

## ZFD Monthly Report for June 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
  - Fire Department Weekly Administrative Staff Meetings & Executive Meetings
- Internal 2018 Budget workshop with executive staff
- Organized and hosted weekly Town Hall construction site tours
- Attended Town Hall construction progress meetings with RL Turner Corporation on a bi-weekly basis
- Prepared and held Town Hall Furniture Public Bid
- Prepared and completed RFP for sound, audio & display items for new town hall
- Met with various vendors related to Town Hall project
- Met with IT Department regarding technology needs for the new Town Hall
- Attended ZFD HQ staff luncheon
- Attended weekly meeting with Town IT Director regarding transition plans for new Town Hall
- Met with Deputy Chief Beam and Miller regarding policy review
- Met with Mayor and Deputy Mayor to review Town Hall construction budget
- Met with Deputy Chief Miller regarding operations items
- Organizational meeting with Deputy Chief Miller and Deputy Chief Beam
- Met with Director of Fleet Services Mel Vlha regarding vehicle work orders
- Attended State House tour with Councilor Papa
- Completed mid-point performance check-ins with staff
- Attended kick-off event at Lincoln Park Concert Series recognizing Public Safety personnel
- Attended Hurst Bean Grand Opening
- Several meetings regarding fire station 93 roof replacement
- Attended funeral for former Boone County Sherriff Ern Hudson
- Met weekly regarding Town Hall development project with Town Hall Team members
- Town Hall Building Maintenance-odor control, gutters, lawn care, windows, electrical, entry/exit systems

### Administration Report: Operations Deputy Chief Brian Miller

- Met with Chief VanGorder and Chief Beam to review and discuss 2018 budget items
- Attended department safety committee meeting to review PPE, firefighter injury's & dept. accidents
- Worked with contractors to replace station 81 roof
- Held county operations chief meeting
- Set up pre-incident action plan for July fourth celebration at Lions park
- Attended a post incident analysis review for barn fire on 300 south
- Conducted five apparatus check-off rides on the Medic truck
- Completed four mid-year check in reviews with the staff that reports directly to me
- Participated in the Boone County leadership class on manufacturing and warehousing development
- Held operations meeting with Battalion Chiefs, Captains and Lieutenants
- Attended executive policy review meeting with Chief VanGorder and Chief Beam
- 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 July

## Monthly Run Report for June 2017

	Jun-17	Jun-16	YTD 17	YTD 16	YTD Difference
<b>Incident Type</b>					
1 Fire	18	9	52	47	3
2 Overpressure Rupture, Explosion, Overheat (no fire)	0	0	1	5	-4
3 Rescue & Emergency Medical Service Incident	127	122	654	673	-19
4 Hazardous Condition (no fire)	7	3	26	40	-14
5 Service Call	33	23	203	165	-3
6 Good Intent Call	26	22	102	153	-26
7 False Alarm & False Call	31	20	155	114	41
8 Severe Weather	0	0	3	2	1
Other	0	0	0	0	0
<b>Total Count</b>	242	199	1196	1199	-3
	<b>Jun-17</b>	<b>Jun-16</b>	<b>YTD 17</b>	<b>YTD 16</b>	<b>YTD Difference</b>
<b>Incidents By Zone</b>					
Urban	145	127	728	713	15
Rural	61	47	321	305	-10
Other (Carmel, Westfield, Pike, Lebanon, Whitestown)	36	25	147	181	-7
<b>Total Count</b>	242	199	1196	1199	-3

### Administrative Report: Administration

#### Deputy Chief Jeff Beam

- Met with Fire Department Executive Team to discuss various projects
- Conducted Return-To-Duty Work Performance Evaluation for firefighter returning from restricted duty
- Chaired Town of Zionsville Employee Benefits Committee meeting
- Met with Scott Health and Safety service technician to conduct repairs on SCBA's
- Chaired quarterly Zionsville Fire Department Safety Committee meeting
- Met with representatives during Town of Zionsville Open Enrollment meetings
- Covered for operations staff as needed
- Met with Town of Zionsville departments regarding upcoming TAC meeting agenda items
- Attended monthly Town of Zionsville Safety Board meeting
- Conducted written testing for IDHS Vehicle & Machinery Rescue- Operations certification
- Conducted mid-year Performance Appraisals for staff members

### Administration Report: Training

#### Division Chief Mark Hart

- Setup July Training Schedule
- Gave a fireworks permit and site inspection presentation to the Northern Indiana Inspectors association
- Set up VEIS training at the tower for Ladder 93 B-shift
- FIT Testing
- Assisted in filling staff positions on Engine 91 and Ladder 93
- Assisted ZPD with a rescue mannequin for the teen police academy
- Attended Special Ops state certification summit at IFD HQ
- Conference call with State Special Ops working group
- Met with Chief Batts, Wirey and Owens on future training facility concepts and ideas

## Administration Report: Training

### Division Chief Mark Hart (CONTINUED)

- Attended CPR Recertification
- Conference call for INTF-1 department rep meeting
- Attended Audit and Review at St 93
- Setup/hosted 5 day driving course between ZFD, Westfield Fire and Sheridan Fire at Indy Exec airport
- Received mid-point performance review with Chief Beam
- Attended weekly staff meetings
- ZFD completed 787.65 hours for the month of June

