



## Monthly Activity Report for January 2012



	Jan-12	Jan-11	YTD 12	YTD 11	YTD Difference
<b>Incident Type</b>					
1 Fire	5	2	5	2	3
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0	0
3 Rescue & Emergency Medical Service Incident	106	110	106	110	-4
4 Hazardous Condition (no fire)	1	6	1	6	-5
5 Service Call	17	10	17	10	7
6 Good Intent Call	13	20	13	20	-7
7 False Alarm & False Call	18	7	18	7	11
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Count</b>	160	155	160	155	5
	Jan-12	Jan-11	YTD 12	YTD 11	YTD Difference
<b>Incidents By Zone</b>					
Urban	107	113	107	113	-6
Rural	36	31	36	31	5
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	17	11	17	11	6
<b>Total Count</b>	160	155	160	155	5

### General Information:

#### Incidents

1/9/12 – US 421 / Willow Rd, Motor Vehicle with entrapment

1/12/12 – 514 S. Coombs Rd, Lebanon, Commercial Building Fire (Command Assist)

1/13/12 – 11750 E. 300 S, Child Locked in Vehicle

1/17/12 – 96<sup>th</sup> / Ford Rd, Assist Police w/ Traffic Control

1/26/12 – 11650 Sycamore St, Assist Police w. suspicious package

1/31/12 – 7650 W. 96<sup>th</sup> St, Motor Vehicle w/ Entrapment

Zionsville Fire Department  
Administration Report:  
Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Meeting
  - Town Council Agenda Meeting
  - Safety Board Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Operational Meetings
- Met with IT Director Rust regarding IT items
- Met with Lt. Kail regarding equipment placement and installation on new fire engine
- Met with Town Manager Mitro regarding my year end performance review 2012 Performance Appraisal
- Attended School Board Meeting regarding fiscal changes
- Met with Quartermaster Lt. Scott Kirkwood
- Met with representatives from Umbaugh & Assoc. regarding FD 2012 Budget
- Continued work on 2012 promotion process for the rank of Lieutenant
- Continued work with new employees regarding required testing
- Participated in Chevrolet Hybrids hands on training for passenger and firefighter safety
- Met with Lt. Jason Potts regarding Communications items
- Met with Chief Caldwell (Lebanon) and Chief Anderson (Whitestown)
- Met with Fire Marshal Hayes regarding revisions to job description
- Met with DC Miller and Capt. Beam regarding progress of career development program for FD employees
- Attended final Safety Briefing at Indianapolis Executive Airport regarding Super Bowl
- Met with BC EMA Director Mike Martin and BCSD Major Mike Nielsen regarding preplans for ZBowl, and other related events
- Met with School fiscal advisory committee to review fiscal challenges
- Met with Town Department Heads to discuss pending driveway cut draft policy
- Health and Safety training with MES and Honeywell representatives regarding personal protective equipment.
- Several meetings with Montgomery Aviation regarding staffing and response during Super Bowl week
- Organizational meeting with Deputy Chief Miller

Administration Report: Operations  
Deputy Chief Brian Miller

- Met with operational Lieutenants several times throughout the month to review their progress on performance appraisal process
- Participated in Chevrolet Hybrids hands on training for passenger and firefighter safety
- Met with Carmel Fire department and reviewed run orders and CAD assignments for both Zionsville and Carmel to ensure proper mutual aid responses into both areas
- Attended meetings with Chief VanGorder to review and establish the requirements of upcoming promotion process and outlined the material for testing
- Attended meetings with Chief VanGorder and Captain Beam to review Career Development Program
- Completed training class put on by the FAA to understand the airport operation for the upcoming super bowl and completed preplans
- Spent time each day at station 93 working with onsite staff to ensure proper finish and quality were met based off the drawings and specifications set for the project

