

## ZFD Monthly Report for March 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 IT Department, regarding furniture plans for the New Town Hall
- 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
- In-process inspection conducted on ambulance construction
- Met with Deputy Chief Miller regarding operations items
- Met with Town Engineer regarding Station 91 training storage area
- Met with Mayor and Deputy Mayor regarding department 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, entry/exit systems

### Administration Report: Operations Deputy Chief Brian Miller

- Traveled to Wheeled Coach to complete midpoint inspection on the new medic truck
- Conducted a total of fifteen hours of ladder operations training with new engineer at station 93
- Presented Sheriff Nielsen and Major Stevenson with three new AED's for road officers
- Conducted class room lecture for the new recruit class on the history of Zionsville Fire
- Participated in the Boone County leadership class Education day
- Met with sales manager of sentry siren to look at new products for emergency weather sirens
- Continued to work with apparatus committee to design new engine based on feedback from staff
- Met with three contractors to review concrete repairs at station 91
- Attended executive policy review meeting with Chief VanGorder and Chief Beam
- Conducted apparatus check-off ride on the Medic truck
- Met with Firefighter Johnson to review liability waivers for the upcoming citizens academy
- Met with Adams Electric to review a new emergency warning siren vender to update cost
- Held all officers meeting to review operational issues and changes
- Attended department safety committee meeting to review two vehicle accidents
- Conducted four hours of apparatus training with staff on the TSU
- Developed new schedule to reflect vacation calling for all staff for the balance of 2017
- 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 April

## Monthly Run Report for March 2017

	Mar-17	Mar-16	YTD 17	YTD 16	YTD Difference
<b>Incident Type</b>					
1 Fire	5	7	20	20	0
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	1	0	1
3 Rescue & Emergency Medical Service Incident	111	101	285	309	-24
4 Hazardous Condition (no fire)	5	8	15	23	-8
5 Service Call	57	26	85	59	26
6 Good Intent Call	18	29	46	86	-40
7 False Alarm & False Call	28	20	68	59	9
8 Severe Weather	1	0	1	0	1
Other	0	0	0	0	0
<b>Total Count</b>	225	191	521	556	-35
	<b>Mar-17</b>	<b>Mar-16</b>	<b>YTD 17</b>	<b>YTD 16</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	144	114	322	338	-16
Rural	53	48	129	136	-7
Other	28	29	70	82	-12
<b>Total Count</b>	225	191	521	556	-35

### Administrative Report: Administration

#### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Conducted practical skill evaluations and written testing for IDHS Instructor I certification
- Met with newly hired firefighters to distribute uniform items & fit them for personal protective equipment
- Met with Avon Fire Department representatives to review video-conferencing system being used by ZFD
- Conducted new driver training for Ladder 93
- Met with representative of Scott Health and Safety to upgrade SCBA equipment for ZFD and PTVFD
- Met with Public Safety Medical representatives to review statistical results of 2016 department physicals
- Met with LA Fitness representatives to coordinate physical fitness training for upcoming Recruit Academy
- Participated in Recruit Academy as necessary
- Participated in ZCS facility safety drills
- Provided coverage for operational staff to allow for Recruit Academy participation

### Administration Report: Training

#### Division Chief Mark Hart

- Setup April training schedule
- Conducted final presentations and written test for Instructor 1 students
- FIT tested new recruits
- Attended Boone County Training Chiefs meeting
- Attended webinar with IDHS involving instructor changes
- Taught Ladder 93 training program to Eng Petro

- Taught Training Differences in Generations each shift
- Picked up material for Recruit class
- Picked up pallets from Fed-ex for recruit academy
- Attended EMS training on patient assessment
- Meeting with Executive staff about recruit class expectations
- Set final Recruit class training schedule
- Finished Rules and Regulations for Recruit class
- Recruit class started March 20<sup>th</sup>
  - Cancer Talk, Building Construction, History of the fire service, Fire Behavior and flow paths, PPE/SCBA Confidence course, Basic Cause determination, Communications, Sprinkler and alarm systems, Arrival and Follow up reports, PTSD Talk, Residential, multifamily, commercial, strip mall tactical templates, Ropes and knots, Fire Extinguishers, Pac Tracker, TIC, Salvage and overhaul, Aerial Ladder, Wildland, Boone County Pods exercise4, Jet Star.
- ZFD completed 1,584 hours for the month of March

## Administration Report: Fire Prevention/Code Enforcement Division Chief Josh Frost

- Conducted 6 final inspections
- Conducted 1 above ceiling inspection
- Conducted 7 rough-in inspections
- Conducted 4 site inspections
- Conducted 3 fire alarm acceptance tests
- Conducted 69 annual inspections
- Attended the Fire Protection & Building Safety Commission monthly hearing
- Facilitated maintenance to fleet vehicles
- Participated in planning meetings for EWS system design and installation
- Participated in ThinkMap training for layer creation and editing
- Attended a class on performing commercial tent and temporary structures compliance 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
- Hosted meeting with Deputy State Fire Marshal and all fire departments in tri-county district
- Conducted fire extinguisher training and fire prevention presentation to ZWIN at Station 93
- Represented ZFD at retirement breakfast for former Lafayette Fire Department fire inspector
- Consulted with Zionsville Building Inspectors on multiple occasions on ongoing commercial 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
- Participated in the State FIAI Board Meeting
- Instructed 2 - CPR, First Aid and AED courses for local organizations
- Conducted training on building construction, fire alarms and sprinkler systems for new recruits
- Coordinated the Engine Company Inspection/Pre-Incident Survey program
- Performed 2 home smoke detector installations and checks

<b><u>FD Reviews</u></b>	<b><u>March 2017</u></b>	<b><u>March 2016</u></b>	<b><u>YTD 2016</u></b>	<b><u>YTD Fees (Received)</u></b>
Site	4	3	9	N/A
Building	1	2	3	1,131.90
Fire Alarm Systems	1	1	6	1,275.00
Sprinkler Systems	1	3	3	275.00
Fines, Fees	1	2	1	75.00

**Administration Report: EMS**  
**Division Chief Steve Gilliam**

- Facilitated regular monthly CPR class and several skills only evaluations
- Met with the Sheriff , Major and other ZFD Chiefs to donate to the Sheriff's Office 3 AED units
- Attended training course
- Met with a representative from the AHA to review ways to recognize the department for its cardiac care
- Met with Mindy Collins from St. Vincent Health in regards to recruit training
- Met with Zionsville Women in Network group
- Provided EMS training: Techniques of patient assessment
- Attended EMS Committee meeting
- Met with Matt Petro in regards to supply ordering system
- Assisted in training of Zionsville Little League Coaches
- Traveled to Orlando to do inspection on new ambulance
- Attended Boone County Health Department "POD" training for emergency mass medication dispensing