



## Monthly Activity Report for December 2016



	Dec-16	Dec-15	YTD 16	YTD 15	YTD Difference
<b>Incident Type</b>					
1 Fire	12	6	102	115	-13
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	6	7	-1
3 Rescue & Emergency Medical Service Incident	121	133	1368	1451	-83
4 Hazardous Condition (no fire)	7	5	86	81	5
5 Service Call	11	18	304	301	3
6 Good Intent Call	27	29	287	346	-59
7 False Alarm & False Call	26	23	276	282	-6
8 Severe Weather	0	0	6	6	0
Other	0	0	0	0	0
<b>Total Count</b>	204	214	2435	2589	-154
	Dec-16	Dec-15	YTD 16	YTD 15	YTD Difference
<b>Incidents By Zone</b>					
Urban	106	124	1444	1562	-118
Rural	62	49	635	646	-11
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	36	41	356	381	-25
<b>Total Count</b>	204	214	2435	2589	-154

### Incidents

12/9/16 – Kitchen Fire, 9999 Hoosier Village Dr.

12/10/16 – Motor Vehicle Collision/Tactical, US 421/400 N, Assist Sheridan FD

12/11/16 – House Fire, 1695 E 236<sup>th</sup> St, Assist Sheridan FD

12/12/16 – Gas Leak, 4551 Sunflower Ct

12/12/16 – Cardiac Arrest, 2972 Alamosa Ln

12/16/16 – Motor Vehicle Collision/Tactical, 3 mm I-865 WB

12/16/16 – Motor Vehicle Collision w/ Injuries, 3 mm I-865 EB (M93 struck by vehicle)

12/20/16 – House Fire, 2581 Turning Leaf Ln, Assist Carmel FD

## Zionsville Fire Department

### Administration Report:

#### Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Staff Meetings
  - Fire Department Weekly Administrative Staff Meetings
  - Weekly Fire Department Executive Meetings
  - Zionsville Safety Board Meeting
- Town Hall construction progress meetings with RL Turner Corporation continue on a bi-weekly basis
- Met with various vendors related to Town Hall project
- Completed year end performance appraisals with all employees
- Met with Deputy Chief Miller and Division Chief Frost regarding long term Tornado siren plan
- Attended ZVFD annual meeting
- Met with Zionsville Schools Safety Partners
- Attended Pension Secretary Meeting at State Office Building
- Completed Internal Controls review with representatives from Crowe
- Met with Deputy Chief Beam regarding proposed changes to Job Descriptions
- Attended weekly meeting with Town IT Director regarding transition plans for new Town Hall
- Follow up meeting with vendor regarding ambulance delivery
- Several meetings with Deputy Chiefs Miller and Beam regarding Battalion Chief Selection process
- Attended pre-construction meeting with Wheel Coach—manufacturer of new ambulance
- Met with Deputy Chief Miller regarding operations items
- Met with Mayor and Deputy Mayor regarding employee benefit items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met with Director of Fleet Services Mel Vlha regarding vehicle work orders
- Met weekly regarding Town Hall development project with Town Hall Team members
- Met with Town Engineering firm regarding design status of training/storage/maintenance area
- Met with representative from apparatus vendor regarding pending changes
- Town Hall Building Maintenance—Cleaning Services, Windows, Electrical, HVAC

### Administration Report: Operations

#### Deputy Chief Brian Miller

- Traveled to Wheel Coach Manufacturing to complete a pre-construction meeting for new medic truck
- Worked with Chief VanGorder and Chief Beam to develop the upcoming battalion chiefs process
- Worked with all three shift Captains to complete first quarter vacation calling for 2017
- Met with all nine company officers to complete 2016 performance appraisals
- Assisted with two days of applicant structured oral interviews for Lieutenants process
- Held Zionsville Volunteer Fire Department December board meeting
- Attended department safety committee meeting to review PPE (personal protective equipment), firefighter injury's and department accidents
- Completed a total of four year-end performance reviews for the three Captains and the Division Chief of EMS

## Administration Report: Operations

### Deputy Chief Brian Miller (CONTINUED)

- Met with Chief VanGorder and Chief Frost to review long term planning for future emergency weather sirens throughout the town of Zionsville
- Met with school staff at Pleasant View, Boone Meadows and Union to review fire drills
- Held apparatus committee meetings to review final notes before Medic 93 pre-build
- Attended weekly department staff meetings as well as executive meetings for fire department
- Set up monthly staffing assignments for all three stations for the month of January

## Administrative Report: Administration

### Deputy Chief Jeff Beam

- Reviewed and submitted Lieutenant Process scoring materials and results for certification
- Coordinated annual department physicals for all firefighters and Town of Zionsville Street Department and provided staff coverage as needed
- Met with staff to review and discuss 2016 performance goals and objectives
- Attended 2016 Pension Secretary Seminar hosted by INPRS
- Met with Crowe Horwath representatives to review internal control procedures
- Coordinated completion of internal controls review for all firefighters
- Conducted exit interview with personnel pursuing other career interests
- Met with Town of Zionsville payroll and administrative personnel to review employee health insurance issues
- Chaired Zionsville Fire Department Safety Committee meeting and forward recommendations to Chief VanGorder
- Conducted IDHS certification testing for Fire Officer II course
- Assisted with hands-on ice rescue training
- Coordinated pre-employment testing for new firefighters
- Met with Fire Department Executive Team to discuss various projects
- Attended regularly scheduled Town of Zionsville Safety Board meeting

## Administration Report: Training

### Division Chief Mark Hart

- Setup January training schedule
- Attended last round of Beck Hybrid walk throughs
- Rolled out Fire Officer II on-line program
- Set up and attended Paid Standby Orientation
- Met with Chief Beam for end of the year review
- Completed end of the year Training Division Report
- Attended department physical
- Met with Lt. Sparks and Chief Seymour from PTFD
- Attended EMS training for protocol update
- Attended INTF-1 monthly meeting
- Arranged and conducted hands on Ice Rescue Training
- Completed Annual WPE for the department
- Covered Carmel Station 342 while they attended their Christmas Party
- Started 2017 Master company level training calendar with the help of several Firefighters and officers
- ZFD completed 429.5 hours for the month of December

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost

- Conducted 1 final inspection
- Conducted 16 annual commercial inspections
- Completed 5 rough-in inspections
- Conducted 2 above ceiling inspections
- Conducted 4 site consultations
- Completed 1 fire alarm test
- Attended and participated in weekly staff meetings 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 ongoing commercial projects
- Completed multiple reviews for commercial occupancies
- Met with property managers and business owners regarding compliance matters
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Responded to emergency calls for service as needed
- Met with Fire Inspector on multiple occasions regarding inspections
- Assisted with monthly emergency warning siren test
- Facilitated Fire Watch activities related to weather at local apartment complex
- Facilitated various address assignments with Building and Planning representatives
- Completed annual performance appraisal process with Fire Inspector and Deputy Chief
- Attended Fire Protection & Building Safety Commission monthly hearing
- Completed annual firefighter physical
- Participated in scholarship presentation for the Boone County Lilly Scholarship recipients
- Provided station coverage for Carmel Fire Department, Station 42
- Attended the weekly Town staff meeting on behalf of Chief VanGorder
- Completed quarterly key audit and re-programmed the Knox key vaults
- Participated in annual ZVFD December Dinner

<b><u>FD Reviews</u></b>	<b><u>December 2016</u></b>	<b><u>December 2015</u></b>	<b><u>YTD 2016</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	4	2	54	N/A
Building	0	1	26	21,019.59
Fire Alarm Systems	2	0	9	975.00
Sprinkler Systems	3	0	17	1,575.00
Fines, Fees	1	4	46	2,170.00

## Administration Report: EMS

### Division Chief Steve Gilliam

- Covered shift spots during department wide physicals
- Met with Chief Miller to review M93 specifications
- Traveled to Wheel Coach ambulance manufacturer to do specification pre-build for new M93
- Annual department physicals
- EMS training with all shifts on i-Gel airway device and protocol review
- Met with Medical Director Dr. Kaufmann to review ALS and BLS protocol items
- Day long training with 3 new paid-standby staff
- Met with Matt Petro to complete process for station supply ordering

ZFD had 124 patient contacts to date and of those 87 were transported.

Destination	Total
IU HEALTH NORTH	9
ST. VINCENT CARMEL	5
ST. VINCENT HEART	1
ST. VINCENT INDIANAPOLIS	62
ST. VINCENT PEYTON MANNING	3
VA MEDICAL CENTER	1
WISHARD/ESKENAZI HEALTH	1
WITHAM HEALTH AT ANSON	1
WITHAM HEALTH SERVICES	4
Total	87

