participant
- Assisted with monthly test of Emergency Warning Sirens
- Continued working on Fire Safety Month school presentation scheduling
- Shared weekly/monthly fire safety tips with area apartment residents
- Scheduled and confirmed five 4<sup>th</sup> of July parades
- Represented ZFD at the First Wing 13<sup>th</sup> annual Fly-In engaging more than 700 people