



Fire Department

2012

Year End Report



January 9th, 2013

Zionsville Fire Department Mission Statement

The mission of the Zionsville Fire Department is to prevent harm to the citizens and visitors of the Town of Zionsville and other areas as requested, by providing the highest possible levels of service through fire prevention, public education, fire suppression, emergency medical services, and mitigation of the effects of natural and man-made disasters consistent with the resources provided, and in the safest manner possible for those providing these services.

STATEMENT OF CORE VALUES

- **Public Services** - committed to providing the highest level of service to citizens and visitors of the Town of Zionsville within the resources allocated.
- **Bravery and Courage** - committed to service to the public, and in offering such service, our employees will act bravely and with courage as required.
- **Caring** - committed to dealing with each emergency in a timely, professional, and courteous manner.
- **Teamwork** - committed to the development of a team, working together to achieve goals in a trusting and cooperative environment.
- **Management** - committed to excellence in management, working toward the best interests of employees, residents and visitors of the protection area.
- **Individual Responsibilities** - committed to employee excellence, expecting no less than the best effort on each task performed.
- **Professionalism** - committed to professionalism in performance, appearance, and attitude.
- **Safety** - committed to the safety of citizens and visitors of the Town of Zionsville, and the personnel of the Zionsville Fire Department.
- **Productivity** - committed to greater productivity by continually offering new or increased services of emergency mitigation and control.
- **Education** - committed to education for its personnel and the public to limit death and destruction from fires and other emergencies.
- **Community Relations** - committed to the continued improvement of our community through public presentations and programs.

2012 Executive Summary

Last year proved to be a very busy and rewarding year for the fire department. We successfully completed many large projects from building and moving into Fire Station 93, replacing an old fire engine with a new one, to hiring new full-time firefighters, adding many new part-time firefighters, and promoting six full-time firefighters to the rank of Lieutenant, all while dealing with a 14% increase in total calls for service.

The opening of a new fire station with only half as many new personnel as in years past put a tremendous strain on the department this past year. Shrinking municipal budgets will only compound this issue in years ahead. We will continue to search for ways to achieve efficiencies and add staff to meet industry standards. It was also a unique year, as we were able to help with Super Bowl (Z-Bowl) events throughout the community and also helped with staffing extra emergency personnel at the Indianapolis Executive Airport due to significant amounts of airplane traffic for the Super Bowl. The weather was also quite unique this year as we helped enforce the Town of Zionsville Emergency Water Conservation Ban Ordinance.

The department helped to organize some significant Town developments including the installation of fiber connection lines between the Zionsville Government buildings and the Zionsville Schools to connect all of the entities and share services in the future. Another improvement is the placement of emergency trail markers on trails throughout Starkey Park to help trail users identify where they are in case of an emergency. All trail markers have been added to the GIS system for use by all County public safety agencies. I also took on the role of Facility Manager for the Zionsville Town Hall and have made several improvements to the building throughout the year to keep it going.

I was extremely proud of the department as we were named a recipient of the Leadership in Fitness Excellence (L.I.F.E.) Award at the 2012 Indiana Emergency Response Conference in the Combination/Volunteer category. This award recognizes the exemplary efforts of Public Safety Departments to improve the wellness and fitness of their personnel. Some of the steps that the Zionsville Fire Department has taken to do this are: Annual physicals are required of all full-time firefighters, and are offered to all members of the department. These physicals include medical and fitness evaluations. Our personnel understand that their physical fitness has a far greater impact than just on their daily ability to perform their job functions; it will benefit them long after they have retired from public service.

Each year we strive to better ourselves and our department. This year we developed a "Career Development Plan". This plan is a guide for the firefighter to follow in order to advance his/her career within the Zionsville Fire Department. The plan details the minimum annual requirements for position maintenance and the minimum requirements to be eligible for competitive evaluation for ascension through the ranks.

I am extremely blessed to have such a group of talented and dedicated Fire Department Headquarter Staff who work daily to support the efforts of firefighters delivering lifesaving services to our community each day. I and this department would not be where we are without every person on the team.

James C. VanGorder
Fire Chief

Operations Division

The operations side of the department was very busy in 2012. The department saw an increase in calls for service, with the total number of calls increasing to 2090. This was a total increase of 254 calls from the previous year. Of those calls the department saw a 23% increase in structure fire calls alone.

