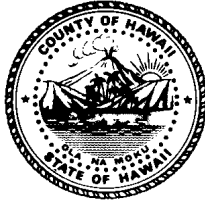


Harry Kim
Mayor



Dixie Kaetsu
Managing Director

Barbara J. Kossow
Deputy Managing Director

HAWAI'I COUNTY FIRE COMMISSION

C/O 25 Aupuni Street #217, Hilo, Hawai'i 96720

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REGULAR SESSION – MINUTES

As Amended

January 9, 2008

Aupuni Center Conference Room

CALL TO ORDER

The meeting was called to order by Chair Brazier at 10:00 a.m.

ROLL CALL

PRESENT:

John Bertsch (10:08)
Stephen Bowles
James Browne
Neil Brazier, 2007 Chair
Karen Kudlo
Karen Maedo
Wil Okabe, 2008 Chair
Henry Pomroy
Bill Rosehill

A quorum was present.

ALSO PRESENT:

Paul Austria	Chad Buck
Kaycie Carter	Brandon Gonzalez, Deputy Corporation Counsel
Laurie Kaneta	Wayne Kanemoto
John Kapsky	Glen Honda, Deputy Fire Chief
Raymond Rowe	Noni Sanford

Hawai'i County is an Equal Opportunity Provider and Employer

Commissioners: John Bertsch, Stephen Bowles, Neil Brazier, James Browne,
Karen Kudlo, Karen Maedo, Wil Okabe, Henry Pomroy, Jr., Bill Rosehill

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

APPROVAL OF MINUTES

Commissioner Bowles moved to accept the December 12, 2007, regular session minutes. The motion was seconded by Commissioner Maedo and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

None

NEW BUSINESS

- Employee Support and Guard Reserve Award Presentation.

Employer's Support of the National Guard Reserve Hawai'i Employer Outreach Director Chad Buck presented a certificate of appreciation to Battalion Chief Raymond Rowe for his contribution to and support of employee's participation in America's National Guard Reserve. (See Attachment "A")

Fire Equipment Operator Paul Austria explained that he nominated Battalion Chief Rowe for the award because of his support of FEO Austria during his service in the National Guard's Reserve. FEO Austria recently retired on November 30, 2007. Prior to his deployment to Iraq in 2006, Battalion Chief Rowe was very supportive and accommodating with regards to FEO Austria's considerable amount of planning, meetings and training.

Mr. Wayne Kanemoto stated that he is a volunteer who speaks to employees who are called to active duty status in the National Guard or Reserves regarding their rights under the (USERRA) Uniformed Services Employment and Reemployment Rights Act. He expressed appreciation to the County of Hawai'i's Police Department and Fire Department personnel because of its support given to the soldiers and airmen who are mobilized in the war in Iraq and Afghanistan. The County provides accommodations for personnel who are eligible for promotions upon their return to work. Mr. Kanemoto stated that the 29th Brigade and 100th Battalion will be sent to Kuwait at the end of the year.

UNFINISHED BUSINESS

- Election of Officers for 2008 (Postponed from December 12, 2007, meeting).

Commissioner Bowles asked to withdraw his name from the nomination for Chair.

Chair Brazier asked for a show of hands for the election of Wil Okabe as the Hawai'i Fire Commission's Chairman for 2008.

Commissioner Okabe was unanimously elected as Chair by the members present. Note: Commissioner Bertsch was not present at the time of the election.

Chair Okabe asked whether there were any nominations for the Vice-Chairman.

Commissioner Maedo nominated Commissioner Stephen Bowles for Vice-Chairman for 2008.

Chair Okabe asked for a show of hands for the election of Stephen Bowles as the Hawai'i Fire Commission's Vice-Chairman.

Commissioner Bowles was unanimously elected as Vice-Chair by the members present. Note: Commissioner Bertsch was not present at the time of the election.

CHIEF'S REPORT PROVIDED BY DEPUTY CHIEF HONDA

Budget

- FY 2007/08 Budget: A meeting was held on January 7, 2008, with the Department of Finance in order to review the budget. They were cautiously receptive to the County's overall revenue picture.
- In response to Commissioner Kudlo's inquiry last month, it was reported that Ocean Safety Division's budget items totaled approximately eight percent of the department's supplemental budget.

Alternative Funding and Grants

- FEMA FY 2004 Assistance to Fire Fighters Grant: (Burn Trailer) Awaiting the Memorandum Of Understanding (MOU) to be signed by the Department of Transportation in order to relocate to the airport site.
- FEMA FY 2007 Assistance to Fire Fighters Grant: Status quo. Submitted grant application on May 3, 2007, for video teleconferencing equipment.
- FEMA FY 2007 Fire Prevention & Safety Grant: Strategic Planning Public Education/Relations committee submitted grant proposal for safety and education trailer.
- Fireman's Fund: Received \$18,199 from Fireman's Fund Insurance which will be used to purchase training curriculum for Fire Equipment Operator and Fire Service Officer. The funds will also be used to enhance the

libraries at all 20 stations and provide selected fire service manuals for volunteer stations.

