



Fire Department

2016

Year End Report



January 30th, 2017

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.

2016 Executive Summary

This past year was a very memorable year for the Zionsville Fire Department. One of the most notable public safety achievements, was a joint effort by Boone County public safety agencies and various government entities to pass the proposed ½% increase to the local income tax to pay for rising public safety costs. This historic effort culminated with elected officials from every municipal entity in Boone County meeting in one location and voting unanimously to approve a Public Safety LIT. ZFD will utilize these new funds to help us comply with NFPA (National Fire Protection Agency) 1710 staffing criteria of 4 personnel to engines and ladders and 2 personnel to ambulances to ensure the health, safety, and effective operations of our staff.

In our commitment to public safety, we also began routine monthly testing of the emergency warning sirens in coordination with the Boone County Communications Center and the Boone County Emergency Management Agency. These warning sirens are essential in notifying our residents who may be outside, of severe weather and other emergency situations. A long range strategic plan is currently underway to plan for the expansion of the notification system within all 72 square miles of our community.

As the Town of Zionsville continues to grow, so does ZFD. This year we held our first Battalion Chief promotion process and will appoint three current Firefighter Officers in early 2017. This particular process is essential for our growth as a department. Each Battalion Chief will be in charge of a particular shift and will supervise the emergency and non-emergency activities of the group of firefighters assigned to that shift to support the department goals and objectives. We also held an Engineer promotion process, a Lieutenant promotion process and a competitive hiring process for new Firefighter/EMT's. These were all done fairly close together because as we promote individuals to Battalion Chief, we need to fill those officer positions with Lieutenants or Captains appropriately and then in turn fill those vacant Firefighter positions with new firefighter applicants appropriately.

Our capital equipment replacement plan provided us with a new Ladder truck and a new Ambulance this year. Our truck committee worked very hard to get us our new Ladder truck that has a 137 foot ladder giving us extended reach to safely access most roof lines of the homes in our community. We were also able to move up replacement of our ladder truck and trade in our existing ladder truck, which saved the taxpayers an additional \$ 100,000. A new ambulance was reviewed, specifications were drafted and a purchase was made, this new vehicle should be in service protecting our community within the second quarter of 2017.

This year is also a big year for the Town overall, as the Town Council approved plans to build a new Town Hall where the Fire Department Headquarters are located. I am honored to be serving as the project manager for Mayor Haak on this development, I am extremely excited to see all the plans come to fruition as we plan to move into the facility in October of 2017.

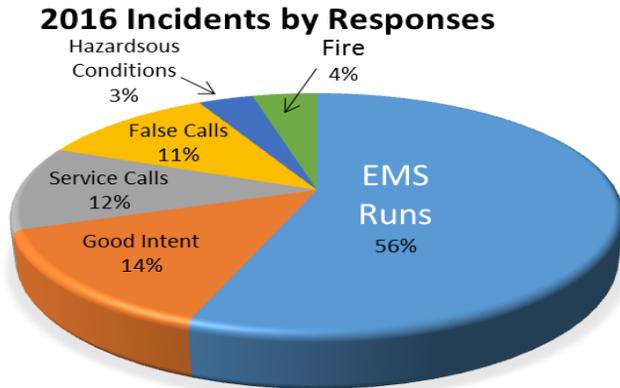
I am extremely grateful for the incredible team of firefighters and office staff we have. They are a talented group and all take their jobs seriously and look forward to serving our community. 2016 was an amazing year and I look forward to what 2017 brings.

James C. VanGorder,

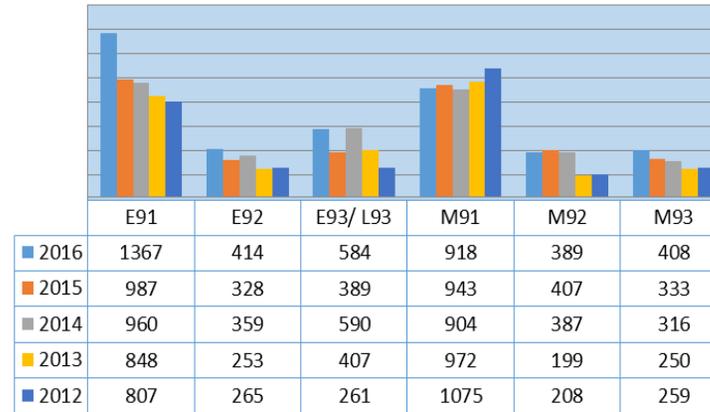
Fire Chief

Operations Division

In 2016 the department responded to over twenty-three hundred calls for services throughout the year. The pie chart below helps illustrate the type of calls for services the department responded to. The chart to the right shows run volume by responding apparatus for the last five years.



