



MEMORANDUM

TOWN OF PONCE INLET OFFICE OF THE PUBLIC SAFETY DIRECTOR

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael Disher, Town Manager AICP, Town Manager
From: Daniel Scales, Public Safety Director
Date: November 7, 2025
Subject: October 2025 Fire Department Activity Report

Attached to this memo are the following items.

- Department incident summary for the month of October (with graph)
- Accreditation baseline performance data for response occurring within Ponce Inlet only
- Incident concentration heat maps
- October operations update from Deputy Fire Chief
- October fire training summary for the fire department
- Summary of activities from the fire department Office Manager

In October, the Ponce Inlet Fire Department (PIFD) responded to a total of 101 incidents, with 53% of those falling under Emergency Medical Services (EMS). The department transported 44 patients, 17 from within Ponce Inlet and 27 from out-of-district, averaging 1.4 transport per day. Notably, 1 transport required assistance from an outside agency during this period.

Fire Department Accreditation Update - The Center for Public Safety Excellence (CPSE) site team has completed its review of our Self-Assessment Manual (SAM) and has recommended that we proceed with the final site visit in December. This is very exciting news and means we are now in the home stretch toward achieving fire department accreditation.

The Self-Assessment Manual (SAM) is an in-depth look at how our department operates and measures up to national standards. It covers everything from administration, training, and emergency response to planning, finance, and community outreach. The SAM is based on 11 categories and 252 performance criteria established by the Center for Public Safety Excellence (CPSE). These standards evaluate areas such as governance, assessment and planning, goals and objectives, financial resources, programs, physical resources, human resources, training and competency, essential resources, external systems, and outcomes.

Overall, the SAM shows how our policies, programs, and performance reflect best practices across the fire service. It's a major part of the accreditation process and helps us identify both what we're doing well and where we can continue to improve.

The site visit is scheduled to begin on **December 7**, with the assessment team departing on **December 11**.

Retirement of Deputy Chief Joe Landreville - Deputy Fire Chief Joe Landreville announced his retirement after four years of dedicated service to the Town of Ponce Inlet. Chief Landreville brought more than 40 years of fire service experience to our department and has been an invaluable part of the leadership team. His professionalism, knowledge, and calm leadership style have contributed greatly to the department's success. Joe played a key role in improving the Town's ISO rating, acquiring the new Quint, and strengthening our training and mentoring programs. His experience and guidance have left a lasting impact on the department and the community.

While the Deputy Fire Chief position will be filled, Chief Landreville's experience, guidance, and steady presence cannot truly be replaced. His impact on the department and the people he's worked alongside will be felt for many years to come.

Halloween Event Participation - The Fire Department duty crew had a great time spending the evening with residents at the recent Halloween event. Our staff truly enjoy opportunities to interact with the community at events like these, handing out treats, sharing safety tips, and connecting with families in a fun and relaxed setting. These moments help strengthen our relationship with the community and highlight the friendly, service-oriented spirit of Ponce Inlet Fire Rescue.

Fire Department turnout data is included with the other call related information. The fire department's goal is to have the 90th percentile time for both medical and fire calls meet the NFPA standards. In October, the fire department met the 90th percentile for fire responses. The 90th percentile for fire department EMS responses for October was close to the NFPA standard.

To provide the public with more fire department response data, we are including hyperlinks to heat maps of the various fire department responses. The intent of the heat maps is to demonstrate concentrations of calls within the community. This is a requirement of the accreditation process. Links to the heat maps can also be found on the Town's website under the fire department section.

NOTE: Each map link will launch in an individual web browser.

Link to Ponce Inlet's October fire department call responses:

https://app.mapline.com/map/map_61025dd/Qz9OPxUUPz8UPz8UPmgUTz86dD99Pz8UPz83PwJtPz8uP15bPy