Capital Improvement Projects

- Makalei Fire Station: Continues to work with the KYA Design Group. At the same time, the owner is working with the County's Planning Department on the zoning and granting the land over to the county.
- Pahoia Fire Station: Construction continues. Still on target completion for May 2008.
- Fire Administration and Support Facility: Received and will review the preliminary floor plan schematic for the Administration Building.
- Central Fire Station: Environmental Assessment continues. The Department of Public Works continues to negotiate the design contract.
- Central Fire Station Retrofit Project: Roof renovation is completed. The station is fully operational. The Department of Public Works is developing a punch list to go out to bid on the repairs, including plastering and stucco.
- Captain Cook Fire Station: The Department of Public Works is preparing for the project to go out for a construction bid. The project involves ADA Compliance and the Hazardous Materials Abatement.
- Keaau Fire Station: Still in the land acquisition process.

Promotions and Hiring

Active recruits include:

Open-Competitive Recruitment

- Firefighter Recruit: Hired 19 Firefighter recruits on January 2, 2008. Unfortunately, one recruit has since resigned for family reasons. The recruits will be introduced at the February Fire Commission meeting.
- Ocean Safety: Pending interview and selection process.
- Storekeeper: Pending interview and selection process.

Internal Recruitment

- Fire Captain: Assessment center scheduled for March 10 and 11, 2008. Commissioners are welcomed to participate as an observer. However, there is a stipulation that there must be a commitment to the entire process.
- Fire Apparatus Trainer: Assessment Center scheduled for January 30, 2008.
- Fire Equipment Operator: Assessment Center scheduled for January 30, 2008, for two employees who were deployed when the interview and selection process was conducted.

Emergency Operations Division

- Missing Hiker: Mr. Brian Murphy who was reported missing on Mauna Kea still has not been found. The Fire Department's search was terminated.

Support Services Division

- Ocean Safety report by Captain John Kapsky.

Captain Kapsky informed the commission that Ocean Safety will be conducting a physical agility test for the recruitment of two half-time positions in Kona. The test will be scheduled for January 28, 2008, followed by interviews on February 8, 2008. Those positions are expected to be filled by the end of February. Also, in order to add four full-time positions to the future lifeguard tower at Pohoiki, the department will be going before the County Council to request its approval. Once the positions are approved, the department will begin preparations for the tower. The department ordered three towers from a manufacturer on the mainland. According to Captain Kapsky, the State of California received funding to redo every tower in the state with this manufacturer. Therefore, the manufacturer agreed to provide the Hawai'i County Fire Department's Ocean Safety Division's towers prior to the State of California's project.

Commissioner Maedo asked whether California would be able to donate some of its towers to Hawai'i County.

Captain Kapsky replied that he would inquire with the manufacturer.

Commissioner Bertsch questioned the cost of the towers.

Captain Kapsky answered that each tower costs approximately \$50,000.

Commissioner Kudlo inquired on Ocean Safety Division's recent publicity.

Captain Kapsky stated that the Ocean Safety Division works hard to keep the community apprised of the department's needs and to promote community awareness about beaches that have a high rate of injuries.

Fire Auxiliary Services Bureau

Communication Section

- Dispatch Trainees: Two new dispatchers are actively being trained. They will be introduced at the February meeting.
- On December 24 and 29, 2007, there were two radio system console failures. Pacific Wireless technicians were able to repair the problem.

Warehouse Section

- New Viking Stoves installed at Station 15, 5 and 4.
- New Gear Bags were distributed to all personnel.

Maintenance Shop Section

- Preconstruction conference held on December 20, 2007, for new ambulance. At the present time, the medic is being built.
- This month, there will be a preconstruction meeting for the new tower. The tower is a large truck with a 100 foot ladder that has a platform at the end of it. Following the preconstruction meetings, it will take approximately 40-45 days for the vehicle to go through the assembly line. The Fire Department will accept the vehicle upon arrival. Therefore, the liability rests on the vendor prior to arrival.
- Received new equipment, including a four wheel lift that is able to lift a Fire Truck up to 43,000 lbs.

Commissioner Bowles questioned where the tower ladder would be placed.

Deputy Chief Honda answered that the department has not made its decision.

Emergency Medical Services Bureau

- Conducted ePCR update training for EMS personnel. Training involved the electronic ambulance reports future upgrade from EMStat 4 to EMStat 5 program for electronic ambulance report form.
- Attended Hilo Airport table top exercise with other HFD personnel. Agencies that participated were the State of Hawaii Hilo Airport Fire Department as the lead agency, and Hilo Medical Center, Department of Health, Federal Aviation Administration, Transportation Security Administration, and Airline Carriers.

Prevention Bureau

- New Years Fireworks permits: The Fire Department, along with 12 retailers, sold approximately 1622 permits this year, as compared to 1786 last year.
- Fireworks incidents report: There were two fireworks related incidents this year, as compared to eleven last year.