Overall Run Totals By Apparatus



Brian Miller
Deputy Chief of
Operations

The Zionsville Fire Department faced the problem of a rapidly growing community in one of the fastest growing counties in the state, where large single family residences and other buildings are set back a considerable distance from the roadway access making it necessary to design a ladder truck with horizontal and vertical reach. After over a year and half of planning and design, the department



was able to help solve this problem by placing its new ladder truck in service on July 13 of 2016 at station 93. The hard work of the design committee and staff stationed at station 93 made this project a success. This new apparatus is more than a ladder truck. It can be used as a primary suppression apparatus, assist with EMS calls or perform extrication at auto accidents. The final inspection of this new apparatus took place in April before traveling to Indianapolis to be on display at FDIC (Fire Department Instructor's Conference), the largest firefighter's conference in North America. In May, Division

Chief Vlha worked with staff to ensure the placement and mounting of all the loose equipment and tools that will be needed on this apparatus. Nine engineers completed over a hundred and twenty hours of operations and training before it was placed in service. From July to the end of 2016, ladder 93 responded to three hundred and thirty-seven calls.

Operations Division (Continued)

In 2016, the Fire Department took over the management and oversight of the town's twelve emergency weather sirens. These sirens are tested once a month on the third Friday of the month to ensure proper operation and maintenance. The department has also completed a detailed inventory of the sirens so that a strategic plan can be developed to determine gaps in coverage and future installation sites to help increase early notification. The department is also working with new land developers as they begin to build in the area to increase siren coverage as these projects come to fruition in the town of Zionsville.

The staff at station 92, along with Division Chief Gilliam, started working early in 2016 to complete the design and specifications for a new ambulance to be placed in service at station 92. This new medic truck was built in 2016 and went into service in November 2016. The truck was built on a F450 four-wheel drive chassis. This design will help increase its mobility in inclement weather conditions. The truck was also built with a power assist load function that aids in loading the cot and patient into the back of the ambulance to help reduce firefighter lifting injuries.

In June of this past year, nine personnel were promoted to the rank of engineer. This new position within the department placed these nine firefighters as the primary person responsible for carrying out essential tasks related to the safe operation of heavy fire suppression apparatus. This engineer's position requires the staff to have deep understanding of the functions, capacities, and capabilities of the apparatus they are assigned to. They are required to complete daily functions and safety checks for the apparatus and equipment; conduct safe driving and proper apparatus placement; and effective water supply of heavy fire apparatus equipped with a fire pump.

In August, seven of the department front line officers completed a week long company officer development course. This course was taught by Dr. Richard Gasaway. Chief Gasaway earned a doctor of philosophy degree while researching how individuals and teams use situational awareness to improve high- risk decision making. Dr. Gasaway is a resident faculty member in the National Fire Academy's Executive Fire Officer Program and has been a long-standing instructor for the Executive Development Program at the Maryland Fire & Rescue Institute.

Administration Division

2016 was a busy year for career development within the Zionsville Fire Department. Most notably, a Career Development Plan was established which provides personnel with a guide to follow to advance their career within the Zionsville Fire Department. This resulted in current position classifications being revised or eliminated and new position classifications being created. These position classifications are based on education and experience. This Career Development Plan will have a great impact on the Training Division. The division is committed to providing personnel with the educational opportunities necessary for them to fulfill their career goals.



Jeff Beam
Deputy Chief of
Administration

Additionally, promotion processes were conducted in 2016. A merit Engineer promotion process was conducted to fill a vacant Engineer position and create an eligibility list for future promotions. A merit Lieutenant promotion process was conducted to create an eligibility list for future promotions. A merit Captain promotion process will be conducted in early 2017. Lastly, a Battalion Chief appointment process was conducted in January 2017 to appoint the department's first Battalion Chiefs.

