

## ZFD Monthly Report for February 2017



### Zionsville Fire Department Administration Report: Fire Chief-James VanGorder

- Regular Meetings Attended:
  - Town Council Agenda Meeting
  - Town Council Meeting
  - Town of Zionsville Staff Meetings
  - Zionsville Safety Board Meeting
  - 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
- Organized and hosted Fireman's Ball and Awards Program
- Promoted David Kail, Jason Potts, and Scott Kirkwood to the rank of Battalion Chief
- Promoted Scott Mamaril, Josh Sayman, and Mitch Young to the rank of Lieutenant
- Promoted Cody Seymour, Dan Stevens, and Matt Petro to the rank of Engineer
- 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
- Extended conditional offers of employment
- Follow up meeting with vendor regarding ambulance delivery
- Met with Deputy Chief Miller regarding operations items
- Attended Zionsville School Safety Partner Meeting
- Met with Town Engineer regarding Station 91 training storage area
- Met with Mayor and Deputy Mayor regarding department items
- Attended ZVFD Inc. Board Meeting
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met with vendor regarding relocation proposals
- Met with West Lafayette Fire Chief Tim Heath
- 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, lightning

### Administration Report: Operations Deputy Chief Brian Miller

- Set up training program for Battalion Chiefs to review job expectations
- Met with Firefighter Johnson to review the development of the upcoming citizens academy
- Conducted apparatus check-off ride on the medic truck
- Attended lockdown and fire drills at area schools for the month of February
- Met with BLN Engineering to review the future training pad location behind station 91
- Held first Boone County operations group meeting for 2017 to established goals for the year
- Met with Chief VanGorder and Chief Frost to review planning for future emergency weather sirens
- Met with local emergency warning siren vender to review locations for sirens to help with cost estimates
- Held Zionsville Volunteer Fire Department board meeting
- Conducted apparatus training with staff on the TSU
- Participated in the Boone County leadership class Government Day
- Continued to work with apparatus committee to design new engine based on feedback for staff



Administration Report: Training

Division Chief Mark Hart (CONTINUED)

- Set up schedule for 2017-1 Recruit Academy
- Working with FDIC on apparatus request for FDIC Hot classes
- ZFD completed 445.25 hours of training for the month of February

Administration Report: Fire Prevention/Code Enforcement

Division Chief Josh Frost

- Conducted 7 final inspections
- Conducted 3 above ceiling inspections
- Conducted 2 rough-in inspections
- Conducted 2 site inspections
- Conducted 2 fire alarm acceptance tests
- Conducted 16 annual inspections
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Facilitated maintenance to fleet vehicles
- Assisted with the monthly EWS 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 regarding 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
- Met with ZCSC facilities director regarding various items at different ZCSC facilities
- Attended the annual Firefighter’s Awards Banquet at the Golf Club of Indiana
- Met with local property owner and code consultant to discuss prospective project
- Participated in the State FIAI Board Meeting
- Participated in EWS strategy meeting
- Instructed 2 - CPR, First Aid and AED courses for local organizations
- Met with Zionsville Chamber of Commerce for special event planning session
- Attended ISO insurance grading schedule training
- Conducted shift friendly operational response training for fire alarms and sprinkler systems
- Met with representative from Safety Systems to specify lighting package for new Tahoe
- Coordinated the Engine Company Inspection/Pre-Incident Survey program

<b><u>FD Reviews</u></b>	<b><u>February 2017</u></b>	<b><u>February 2016</u></b>	<b><u>YTD 2016</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	2	5	5	N/A
Building	1	2	2	1,056.90
Fire Alarm Systems	0	1	5	1,200.00
Sprinkler Systems	2	1	2	200.00
Fines, Fees	0	2	0	0.00

## Administration Report: EMS Division Chief Steve Gilliam

- Facilitated regular monthly CPR class
- Assisted with set up and attended the Firefighter's Ball
- Taught Advanced Cardiac Life Support to all 3 shifts
- Attended EMS affiliate meeting with St. Vincent Health
- Facilitated and taught one of two CPR classes for the Zionsville Youth Soccer League Coaches
- Attended Boone County ESF8 meeting
- Taught 2 day CPR course to ZCHS 2<sup>nd</sup> semester Health Class students
- Met with Matt Petro in regards to supply ordering system
- Checked in with new paid standby staff on orientation process
- Worked on syllabus for 2017 recruit program EMS portion

There were a total of 84 total patient contacts to date for January. 72 of those patients were transported.