## Administration Report: Operations (Continued)

### Deputy Chief Brian Miller

- Met onsite at station 93 for two construction progress meetings with CSO and Gilliatte
- Attended regular monthly safety board meeting
- Held bi- monthly Operations Lieutenant meetings to review operational performance and crew readiness and review new policies and procedures
- Conducted two apparatus check-off rides to ensure staff ability to operate the emergency vehicle and the mapping software program as well as equipment associated with the apparatus.
- Had a lunch meeting with Deputy Chief Jason Lee from Lebanon to review mutual aid
- Set up monthly staffing and station assignments for the month of February
- Attended weekly department staff meetings

## Administrative Report: Training

### Captain Jeff Beam

- Developed training manual for Engine 91 and Engine 92
- Attended IDHS District 5 Indiana Firefighter Training System monthly meeting
- Reviewed and discussed requirements for Operations Lieutenant promotion process
- Coordinated IDHS District 5 Instructor I course as part of upcoming Operations Lieutenant promotion process
- Reviewed pilot program from IDHS for Fire Officer training
- Reviewed and discussed requirements for Operations Lieutenant promotion process
- Participated in driving candidate program for Grass Rig and Tankers
- Attended FAA training at Indy Exec airport regarding Super Bowl preparations
- Coordinated light duty personnel return to duty evaluations
- Updated FireHouse training records
- ZFD personnel logged over 250 hours of training for the month

## Administration Report: EMS Administrative

### Lieutenant Steve Gilliam

- Quality Control of EMS runs and overall runs
- Attended webinar meeting for the IFCA EMS section
- Taught monthly EMS training on Stroke
- Sent EMS runs to Medical Director for review
- Completed training power point for February EMS training (OB)
- Completed update of patient care reporting software
- Public CPR Course
- Attended meeting with St. Vincent Health regarding nursing accreditation for them
- Completed driving packet for the tankers moving on to the engines
- Helped cover staffing to assist in driver's training
- Participated in a post incident review of a medical run
- Received 2012 changes for medical protocols and creating training program for them
- Attended monthly audit and review of medical runs with Medical Director



**Zionsville Fire Department**  
 Code Enforcement / Life Safety Division  
 Blake Hayes, Fire Marshal  
Monthly Report—January 2012



<u>FD Reviews</u>	<u>January 2012</u>	<u>January 2011</u>	<u>YTD 2012</u>	<u>YTD Fees</u> <u>(Received)</u>
Site	0	2	0	N/A
Building	7	4	7	\$1145.18
Fire Alarm Systems	1	0	1	\$100.00
Sprinkler Systems	2	2	2	\$200.00
Hood Supp. Systems	0	0	0	0

**Meetings Attended:**

- Attended regular weekly staff meetings
- Misc. meetings with Town of Zionsville Building Officials
- Multiple meetings with Hoosier Village contractors / construction
- Attended State of Indiana Fire Prevention & Building Safety Commission meeting
- Attended Town of Zionsville Safety Board Meeting
- Meeting with Baptist Homes of Indiana & Messer Const. – Hoosier Village Expansion; variance items
- On-Site meeting with Thompson Thrift (The Domain at Bennett Farms)
- Z-Bowl events at Lions Club Park

**Other Items:**

- NFIRS information sent to Indiana State Fire Marshal's Office
- Maintain False / Faulty Fire Alarm Log
- Misc. duties as assigned by the Fire Chief
- Hoosier Village Projects

<u>Inspection Type</u>	<u>January 2012</u>	<u>January 2011</u>	<u>YTD 2012</u>
Annual	0	1	0
Re-Inspection	0	0	0
Building	6	0	6
Site, Fire Protection, Spk & F/A Rough-In	28	6	28
Pre-Drywall	6	1	6
Above Ceiling	2	0	2
Pre-Final	0	0	0
Final (New Const.)	1	0	1
Consultations	30	8	30
Permits / Variances / SWO / Citations Issued / Invest.	4	0	4

**Respectfully Submitted,**

**Blake Hayes**  
**Fire Marshal, Zionsville Fire Department**