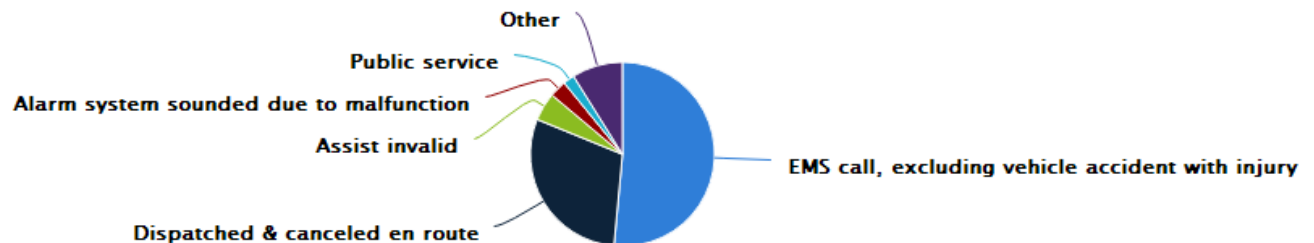
Link to Ponce Inlet's October EMS call type responses:

https://app.mapline.com/map/map_7a193e83/PR4UbT8cR3ULZTVLPz8UND8hP1RXGlGtUJVCUP1klPz8LFCN2LT

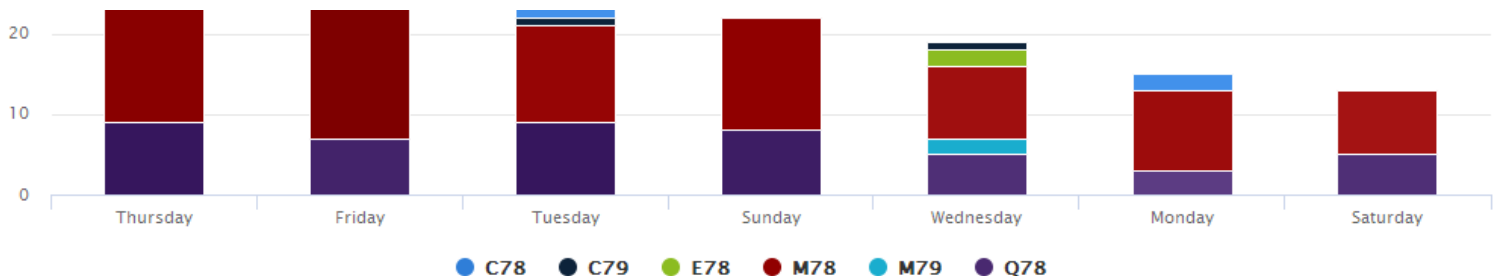
Link to Ponce Inlet's October fire call type responses:

https://app.mapline.com/map/map_a6d0be7/P2YUYwkbGj8ETT85LkIUZD9YPz87Pz8oPzgUPz9KGGEUJz8UPz

Incident Counts by Type – October 2025



Incident Counts by Day of Week - October 2025



C78 – Chief 78 C79 – Chief 79 E78 – Engine 78 M78 – Medic 78 M79 – Medic 79 Q78 – Quint 78