In March 2012 the department placed a new 2012 KME rescue engine in service at station 92 at 998 South US 421. This engine is equipped with a two thousand gallon GPM pump and set up for rural water operations off the front bumper. This truck also carries EMS supplies and tools for auto extrication.

On May 9th 2012, just 324 days from the ground breaking that took place in an open field once owned by the Zionsville School Corporation, the Department held its ribbon cutting dedication ceremony for the facility. This new fire station is located at 5793 South County Road 700 East. This new facility was completed as designed as well as under budget with the help of CSO Architects and Gilliatte General Contractors. This new station is home to a

fully staffed engine and medic ambulance crew twenty four hours a day. The placement of this new western station has reduced the response time to the town of Zionsville western area by as much as fifty percent in some areas.



With the opening of station 93 a significant review of dispatch run orders and apparatus run assignments were made to the CAD (computer aided dispatching), so that the department could better serve the area by decreasing the response times to emergency calls. The operations staff reviews this information on an ongoing basis to help provide the highest service possible. New call types for service were added to the CAD as well as making sure the right personnel and equipment are responding to the calls in all the areas the department serves.

The department was able to add a total of six new full time staff to its roster in 2012. Of these six added two of the new employees are firefighter/paramedics and four are firefighter/EMT's. The department added a total of seventeen part time staff over the course of 2012 to help reduce the overall cost of staffing to the town and department. These members help fill staffing needs on a daily basis. This will help with the staffing of three fire stations with one engine and medic in service at all times at each of the stations.

In the fall of 2012 the department held a merit Lieutenant Promotion process. This process tested the knowledge of firefighting tactics and operational knowledge. It required applicants to have the knowledge of the equipment and techniques used by the Zionsville Fire Department as well as leadership skills to manage the fire house. The process was made up of five components: Personnel file and resume review, written aptitude test, physical agility testing (WPE), four practical skills evaluations, and structured board interviews. In December the top scoring applicants were promoted to the merit rank of Lieutenant by the Safety Board.



Brian Miller
Deputy Chief

Fire Marshal

The Fire Prevention Division has undergone some significant changes in 2012 beginning with a new Fire Marshal, Joshua Frost. Fire Marshal Frost transitioned to the position from the companies on March 1, 2012 during a time of significant development and multiple new commercial construction projects. The pace continued throughout the year with several new development projects that are ongoing and at different stages of successful completion.

The existing database of commercial occupancies were updated and modified to reflect industry standards with respect to NFIRS occupancy identification numbers. A new engine company inspection and familiarization program has been developed and is ready to begin implementation. This will serve to facilitate the requirements to annually visit each commercial occupancy in Zionsville for an inspection as well as increase the district familiarity of all members of the department. In addition to the electronic records, the physical records that have been untouched for the past several years have been organized and filed for easy reference.

In an effort to utilize technologies available to increase efficiency, a paperless mobile inspection software package has been sought out. Several vendors have been consulted and products reviewed to determine the best course of action for 2013. The vendor selected will provide software that will allow for a truly paperless system with a fully mobile delivery of inspection services including real-time report delivery with code section citation and reference.

It is notable that 2012 brought an increased awareness to public event safety and the implementation of some new State of Indiana emergency rules to supplement existing codes and standards in Zionsville and statewide. The new guidelines required significant planning and reworking of long-standing town events as well as new events. With an emergency water conservation declaration in effect for a significant portion of the summer due to drought conditions, the 4th of July Celebration Fireworks Display was canceled. Coordination with the Zionsville Chamber of Commerce, Lions Club, The Traders Point Charity Horse Show and other civic groups made it possible to hold successful events while being compliant throughout the year.

The Fire Marshal also worked with land developers to facilitate creative solutions to ensure costly infrastructure will be in place and be compliant with the Fire Protection Ordinance while alleviating some of the burden that would have been prohibitive to various projects through the use of an internal administrative policy. This policy was drafted with assistance of Town Legal and approved by the Safety Board for use at the October meeting.