Our previously established firefighter/EMT applicant list expired in late 2016. Consequently, a new firefighter/EMT hiring process was conducted to establish a current eligibility list for filling future firefighter/EMT vacancies. A total of 75 applications were received. A multi-step evaluation process, consisting of a written aptitude test, physical agility testing, and an interview, was conducted to evaluate the applicants and arrive at an eligibility list which contains 48 applicants. That list has already been used to fill three firefighter/EMT positions in 2016 and twelve firefighter/EMT positions to be filled late in the first quarter of 2017.

The Safety Committee completed the process of evaluating firefighter Personal Protective Equipment (PPE). During 2016, the department evaluated and selected a new PPE fabric combination in order to provide personnel with the most effective and efficient protection. We have begun to switch personnel to this new fabric combination as needs dictate and their current PPE becomes obsolete. We look forward to the challenges of 2017 and continued enhancements in our department administration.

Training Division

2016 brought another active and engaging year for the Training Division. One of its most notable accomplishments allowed 30 personnel to attend multi-level hands-on trainings at the Fire Department Training Network. Classes consisted of Basic and Advanced Engine and Ladder Company Operations, Rapid Intervention Team, Commanding RIT Operations, and Fire Ground Company Officer. In addition to those classes, we have also completed four state certification classes: Driver Operator Pumper, Vehicle and Machinery Rescue Operations, Fire Officer I and Fire Officer II. The Training Division completed an eight week recruit academy for new full-time personnel; took part in the Engineer promotional process; as well as, developed an internal Aerial driving program and training packet. We were fortunate to receive an acquired structure in the month of November to hold hands-on training consisting of Vent-Enter-Isolate-Search, Hose Advancement, Ladder Raises, Ladder Bail Outs, Searches, and Firefighter Rescue. In late October, the division became 1403 Fixed Facility credentialed for live fire training. This gave the division additional training and certification regarding conducting live fire trainings within the training tower.

Zionsville Fire Department had the unique opportunity this year to participate in several mutual aid and multi-company drills. A few examples include:

- Three days of live fire training on a shift by shift basis
- Several mutual aid live fire trainings with multiple fire departments including Westfield, Lebanon, Center Township, and Whitestown Fire Departments
- Six nights of Rapid Intervention Team Drills with Lebanon, Center Township, and Whitestown Fire Departments in an acquired structure
- Conducted three days of hands-on Project Life Saver drills alongside the EMS Division with Lebanon, Perry Township, Whitestown, and Center Township Fire Departments

Finishing on a strong note, the members of the department attended 811 classes for a total of 9,681 hours of combined training. While this is just a glimpse at the events that took place this past year, we intend to move full steam ahead, expanding our knowledge and skills, as we advance into 2017.



Mark Hart
Division Chief of
Training



Fire Prevention Division

The Fire Prevention Division is currently staffed by a full-time Fire Marshal (Division Chief of Fire Prevention) and 1 part-time Inspector. The primary division responsibilities include:

- Building and Fire Code Enforcement for existing commercial buildings/occupancies
- Plan review and inspections for new commercial construction (Class 1 structures)
- Meet with building owners, architects and contractors to:
 - o Plan Review of building, automatic sprinkler, fire alarm, and commercial kitchen exhaust hoods
 - o Conduct new construction site inspections from beginning to end of projects
 - o Conduct inspections for compliance of existing Class I commercial occupancies
 - o Conduct pre-design and pre-build meetings with design professionals and contractors
 - o Conduct required flow and system tests for fire protection systems
- Additional administrative duties which include but not limited to:
 - o Knox access program maintenance
 - o Maintain faulty/false alarm log
 - o Pipeline safety awareness program maintenance
 - o Assist with training and education for recruits and firefighters as assigned
 - o Continue to work with utility providers to maintain critical infrastructure



Josh Frost
Fire Marshal
Division Chief

Chief Frost and Inspector Adams both successfully earned the International Code Council *Certified Fire Inspector* certifications. ICC (International Code Council) focused fire prevention trainings were attended covering: Means of Egress, Assembly Spaces, Assembly Means of Egress, Accessible Means of Egress, Performing Commercial Fire Inspections, Performing Commercial Fire Plan Reviews, Cal OES Post-Disaster Assessment Program, and Rapid Visual Screening of Buildings for Seismic Hazards. In addition to the focused code classes, fire certifications were attained in Vehicle Machinery /*Technician* level and we participated in the FDTN Engine Operations course. Instructor updates were attained for the American Heart Association CPR Instructor Certifications.