Ponce Inlet Fire Department All Incident Summary

October 1 through October 31, 2025

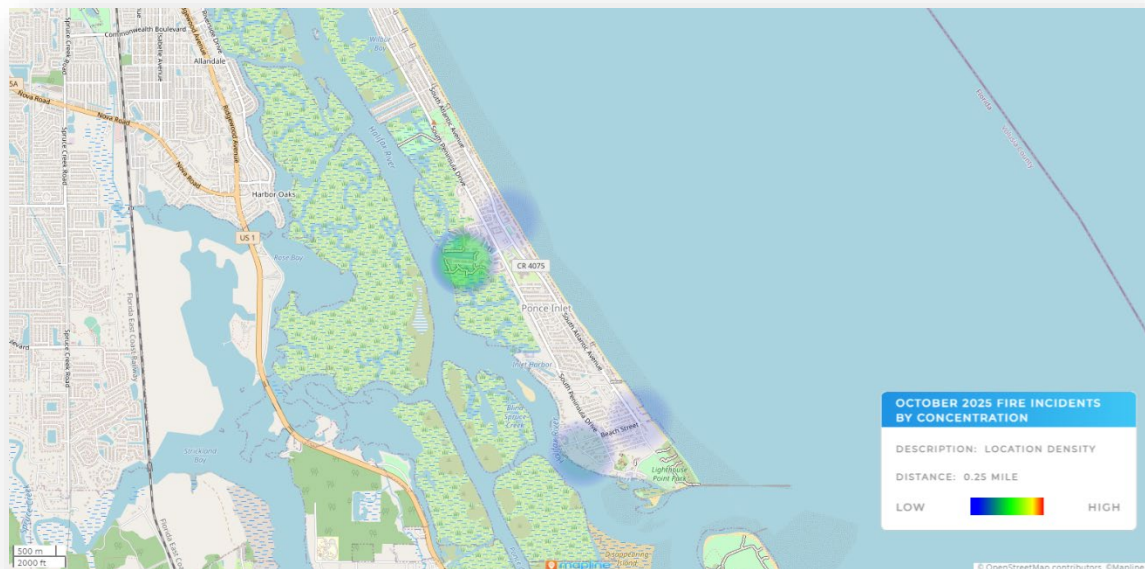
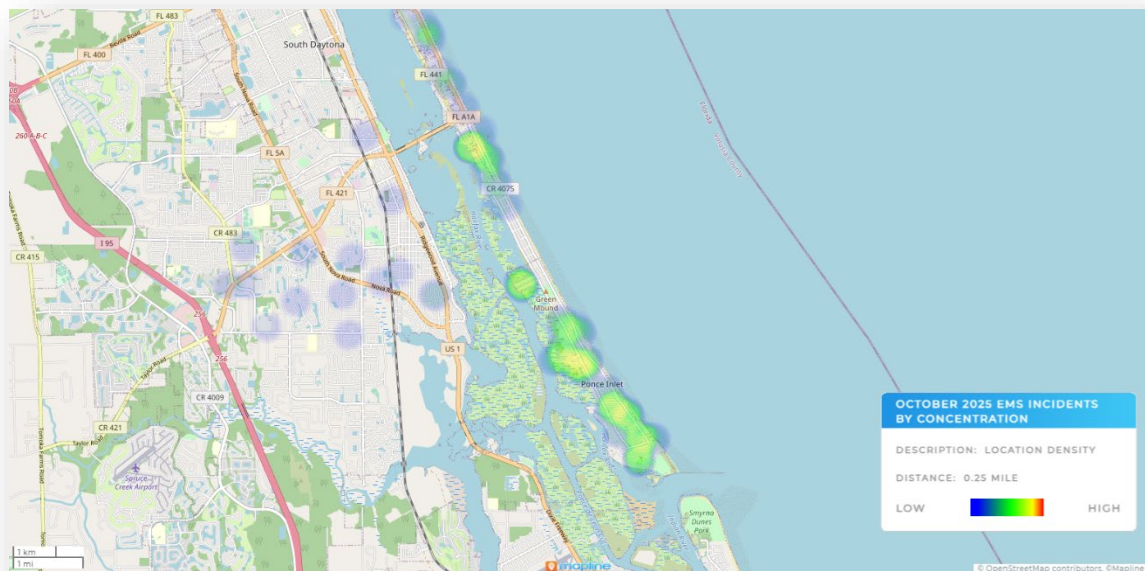
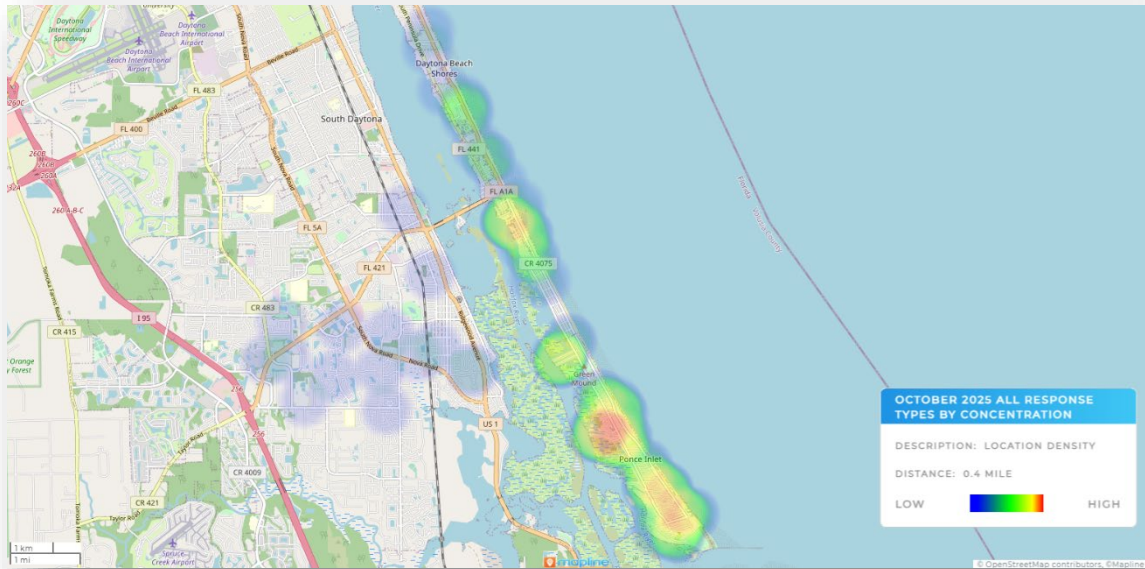
Total Monthly Department Responses	101
Fire Incident Types	47
EMS Incident Types	54
Average Response per 24hr Shift for October	3.3
Total Response for Year-to-Date	895
Average Response per 24hr Shift Year-to-Date	2.9

Fire Service Incident Types	
Hazardous Conditions/No Fire	0
Service Call	10
Good Intent	32
False Alarm	4
Special Incident	1
Fire	0

Unit Turnout Time Analysis	
	Reaction Time
Medical	
Average	41 Secs
Lowest	00 Secs
Highest	103 Secs
90th Percentile	69 Secs
Fire	
Average	42 Secs
Lowest	06 Secs
Highest	61 Secs
90th Percentile	57 Secs
Reaction Time - time from dispatch notification to time unit goes enroute	
NFPA 1710 Recommends 60 secs reaction time for 90% of EMS incidents	
NFPA 1710 Recommends 80 secs reaction time for 90% of fire service incidents	

Response Time Analysis	
	Response Time
Medical	
Average	04:00 Mins
Lowest	00:00 Mins
Highest	08:34 Mins
90th Percentile	06:00 Mins
Fire	
Average	03:44 Mins
Lowest	01:04 Mins
Highest	07:53 Mins
90th	05:29 Mins

EMS Incidents and Transports	
Transports	44
Non-transports	10
<i>Transports Originating Within Ponce Inlet</i>	17
<i>Transports Originating Outside of Ponce Inlet</i>	27
<i>In-District Transport Assisted by Outside Agency (not included transport totals)</i>	1
Ponce Inlet Transporting from In-District	0
Ponce Inlet Transporting from Out-of-District	1
<i>Transport Destinations</i>	
Halifax Port Orange	21
Halifax Daytona	13
Advent Daytona	2
Advent Port Orange	8
Advent New Smyrna Beach	0
<i>Total EMS Transports Year-to-Date</i>	488
In-District Transports	166
Out of District Transports	322
Average Transports per 24hr Shift for October	1.4
Average Transports per 24hr Shift Year-to-date	1.6



Baseline Performance Tables - For In-district Reponses Only*

(Low Risk) (Fire Suppression) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	NA	01:10	01:34	01:33	NA
Turnout Time	Turnout Time 1st Unit	Urban	NA	01:39	00:23	00:42	NA
Travel Time	Travel Time 1st Unit Distribution	Urban	NA	13:12	03:27	05:10	NA
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	NA	17:11	03:58	06:01	NA
			N=0	N=4	N=1	N=5	N=0

(Medium Risk) (Fire Suppression) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	01:21	01:29	01:19	00:31	2:13
Turnout Time	Turnout Time 1st Unit	Urban	01:26	01:35	01:03	00:46	00:52
Travel Time	Travel Time 1st Unit Distribution	Urban	04:19	05:56	04:46	06:15	03:25
	Travel Time ERF Concentration	Urban	05:34	07:41	06:14	07:00	04:14
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	05:34	07:41	06:14	07:00	04:14
			N=7	N=7	N=13	N=6	N=4
	Total Response Time ERF on Scene Concentration	Urban	NA	NA	NA	NA	NA