Training Bureau

Operations Section

- 35th Firefighter Recruit Class: Presently online. Scheduled to receive their National Registry exams on January 13, 2008.
- 36th Firefighter Recruit Class: Started EMT class. For the first time and in partnership with the college, the Fire Department is supplying the instructor for the class. The instructor is Medical Intensive Care Technician Chris Honda, who is assigned to Station 1.

Commissioner Maedo questioned the amount of time given to MICT Honda in order to prepare for the class.

Deputy Chief Honda replied that MICT Honda was notified a month ago, and reminded the commission that MICT Honda is an experienced instructor.

- 37th Firefighter Recruit Class: Hired on January 2, 2008.
- Explorer Program: The second Explorer class held their final demonstration day on December 1, 2007. Will be contacting those Explorers who wish to continue with the ride-a-long programs.

Volunteer Section

- Some companies elected to cancel training due to the holidays.
- Report by Volunteer Firefighter Noni Sanford.
 - Volunteer Fire Chief's Meeting: Scheduled for January 19, 2008, at Kailua-Kona Volunteer Station (7 Bravo), Kaiminani Road, at 10:00 a.m.
 - Continuing with Fire essentials training.
 - Many volunteers are involved in CERT training.

Commissioner Browne requested information on the CERT program.

Ms. Sanford explained that the Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area, and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

Deputy Chief Honda stated that the Fire Department provides the CERT program's curriculum to different communities on Saturdays. At the present time, they have offered training to four communities.

Commissioner Bertsch expressed his concern regarding volunteers who are CERT members. It is necessary to recruit community members, because in the event of an emergency, the volunteers' duties to the Fire Department take precedence.

Ms. Sanford agreed that the volunteers' priority is the Fire Department.

Chair Okabe commented that the program was not meant to provide individuals certified training, only to respond to a disaster.

In response to Chair Okabe's comment, Deputy Chief Honda explained that South Kona members requested First Aid and CPR training. Although the Fire Department's Instructors provided them with training,

the cards issued to them were issued under the guidelines of the American Red Cross, not the CERT program. The CERT program offers them fire extinguisher training, disconnecting electrical utilities and gas lines. It is designed similar to fire camp.

Deputy Chief Honda stated that he would gather more information on the CERT program and present it to the commission at next month's meeting.

Other Projects

- Manaolana Gate project: Fire pump testing is suspended until an adequate location can be identified. The area considered in upper Kaumana was opposed by neighbors.

Commissioner Bertsch asked Commissioner Bowles whether he knew of a water source that would allow the Fire Department to draft water.

Commissioner Bowles replied that he is aware of several locations. However, it is a matter of surveying the land.

Deputy Chief Honda stated that although the project sounds simple, it is necessary to consider that the truck is 43,000 pounds, it needs to be 20 feet close to the source to get suction, and there are a lot of parameters that must be met.

Commissioner Pomroy asked whether drafting water from the docks was no longer allowed.

Deputy Chief Honda stated that the Fire Department prefers not to draft salt water.

New Projects/Business

- Per Commissioner Pomroy's inquiry at last month's meeting regarding the percentage of salary increases for the rank and file: on July 1, 2007, members received a five percent across the board increase in salary. They will receive a five percent increase in July 2008, 2009, and 2010.

Employee/Public Relations

- Station Decorating Contest: Appreciation was expressed to the stations that participated. The results are:

EAST HAWAI'I

1st Place – Keaau

2nd Place – Honokaa

3rd Place – Waiakea

WEST HAWAI'I

1st Place – South Kohala/Kailua (Tie)

- American Heart Association Heart Walk: Will be held on February 9, 2008, at 8:00 a.m., at Liliuokalani Gardens. Commissioners are welcomed to participate. If commissioners are interested, they may contact the Fire Chief's Secretary Laurie Kaneta.

ASSIGNMENT OF COMMITTEES FOR 2008

- **Budget and Finance**

Commissioner Bowles will serve on the Budget and Finance Committee.

- **Office Management and Staffing**

Commissioner Bertsch will serve on the Office Management and Staffing Committee.

- **Rules and Policies**

Commissioner Rosehill will serve on the Rules and Policies Committee.

- **Public Relations**

Commissioner's Pomroy, Bertsch, and Browne will serve on the Public Relations Committee.

- **Training and Education**

Commissioner Kudlo will serve on the Training and Education Committee.

Commissioner Bowles requested that the Chief's Office provide him with current input on the budget.

Commissioner Browne moved to approve the assignments of committees. The motion was seconded by Commissioner Bertsch and unanimously carried.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, February 13, 2008, at 10:00 a.m. in the Aupuni Center Conference Room, Aupuni Center Building, 101 Pauahi Street, Hilo, Hawai'i.
- Set agenda for February 13, 2008, meeting.

ADJOURNMENT

Meeting was adjourned at 11:17 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary