



Monthly Activity Report for January 2017



	Jan-17	Jan-16	YTD 17	YTD 16	YTD Difference
Incident Type					
1 Fire	8	7	8	7	1
2 Overpressure Rupture, Explosion, Overheat (no fire)	1	0	1	0	1
3 Rescue & Emergency Medical Service Incident	93	107	93	107	-14
4 Hazardous Condition (no fire)	3	7	3	7	-4
5 Service Call	11	9	11	9	2
6 Good Intent Call	16	31	16	31	-15
7 False Alarm & False Call	23	19	23	19	4
8 Severe Weather	0	0	0	0	0
Other	0	0	0	0	0
Total Count	155	180	155	180	-25
	Jan-17	Jan-16	YTD 17	YTD 16	YTD Difference
Incidents By Zone					
Urban	93	110	93	110	-17
Rural	39	42	39	42	-3
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	23	28	23	28	-5
Total Count	155	180	155	180	-25

Incidents

1/3/17 – Chimney Fire, 1267 S 775 E

1/4/17 – Mobile Home Fire, 1118 Bibler St, Lebanon, Assist Lebanon FD

1/14/17 – Kitchen Fire, 1419 Hunters Point Dr

1/19/17 – 4 mm I-865 WB, Vehicle Collision/Fatal

1/25/17 – Chimney Fire, 5230 Elm Swamp Rd, Lebanon, Assist Lebanon 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 & Executive Meetings
- Town Hall construction progress meetings with RL Turner Corporation continue on a bi-weekly basis
- Met with various vendors related to Town Hall project
- Met with Finance, Planning, Administration, regarding furniture plans for the New Town Hall
- Completed 2017 Goal setting with all staff
- Completed Battalion Chief selection process
- Met with DC Miller and Division Chief Frost regarding long term emergency warning siren plan
- Attended weekly meeting with Town IT Director regarding transition plans for new Town Hall
- Attended Pow Wow meeting
- Attended lunch meeting with IAFF Representative Steve Hayes
- Extended conditional offers of employment
- Appointed Honor Guard Commander ---Matt Coyner
- Follow up meeting with vendor regarding ambulance delivery
- Attended pre-construction meeting with Wheeled Coach—manufacturer of new ambulance
- Met with Deputy Chief Miller regarding operations items
- Attended Zionsville Chamber of Commerce Banquet
- 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
- Town Hall Building Maintenance—cleaning services, windows, electrical, HVAC, water heater

Administration Report: Operations

Deputy Chief Brian Miller

- Completed 2016 year-end report for the operations division
- Assisted with three days of oral interviews and tactical exercises for Battalion Chief process
- Participated in the Boone County leadership class
- Met with the apparatus committee and four apparatus manufacturers to review product lines
- Developed new shift layout and schedule to reflect new promoted staff
- Sat in on the kick off meeting for the EMS committee to help set expectations and goals for 2017
- Attended department safety committee meeting to review structural firefighting fire boots
- Completed final review of construction documents for Medic 93
- Held operations meeting with Lieutenants and Captains
- Attended executive policy review meeting with Chief VanGorder and Chief Beam
- Met with Division Chief Gilliam and Dr. Kaufman to review Mobile integrated Healthcare
- 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 February

Administrative Report: Administration

Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Coordinated pre-employment testing for new firefighters
- Updated payroll records to reflect 2017 Ride-out compensation amounts
- Met with Perry Township Fire Department to discuss conducting an IDHS Module Certification program
- Met with interested personnel regarding Honor Guard Commander position
- Conducted Battalion Chief interviews with Executive Team
- Conducted written testing for IDHS Fire Officer II certification
- Coordinated gear measurement sessions for new firefighters
- Conducted 2017 Division goal meetings with staff
- Chaired Zionsville Fire Department Safety Committee meeting and forwarded recommendations
- Attended annual Indiana Pipeline Awareness Association training seminar
- Compiled 2016 injury/illness data for annual OSHA reporting
- Chaired Town of Zionsville Employee Benefits Committee meeting to review current group health insurance program
- Attended Safety Summit hosted by Hamilton County Firefighters