(High Risk) (Fire Suppression) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	NA	NA	01:07	NA	NA
Turnout Time	Turnout Time 1st Unit	Urban	NA	NA	00:11	NA	NA
Travel Time	Travel Time 1st Unit Distribution	Urban	NA	NA	03:39	NA	NA
	Travel Time ERF Concentration	Urban	NA	NA	03:56	NA	NA
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	NA	NA	03:56	NA	NA
			N=0	N=0	N=1	N=0	N=0
	Total Response Time ERF on Scene Concentration	Urban	NA	NA	NA	NA	NA
			NA	NA	NA	NA	NA

(Low Risk) (EMS) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	01:51	03:15	02:28	03:12	02:21
Turnout Time	Turnout Time 1st Unit	Urban	01:50	01:18	00:55	00:47	00:52
Travel Time	Travel Time 1st Unit Distribution	Urban	06:06	05:51	04:38	04:24	05:24
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	07:22	07:16	05:54	05:24	06:35
			N=22	N=28	N=25	N=21	N=32

(Medium Risk) (EMS) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	01:38	02:03	01:51	01:09	03:06
Turnout Time	Turnout Time 1st Unit	Urban	00:39	00:39	00:58	00:24	00:42
Travel Time	Travel Time 1st Unit Distribution	Urban	03:29	05:51	03:37	04:04	04:09
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	04:14	06:34	04:37	04:31	04:58
			N=1	N=7	N=2	N=3	N=3

(High Risk) (EMS) 90th Percentile Times Baseline Performance (all times min:sec)			June	July	August	September	October
Alarm Handling	Pick-up to Dispatch	Urban	01:52	01:16	NA	01:31	NA
Turnout Time	Turnout Time 1st Unit	Urban	00:43	01:02	NA	00:26	NA
Travel Time	Travel Time 1st Unit Distribution	Urban	02:54	02:55	NA	02:44	NA
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	03:51	04:10	NA	03:30	NA
			N=1	N=1	N=0	N=1	N=0

*Incident types that occur less than ten (10) times during the reporting period are considered statistically insignificant and will not be calculated as part of the department's official dataset. However, these incidents are still included in the report to ensure transparency, identify emerging trends, and provide a complete record of all response activities. While they may not significantly impact overall statistical analysis, tracking these lower-frequency incidents allows the department to monitor risks that could inform future operational planning and resource allocation.



MEMORANDUM

TOWN OF PONCE INLET OFFICE OF THE DEPUTY FIRE CHIEF

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Daniel Scales, Fire Chief
From: Joseph Landreville, Deputy Fire Chief
Date: November 1, 2025
Subject: October 2025 Operations Update

October Training Assignments and Meetings

Driver Engineers Meeting – Similar to the September meeting with the lieutenants, on October 2 a Driver Engineer's meeting was conducted to discuss the expanded roles of the lieutenants and how the Driver Engineers will assist them with those new roles. Additional topics included a review of the Strategic Plan, budgetary items, status of the accreditation process and, discuss emergency management and the CEMP.

Firefighter Survival Training – All shifts participated in training at the Port Orange training facility on a self-rescue technique called bailout. Using their assigned bailout kit, firefighters practiced lowering themselves out of a second story window simulating their evacuation of a burning building. The kit comes with 50 feet of chord, an anchoring device, and a lowering system.

Additional assignments:

- Driver Training – Area familiarization.
- Officer Training – Review structural firefighting tactics with assigned crew members.
- Haz Mat Training- Complete assigned Module #4 on Vector Solutions.
- Practical – Practice setting up and operating the aerial ladder each Friday.
- A walkthrough and familiarization of the fire pump rooms at Harbour Village condominium.
- EMS Training – Refresher training on HIPPA law and infection control.

Fire Department Overtime

Monthly overtime hours reflect the staffing coverage needed to maintain five firefighters per shift, as authorized by Town Council following a comprehensive review of operations, performance, and community risk.