Fire Prevention Division (CONTINUED)

Fire Marshal Frost was engaged in the legislative process representing the Town of Zionsville, the Fire Inspector's Association of Indiana, the Indiana Fire Chief's Association, the Indiana Association of Cities and Towns and testified at State hearings on life safety interests. Fire Marshal Frost also graduated from the Boone County Leadership Program. BCL is a program provided by the Community Foundation of Boone County to help motivated individuals become better informed and equipped to serve the community.

The Fire Prevention Division has maintained productivity again over the course of 2016. Some highlights include:

- The Division continued to build on the success of the paperless inspection program and the district familiarization program for the Engine Company Pre-Incident Surveys. These inspections provide an opportunity for the operations personnel to become more familiar with the commercial occupancies in each district. This year, the engine companies conducted 218 Pre-Incident Surveys.
- Of the 679 inspections that were initiated in 2016, 100% mitigated all issues identified during the inspection process.
- Of the 725 commercial occupancies in the 71 square miles of our service area, we made it to 679 occupancies which is a presence in 94% of the occupancies with 100% mitigation of any deficiencies identified.

The Fire Prevention Division has continued to remain busy in 2016. With the anticipated development and commercial growth within the Town limits, 2017 looks to remain busy.

EMS Division

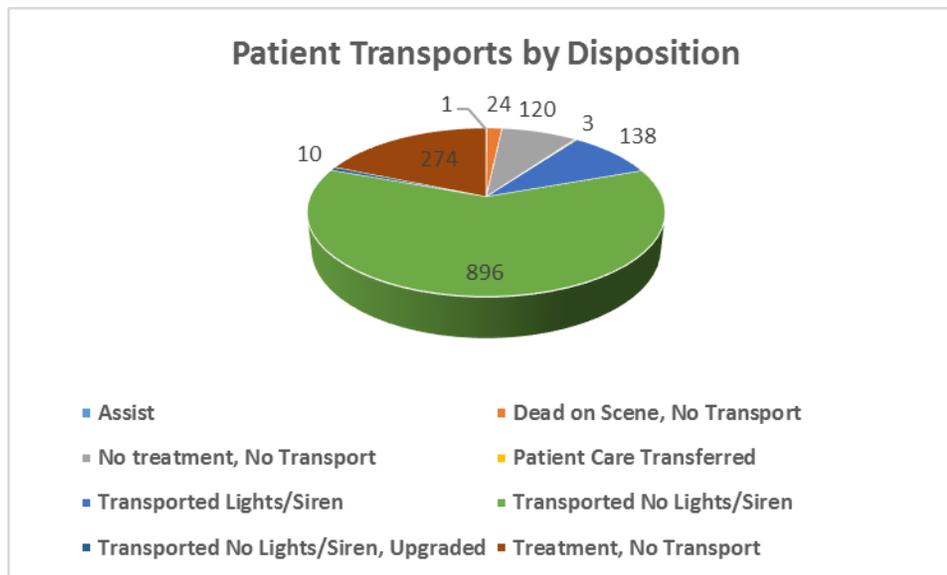
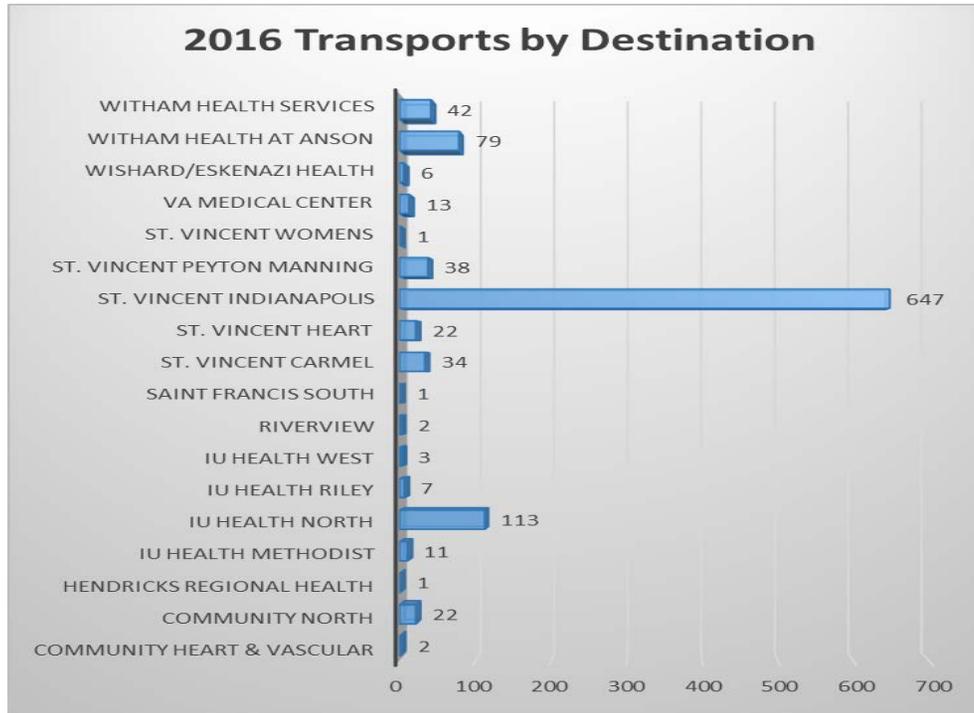
- Continued to chair the Boone County Fire Chief's Association EMS/Project Lifesaver Committee and added new PLS clients for the Town of Zionsville
- Facilitated and participated in the very first Mutual Aid training for Project Lifesaver working with Lebanon, Whitestown, Center Township and Perry Township to practice client location searches