In 2012 there were 508 total inspections performed. They included: 6 annual inspections, 280 rough-in inspections, 51 final inspections, 43 re-inspections and 128 tent inspections. There were 195 consultations on varying topics, 34 plan reviews and 8 TAC reviews. There were 13 fire protection permits issued (alarm, sprinkler and hood). A total of \$23,440.67 was generated from review fees including: \$15,390.67 for structural plan reviews, \$1,850.00 for sprinkler systems, \$50.00 for hood suppression system, \$3,300.00 for fire alarm systems and \$2,850.00 from violations and re-inspection fees.



Josh Frost
Fire Marshal

Training Division

- Attended Indiana Department of Homeland Security District 5 Training Council bi-monthly meetings to advocate for training opportunities specific to Zionsville Fire Department needs
- Maintained compliance with various regulatory and accreditation agencies through the use of an annual Training Calendar and Monthly Training Packets
- Attended Indiana Fire Instructors Association annual conference
- Developed and conducted apparatus familiarization training for 2011 KME (Engine 92)
- Conducted Recruit Academy 2012-1
 - 7 week orientation program
 - 6 full-time firefighter/EMT's
 - 24 individual instructors
 - 4 IDHS training certification courses, including Hazardous Materials First Responder Awareness and Operations, Technical Rescuer Awareness, Vehicle/Machinery Rescuer Operations
 - More than 1740 total hours of training
- Conducted Recruit Academy 2012-2
 - Abridged 3 ½ week orientation program in conjunction with Lebanon Fire Department
 - 1 full-time firefighter/EMT for Zionsville Fire Department and 1 full-time firefighter/EMT for Lebanon Fire Department
 - 3 IDHS training certification courses, including Hazardous Materials First Responder Awareness and Operations and Technical Rescuer Awareness
 - More than 240 total hours of training
- Conducted four Paid Stand-By Orientation training programs for a total of 17 firefighter/EMT's
- Arranged for or provided pre-requisite certification programs necessary for Operations Lieutenant Promotion Process, including IDHS Fire Officer Strategy & Tactics, Instructor I, and Fire Officer I
- Assisted EMS Division with the implementation and training for Project LifeSaver, a program which includes specialized electronic search and rescue equipment and procedures to quickly locate "at risk" individuals
- Conducted program to evaluate the department and mutual aid fire departments in compliance with *NFPA 1410, Standard on Training for Initial Emergency Scene Operations*
- Compiled documentation and met with Insurance Service Office representative to update Zionsville Fire Department Public Protection Classification, a numerical grade that measures the community's fire suppression system
- ZFD personnel attended over 1,345 training opportunities, representing 94 various topics, and logged over 7,271 hours of training for the year 2012



Jeff Beam
Training Captain

EMS Division

CPR AED Program

ZFD was able to instruct over 400 people in Adult, Child and Infant CPR and choking, as well as how to use an Automated External Defibrillator. We continue to teach the high school freshman gym classes in which we break down the 3 hour class into the one hour periods over 3 different days. We also have taught the staff of the following organizations:

- The Town of Zionsville
- Zionsville Meadows
- Buckeye Partners
- The Hearth at Tudor Gardens
- Zionsville United Methodist Church
- Boys and Girls Club
- Zionsville Fellowship Church
- Zionsville PD
- Interactive Academy
- Stonegate Elementary



Event Coverage:

ZFD off duty staff assisted with EMS Coverage for the following clubs and events:

- Zionsville Youth Football League
- Zionsville Rugby Club
- Helping Hands Polo Event

Project lifesaver

Headed up by Mike Spidel of Lebanon Fire Department, Boone County has become a Project Lifesaver location. PLS is a system used to help locate people that might have the potential to or that have a history of wandering away. This would include people with Alzheimer's/dementia, autism and downs syndrome. This program is facilitated by the Boone County Fire Chief's Association EMS Section. ZFD Support Services purchased 3 of the tracking receivers so that there is one for each station. ZFD also worked with other departments to do multi agency trainings on the equipment.

Accomplishments

- Completed driver's training and became certified as tanker driver.
- Participated in the merit lieutenants process and earned the rank of merit lieutenant.
- Worked with St. Vincent Health to have two of our staff and an ambulance included in a photo shoot that is being used for several different advertisements.