## Administration Report: Fire Prevention/Code Enforcement

### Division Chief Josh Frost

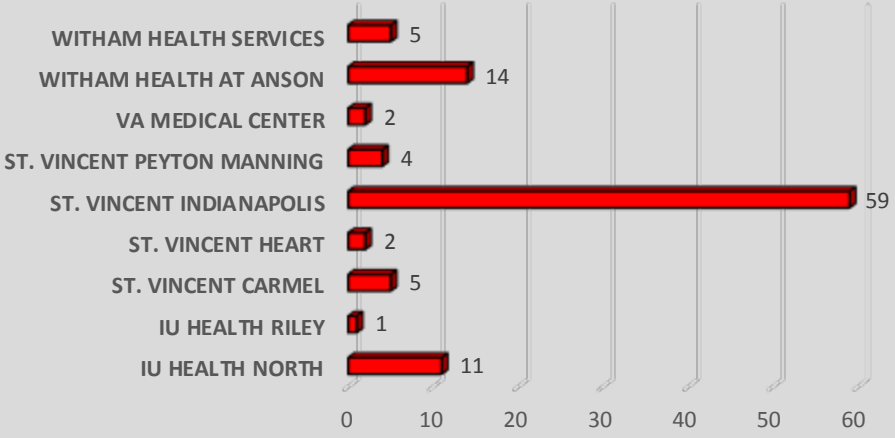
- Conducted 3 final inspections
- Conducted 38 annual commercial inspections
- Conducted 5 above ceiling inspections
- Conducted 1 fire alarm acceptance test
- Met with Planning Department representatives regarding address assignment issues
- Attended and participated in weekly staff meetings at fire department headquarters
- Met with Contractors, Developers and Planning Department regarding several projects in Zionsville
- Consulted with Zionsville Building Inspectors on multiple occasions for ongoing commercial projects
- Completed several reviews for commercial occupancies
- Met with property managers 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
- Maintained Knox Access Program
- Responded to emergency calls for service as needed
- Met with Fire Inspector regarding various inspection matters
- Represented Zionsville at the State FP&BSC hearing
- Participated in the FIAI State Board meeting
- Assisted with fireworks training for North Region FIAI and attended the regular business meeting
- Went on facility tour of pyrotechnics explosives magazine in Kingsbury, IN
- Facilitated the Central Region FIAI training and conducted the business meeting
- Taught 3 CPR classes
- Assisted with fireworks safety PSA for social media outlets
- Attended ribbon cutting ceremony at the UTB opening
- Conducted multiple shift level walk-throughs at the new Zionsville Government Center
- Attended the celebration of life event for former Boone County Sheriff, Ern Hudson
- Participated in IOSHA webinar for Indiana Fire Departments
- Assisted with fleet maintenance items
- Conducted and met with personnel for mid-year performance appraisal process
- Sat for International Code Council national fire inspector certification test
- Participated in Town project progress meetings

<u>FD Reviews</u>	<u>June 2017</u>	<u>June 2016</u>	<u>YTD 2017</u>	<u>YTD Fees (Received)</u>
Site	0	7	40	N/A
Building	4	2	20	7,008.50
Fire Alarm Systems	0	0	3	800.00
Sprinkler Systems	1	0	7	750.00
Fines, Fees	2	13	37	3,125.00

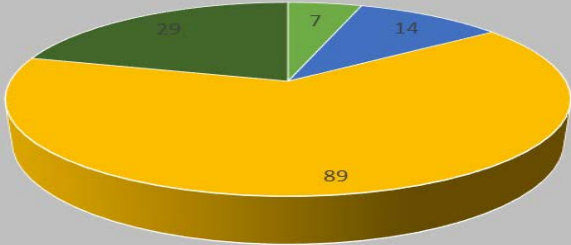
**Administration Report: EMS**  
**Division Chief Steve Gilliam**

- Completion of new Medic 93 ambulance and placed in service
- Adjusted EMS certifications for new ambulance and new reserve ambulance with IDHS
- Completed multiple CPR skills evaluations for the public
- Met with Deputy Chief Miller to review on going items
- Completed training with several new staff on Medic 98 mini ambulance and rail trail familiarization
- Completed annual CPR training for staff
- Facilitated CPR first aid classes for a few businesses
- Attended Lincoln park concert series for their public safety recognition night
- Completed Cricothyrotomy training
- Met with new Executive Director of Zionsville Meadows
- Attended training in South Bend, IN for the patient care reporting software used by ZFD
- Attended Audit and Review with Medical Director Dr. Kaufmann at station 93
- Had mid-point performance review with Chief Miller
- Facilitated EMS coverage for Polo events at Hickory Hall Polo Club
- Prepared additional EMS equipment for 4<sup>th</sup> of July EMS coverage
- ZFD had a total of 139 patient contacts and of those 103 patients were transported

### Transports by Hospital



### Patient Contacts by Disposition



■ No treatment, No Transport ■ Transported Lights/Siren  
■ Transported No Lights/Siren ■ Treatment, No Transport