- Continued to provide monthly EMS trainings on station as well as to facilitate the online trainings provided through the Medical Director, Dr. Kaufmann
- Met throughout the year with Perry Township EMS Captain Ramona Everett-Seymour to aid in trainings and working together with EMS calls
- Obtained Primary Instructor certification from the State of Indiana
- Continued to work with St. Vincent Health and Dr. Kaufmann as they provide medical oversight to our EMS operations and training, including adding on site Audit and Reviews
- Worked with Chief VanGorder, Deputy Chief Miller and Horton Ambulance to review, plan and build a new ambulance for station 92
- Facilitated EMS coverage for several events throughout the year including ambulance staffing for ZCHS football games
- Worked with many Boone County agencies as a part of an Opiate work group that continues to look at ways to help. This includes adding Narcan® to all Frontline ZFD vehicles including Admin cars and Fire Engines
- Worked with the department EMS committee to review and improve the EMS operations of the department. Some notable changes in 2016:
 - Added the Powerload® cot system to two of the front line ambulances. This system does the actual lifting of the patient into the ambulance minimizing the potential to back injuries. The next ambulance purchased will have the unit installed
 - Review of tourniquets for apparatus that have been purchased and will be added after training
 - Changing to a new BLS airway (iGel®)
- Due to the continued growth of the CPR program the ZVFD was able to donate 4 AED units to ZPD
- Began specifications for new Medic 93 to be built and delivered in early 2017



Steve Gilliam
Division Chief of EMS

EMS Division (CONTINUED)

ZFD had 1,466 patient contacts in 2016 and of those 1,044 were transported.