EMS Statistics

Patient Transports for 2012

- Over 1300 patient contacts
- 1045 patients were transported
- 669 required Advanced Life Support, of those 133 were transported emergent
- 376 required Basic Life Support
- 219 Signatures of Release by people that did not wish to be transported by ambulance
- 22 patients required lifting assistance only

Administrative Assistant Division

As the initial contact for people visiting the Zionsville Fire Department Administration offices this division strives to be a useful asset and resource to the citizens of Zionsville, providing helpful information in a pleasant manner.

- Some significant projects for this year include:
 - Developed a new spreadsheet for tracking PTO & Comp time for all full-time employees
 - Assisting with the 2012 promotion process
 - Assisting with the hiring of all new Full-Time Firefighters and 17 Part-time Firefighters
 - Assisting with organizing projects for light duty personnel
 - Assisting with the Station 93 Fundraiser Movie Night
 - Elected Vice President of the Support Services Division again for 2013
- Some of the routine responsibilities completed include:
 - Processed over 1045 patient records and forwarded to billing service
 - Completed payroll for 75 employees twice a month
 - Assisted in processing and tracking invoices for the budget
 - Tracked over 1010 official reports throughout the year
 - Dictated minutes for Safety Board meetings
 - Compiled & distributed a weekly ZFD email newsletter
 - Organized fire department monthly report
 - Reviewed and processed daily truck check sheets



Tiffany Howard
Administrative
Assistant

Communications Division

The Communications Division is responsible for maintaining over 80 radios, 30 pagers, and other communications accessories both portable and vehicle mounted. In addition to the equipment, the Communications Division is responsible for programming and maintaining the Computer Aided Dispatch (CAD) for the geographic area of the Town of Zionsville. This system sends a pre-determined response based on the call entered by the dispatcher.

Division Accomplishments

- Met 2013 Federal Communications Commission narrowbanding requirement for all public safety and business industrial land mobile radio systems operating in the 150-512 MHz spectrum.
- Served on BCFCA Subcommittee on Communications proposing policies and procedures between the Communications Center and area fire departments.
- Hosted an informational meeting with area fire chiefs on CAD and establishing automatic mutual aid responses. Continue to meet with several departments to assist with their run response programming.
- Reviewed every incident report for accurate data entry and submitted monthly statistical reports.
- Reviewing a proposal by the BCSD for a new Computer Aided Dispatch program and Records Management System for the entire county.
- Working with BCSD to expand our notification of calls for service through voice paging, alphanumeric paging and smart phone applications.
- Maintained communications inventory and resolved Official Reports in a timely manner.



Lt. Jason Potts
Communications
Division Head

Equipment Division

- Purchased four new Gas Meters to ensure all primary apparatus were equipped. These new gas meters are much smaller and more user friendly. These units can be clipped on the firefighters gear while working in hazardous atmospheres, whereas the older units had to be carried or worn with a strap over the shoulder.
- Completed annual service testing of all fire hose.
- Completed install of new fire equipment for the new Engine 92. All equipment engraved and inventoried.
- Performed and maintained fire equipment which has saved the department money on the outsourcing of repair.
- All SCBA's and personal regulators serviced and bench tested to ensure all components work properly during use.
- Resolved Official Reports in a timely manner.
- Beginning research to prepare for the updating of the self-contained breathing apparatus the department uses in 2013



Lt. Todd Scales
Equipment
Division Head

Quartermaster Division

- In 2012 small revisions were made to the newly implemented Clothing SOG
- Structural Firefighting gear was placed on a scheduled rotation for all firefighters to move from newest to oldest sets of gear as to get equal wear and use out of both sets in an effort to extend useful life of this protective clothing.
- With the help of Support Services, the department issued its first pink breast cancer awareness t-shirts to be worn by all on duty staff for the month of October. Thank you to Support Services for funding such a great benefit.
- Class D uniform tests were done by staff with much effort and research put into finding the safest and most functional Class D uniform. Order was placed late 2012, for delivery of items in early 2013.
- As ZFD continues to grow, and the addition of 3 new Operation Lieutenant's the need came for changes in our current Helmet shields. Multiple shield styles have been reviewed and a plan has been approved. We will be implementing this new shield in 2013.