Administration Report: Training

Division Chief Mark Hart

- Setup February training schedule
- Rolled out Instructor 1 Hybrid on-line program
- Assisted Chief Gilliam in teaching the DOSE (Direct on the Scene) Program
- Attended a webcast on the First Five Minutes hosted by Columbia Southern University
- Met with Chief Beam about 2017 goals for the division
- Attended a webcast with IDHS and IFSTA in reference to resource one on-line training programs
- Met with Chief Shoaf from Westfield Fire to tour the Hamilton County Training Facility for possible use for upcoming recruit class
- Attended monthly emergency warning siren test
- Assisted Plainfield FD with an Officer Promotional Process for 2 days
- Attended Department Audit and Review
- Starting planning phases of the recruit academy
- ZFD completed 623 hours for the month of January

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 2 final inspections
- Conducted 3 above ceiling inspections
- Conducted 1 rough-in inspection
- Conducted 3 site inspections
- Conducted 1 fire alarm acceptance test
- Completed the Knox Key audit and re-programmed all key vaults
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Completed the annual EMS protocol revision test
- Met supervisor and staff to establish performance appraisal goals for 2017
- Facilitated maintenance to fleet vehicles

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost (CONTINUED)

- Attended the annual tabletop coordinated response exercise for pipeline emergencies and awareness
- Assisted with the monthly emergency warning siren test
- Attended an ICC class on performing commercial fire inspections
- Met with Planning Department representatives regarding address assignment issues
- 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
- Participated in Town TAC meetings to review new projects
- Completed monthly fire and EMS training
- Maintained Faulty/False Alarm Log
- Miscellaneous duties performed as assigned by the Chief
- Completed the performance appraisal interviews and goal setting for 2016
- Attended and represented ZFD at the Indiana Pipeline Emergency Response Awareness Dinner
- Coordinated the Engine Company Inspection/Pre-Incident Survey program

<u>FD Reviews</u>	<u>January 2017</u>	<u>January 2016</u>	<u>YTD 2016</u>	<u>YTD Fees (Received)</u>
Site	3	4	3	N/A
Building	1	4	1	83.70
Fire Alarm Systems	5	0	5	1,200.00
Sprinkler Systems	0	1	0	0.00
Fines, Fees	0	9	0	0.00

Administration Report: EMS

Division Chief Steve Gilliam

- Met with DC Miller and Lt. Sparks to review specifications for new Medic 93
- EMS training (review of protocols and DOSE training)
- Met with DC Miller to review 2017 employment and EMS Division Goals
- Completed new manuals for 2017 St. Vincent EMS protocols and distributed to stations and ambulances
- Met with Medical Director Dr. Mike Kaufmann in regards to mobile integrated health care
- Attended B shift documentation training course led by Firefighter/Paramedic James Stiles
- Met with Firefighter/EMT Matt Petro to review online station supply ordering system
- Meetings with DC Miller and each of the firefighter/EMTs expressing interest in the St. Vincent paramedic program
- Met with Chief VanGorder to review ordering system
- Met with Perry Township EMS Captain to work on supply ordering form
- Met with paid standby staff to review their orientation status
- Facilitated several CPR courses
- Completed i-Gel airway training with all staff members to get added to the front line apparatus
- St. Vincent Health CEO and CNO supplied lunch to all stations for a meet and greet visit

Administration Report: EMS

Division Chief Steve Gilliam (CONTINUED)

- Facilitated and attended monthly Audit and Review with Dr. Kaufmann
- Picked up additional medications from St. Vincent health to comply with new protocols
- Met with Decatur Township Fire Department EMS Chief Chuck Valentine to become more familiar with ESO analytic reports
- Met with IEMS Logistics Chief Kevin Gona in regards to supply orders

There were a total of 97 total patient contacts to date for January and 72 of those patients were transported.