Administrative Assistant Division

- Some significant projects for this year include:
 - Designed several fire department flyers and brochures as needed
 - Continued to train Administrative Assistant in new functions
 - Completed several trainings including Adobe Acrobat, Social Media, Brochure & Newsletter Design
 - Elected Vice President of the Support Services Division again for 2017
- Some of the routine responsibilities completed include:
 - Completed payroll for approximately 88 employees twice a month
 - Assisted in processing and tracking invoices for the budget
 - Dictated minutes for Safety Board meetings
 - Compiled & distributed a weekly ZFD email newsletter
 - Submitted press releases to local media
 - Organized fire department monthly reports
 - Maintained ZFD Facebook Page & made frequent website additions
 - Reviewed and processed daily truck check sheets
 - Assisted with organizing projects for several light duty personnel
 - Kept ZFD Standard Operating Guidelines Book up to date
 - Conducted yearly driving record checks of all ZFD Firefighters



Tiffany Howard
Executive
Administrative
Assistant

2016 was an exciting year for the Administrative Assistant division as we expanded from one full-time personnel to two. Tiffany Howard was promoted to Executive Administrative Assistant and Hannah Lister was promoted from part-time Administrative Assistant to full-time. We take pride in being the initial contact with residents of Zionsville that visit or call the Zionsville Fire Department Administration offices and strive to provide helpful information in a pleasant and courteous manner. It is our goal to always be able to point residents in the right direction, no matter what the question may be. We look forward to what 2017 may bring.

Communications Division

The purpose of the Communications Division is to manage all aspects of Zionsville Fire Department's communication and records management needs. This includes, but is not limited to; administration of the fire records management and reporting system, policy development, training, purchase and maintenance of radios and mobile data computers, and serve as a liaison between the Boone County Communications Center and the fire department.

The Communications Division also performs a monthly audit and review of all NFIRS records for accurate data and provides monthly reports to fire department administration, as well as monthly reports to the State of Indiana on fire department activities.

The Communications Division also administers the GIS/Mapping programs for the fire department. Working with the Fire Prevention Division, the division reviews all address proposals submitted in Boone County, as well as adding information gathered from the company level inspections to the computer-aided dispatch system and mapping programs located on most of the ZFD apparatus.

Several noteworthy projects were completed in 2016 including:

- Working with the Zionsville Schools to evaluate their desire to improve public safety radio coverage within their buildings.
- Review and implementation of P25 reprogramming for all public safety radios in Boone County.
- Reprogramming of the CAD for the arrival of Ladder 93 as a first response vehicle.

Captain Potts continues to serve as an administrator to the County's computer-aided dispatch program and chairs the Boone County Fire Chief's Association Communications Sub-Committee.



Cpt. Jason Potts
Communications
Division Head

Public Education Division

The Public Education Division continues to grow every year. Our Facebook page alone has increased 10 fold over the last 3 years. Great pictures from events in and around town, along with the enthusiasm that our crews put out there daily make for a great presence on social media. Every class we teach, every tour we give and every event that we participate in shows the level of professionalism and pride that we have.

It has been a year filled with many parades, neighborhood block parties and fire truck rides to school that raise funds for local non-profits and schools. Local groups tour our fire stations and take pictures with our trucks. They ask questions and always leave with knowledge and information about our day to day work and fire safety.



Lt. Scott Peters
Public Education
Officer



Public education continues to be a big part of what we do at ZFD. Prevention before we have to act makes for a safer community. The Public Education department continues to grow and evolve into a yearlong education program that isn't contained to just "Fire safety Month" in October anymore. ZFD participates in many events, many of which are already on the calendar for 2017. Public education is much more than just teaching about fire safety, it is an opportunity for the department to interact with the public and have a bit of fun along the way.

Support Services --Philanthropic Community Activities

The ZFD Support Services continues to provide on-scene support with rehabilitation supplies to emergency workers. Support Services also organizes and operates many fundraising events throughout the year. Funds collected throughout the year from numerous ZFD Support Service events and donations made by community members were given to the Indiana Children's Hoosier Burn Camp in May. In August the organization planned the ZFD Memorial Golf Outing benefiting the ZVFD Larry K. Rust Memorial Scholarship, the ZVFD Bereavement Fund and the Hoosier Burn Camp. The seventh scholarship in the name of Larry K Rust was awarded through a selection process and presented to a deserving Boone County high school student. The 35th Annual Pancake Day Breakfast was held in October this year. With the weather cooperating we were able to raise over \$6,000 to purchase much needed safety gear and other equipment for our emergency vehicles.