October 2024 – 436

October 2025 – 625

Completions - Aggregated

Type:
Completions - Aggregated
Run Date:
Nov 3, 2025 1:39 PM
Shared with:
Not Shared
Filters:
Users: 15 selected
Type: All Assignments
Completion Date Range: From 10/01/2025 To 10/31/2025
User Status: Active, Offline

First Name	Last Name	Employee ID	Completions	Duration (hours)
Andy	Inman	PIF2403	6 4	51.25
Antony	Beaulieu	PIF2502	2 9	27.25
Bo	Godawa	PIF2301	8 0	7 3
Branden	Garcia	PIF2102	4 9	39.25
Christian	Huddleston	PIF2503	1 2	20.75
Crystal	Austell	PIF2201	6 8	57.5
Eric	Baxa-Breedlove	PIF2404	4 6	4 8
Gage	Kananen	PIF2401	1 2 1	114.25
Jeff	Lord	PIF2402	1 3 7	113.5
John	Juliano	PIF2101	8 4	70.25
Juan	Abad	PIF2202	5 9	4 7
Ray	Reneker	PIF2402	7 5	54.5
Ryan	Burke	PIF2405	3 0	27.25
Steven	Tornelli	PIF2001	7 6	57.75
William	Lautenschlager	PIF2501	5 9	33.5



MEMORANDUM

TOWN OF PONCE INLET

FIRE DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Dan Scales, Public Safety Director

From: Becky Hugler, FD Office Manager/Website Administrator/PIO

Date: November 3, 2025

Subject: Monthly Report for October 2025

Monthly Highlights

Processed payroll, invoices, scheduling, and maintenance for the Fire Department while completing SAM corrections and preparing for December's accreditation site visit.

Coordinated the CodeRED migration launching Nov. 18 and created resident outreach materials. As Website Administrator, posted reports, maintained calendar and alerts, ensured ADA compliance, and added Fire Department FAQs.

As PIO, shared key community updates and safety alerts across social media and attended Public Safety Day with Chief Glazier.

Fire Department Office Manager

- Completed payroll for 15 employees; verified ESS time entries.
- Processed Fire Department invoices/POs, scanned documentation to Content Management, monitored weekly PO entries by office managers, provided corrections and finance training support to Cultural Services.
- Staffing & Scheduling: verified scheduling for 20 filled shifts.
- Logged all medical transports to the department spreadsheet.
- Accreditation: met with Chief Scales and our Lead Peer Assessor about the upcoming visit at the beginning of December and emailed travel information. Meeting with Chief Scales and Lt Tornelli about preparing the station for the visit. Completed all corrections on the Self Assessment manual.
- Met with CodeRED regarding migrating all our subscribers and groups to the new system that will be going live on November 18th. Worked on the marketing materials that will be released to the residents in early November.

- Entered all maintenance requests for the station and scheduled all vehicle repairs including routine maintenance.
- Ordered all cleaning supplies for the department and worked on new inventory system and checklist for supplies in Check It Inventory system.
- Collected all uniform requests for entire department and began distributing uniforms, ordered items that were not in stock.
- Opened all maintenance purchase orders for the fiscal year.

Website Administrator

- Posted department monthly reports and corrected ADA issues to maintain accessibility.
- Sent out resident emails about Volusia County Beach Feasibility Study meetings, coastal flood advisory and sandbag Saturday.
- Maintained the Town Calendar, homepage News Flash, and Alerts; supervised Cultural Services and Clerk's Office calendar postings.
- Continued training with the CommonLook module for ADA compliance.
- Continued updates to the Budget and Building Applications pages.
- Updated Lost/Found Pets and Floodplain Management with 15 new links.
- Added a "Frequently Asked Questions" page to the fire department page. Started working on the "Resilient Ponce Inlet" page with FAQ's section.

Top 5 pages visited on Town website

1. Building/Permitting
2. Calendar
3. Court Reservation System
4. Facilities/Parks
5. Notify Me (email/text town notifications)

Public Information Officer

- Monitored and posted on Facebook, Instagram, and Nextdoor: coastal feasibility study meetings, Children's Halloween event, Ponce Inlet PD livestreaming 911 calls update, , Sandbag Saturday, board volunteers needed, dangerous surf warnings, traffic flooding advisories, Public Works crews updates about pumps activated, Volusia County approved 50 million for flood mitigation, Volusia County Government Online newsletter sign ups, Citizen's for Ponce Inlet newsletter release, Domestic Awareness Month proclamation.
- Attended Public Safety Day with Chief Glazier for the Port Orange South Daytona Chamber of Commerce Leadership Day event.