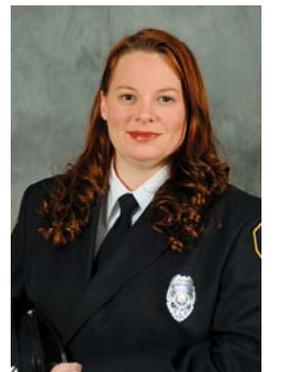


Lt. Scott Kirkwood
Quartermaster

Public Safety Education Committee

Throughout 2012, ZFD members pride themselves on keeping the community safe not only with responding to 911 calls but also by promoting numerous community safety activities throughout the year. Each school classroom from Kindergarten through second grade in Zionsville is visited during the National Fire Safety Awareness month of October. The third graders from several schools come to the fire stations for an annual tour and discussion on the chain of command of our department and review of the government system of our town. Firefighters stress the importance of not only fire safety but many other aspects of dangers that they might encounter on a daily basis, through presentations and demonstrations.

In March, several ZFD members helped to organize, judge, set-up and facilitate the 3rd annual state HERO (Hoosier Emergency Response Olympics) competition held at the county fire training facility. High school students involved in fire



Bennii Weldy
Public Education
Officer

service cadet programs from all over the state came to compete in several Fire and EMS Career Development Events and view educational display and demonstrations on the fire service.

As with each October, ZFD members and others from our community come together to put on our annual Pancake Day. This year, the children's section included Sparky's Closet; an area where children could try on real fire gear like the firefighters wear, play games and win fire safety awareness prizes. Plus, participants were greeted by our life sized Sparky mascot while enjoying their breakfast.

As we approached year's end, ZFD had their annual area familiarization drive time, with our special guest rider - Santa Claus! Santa and the firefighters traveled through every neighborhood in the ZFD coverage area over the 12 nights prior to Christmas. Santa was escorted by the ambulance and fire truck decked out in full lights and Christmas carols playing on speakers! Community members were encouraged to follow along with updates on the Zionsville Fire Department Facebook Page.

ZFD prides itself in its commitment to the safety of the citizens of the Zionsville Community and continues to strive to expand our Public Education program. We look forward to 2013 and interacting with even more members of our wonderful community!

Support Services --Philanthropic Community Activities Continued in 2012

The ZFD Support Services not only provides on-scene support with rehabilitation supplies to emergency workers, but also organizes and operates many fundraising events throughout the year. In May the organization planned a Fundraiser Movie Night at the new fire station to raise money for day to day supplies for the fire house. Throughout the year, funds collected from numerous ZFD Support Service events and donations made by community members were given to the Indiana Children's Hoosier Burn Camp. In June 2012 the Fourth Annual Zionsville Volunteer Fire Department Larry K. Rust Golf Outing was held at the Zionsville Golf Course. The third scholarship in the name of Larry K Rust was awarded through a selection process and presented to the deserving Boone County high school student. Funds from the 2012 outing were transferred to the Boone County Community Foundation in preparation for the 2013 scholarship. The 31st Annual Pancake Day Breakfast was held in October this year. Almost 1300 people were served by firefighters and volunteers to raise money to purchase needed safety gear and other equipment for our emergency vehicles.

2012 Emergency Response Statistical Information:

Incident Type	2006	2007	2008	2009	2010	2011	2012
1 Fire	86	76	85	94	113	82	107
2 Explosion, Overheat (no fire)	4	8	5	4	6	2	3
3 Emergency Medical Service	584	1013	1103	1130	1114	1223	1325
4 Hazardous Condition (no fire)	69	49	72	64	52	49	66
5 Service Call	72	128	130	142	170	162	167
6 Good Intent Call	108	103	161	156	179	185	182
7 False Alarm & False Call	118	168	161	134	141	123	187
8 Severe Weather	1	0	10	3	7	10	4
Other							49
Total Count	1042	1545	1727	1727	1782	1836	2090

Incidents By Zone	2006	2007	2008	2009	2010	2011	2012	
Union Township ** Incomplete data	**	59	118	155	496	439	549	Zionsville - Rural
Eagle Township	322	378	387	377				
Town of Zionsville	691	1055	1128	1108	1163	1232	1344	Zionsville- Urban
Mutual Aid	29	53	94	87	123	165	197	Mutual Aid
Total Count	1042	1545	1727	1727	1782	1836	2090	