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HAWAI'I COUNTY FIRE COMMISSION

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REGULAR SESSION – MINUTES AS AMENDED January 10, 2007 Central Fire Station's Training Room

CALL TO ORDER

The meeting was called to order by Chair Maedo at 10:05 a.m.

ROLL CALL

PRESENT:

John Bertsch (11:50 a.m.) (Note: Representing the Fire Commission at the Salary Commission's meeting)

Stephen Bowles (10:10 a.m.)

Neil Brazier

James Browne

Karen Kudlo

Karen Maedo, Chair

Wil Okabe

Henry Pomroy, Jr. (10:10 a.m.)

Bill Rosehill (10:15 a.m.)

A quorum was present.

ALSO PRESENT:

Tom Brandt

Richard Fong

Laurie Kaneta

Glen Matsuda

Darwin Okinaka

Noni Sanford

Kaycie Carter

Glen Honda, Deputy Fire Chief

Gerald Kosaki

Diane Noda, Deputy Corporation Counsel

Darryl Oliveira, Fire Chief

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

STATEMENT ON AGENDA ITEMS (Executive Session)

None

APPROVAL OF MINUTES

Commissioner Okabe moved to accept the December 13, 2006, regular session minutes. The motion was seconded by Commissioner Brazier and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Okabe moved to accept communication numbers 07-01 and 07-02. The motion was seconded by Commissioner Brazier and unanimously carried.

Chair Maedo recommended that the Fire Commission address the committee reports while the commission awaits the Fire Commission's newly appointed members. The new members were sworn in at the Mayor's Office and would be arriving shortly.

COMMITTEE REPORTS

Rules and Policies (Maedo) Chair Maedo will conduct a Fire Department survey (see attachment "A") in conjunction with the Fire Commission's Annual evaluation of the Fire Chief. A memo was circulated to the Fire Department's personnel in order to solicit volunteers to form a survey committee. The committee will meet and create a survey on Friday, January 12, 2007, at 10:00 a.m., at the Big Island Federal Credit Union's conference room. Commissioner Brazier will attend and represent the Fire Commission's Office of Management and Staffing Committee. The survey committee will compose a survey and disseminate it to the rank and file on January 17, 2007. The deadline to return the surveys will be January 24, 2007. The results will be shared at the Fire Commission's February 14, 2007, meeting. Chair Maedo requested and was granted an extension on the Fire Chief's Evaluation by the Mayor's Office.

The Fire Commission welcomed Commissioner's Stephen Bowles, Henry Pomroy, Jr., and Bill Rosehill.

INTRODUCTION OF 35TH FIRE FIGHTER RECRUIT CLASS

Fire Equipment Operator Richard Fong introduced the recruits to the Fire Commission. The recruits began training on December 1, 2006.

Kaloni Bell	Derek Bitterman
Captain DeKoning	Ricardo Garza
Royd Henderson	Wesley Juvik
Ryan Kreps	Palani Kurashige
Elijah Medeiros	Kamuela Moraes
Russell Nishihara	Brent Okutsu
Steven Pangan	Daniel Rhodes
Jason Robello	Lui Sales
Chuck Segawa	Riley Young

All recruits introduced themselves.

The Fire Commission welcomed them.

CHIEF'S REPORT

Fire Chief Darryl Oliveira welcomed and introduced himself to the new members.

Budget

- FY 2007/08 Budget: Meeting scheduled with the Department of Finance to present the program and supplemental budget on January 12, 2007. (see attachment "B") An update will be provided at the next Fire Commission meeting.

Alternative Funding and Grants

- FEMA FY 2005 Assistance to Fire Fighters Grant: (Plymo-Vent) Electrical drawings were submitted in order to receive permits. Once approved, the contractor will begin installation at Central Fire Station.
- FEMA FY 2004 Assistance to Fire Fighters Grant: (Burn Trailer) The manufacturer will be inspecting and addressing a few warranty and rust issues between January 16-18, 2007. The Fire Department will schedule a live demonstration for the Fire Commission.
- FEMA FY 2006 Fire Prevention & Safety Grant: Application must be submitted by January 12, 2007, to purchase the fire safety and education trailer.

Capital Improvement Projects

- Makalei Fire Station: Presently, the consultant contract is being routed for execution. Anticipating the written and proposed contract to be completed by May 17, 2007.

- Pahoia Fire Station: Contract will begin soon with the demolition of the existing buildings, and the grubbing and grading of the property.
- Fire Administration and Support Facility: Presently negotiating a fee proposal with the consultant for the plans and designs. The last cost estimate approximately 18 million dollars.
- Central Fire Station: Currently, working with the Mayor's Office and the Federal Department of Housing and Urban Development Office to acquire land in the Lanakila area.
- Central Fire Station Retrofit Project: Approximately 60 years old. Anticipating the replacement of its roof in the near future. Commissioners were welcomed to tour and observe the condition of the building.

Commissioner Browne questioned the care/maintenance of the building.

Chief Oliveira replied that the County's Department of Public Works is tasked with the maintenance of all county facilities with the exception of the Department of Parks and Recreation's facilities and efforts will continue to be made to address fire facility needs.

- Captain Cook Station: Consultant will be submitting a fee proposal in order to include another apparatus bay. Chief Oliveira will meet with Council Member Brenda Ford on January 11, 2007, to discuss the possibility of acquiring property next to the station. It will allow for future expansion of both the Police and Fire Departments facilities. The property is occupied by the State.
- Paauiolo Volunteer Station: The Notice to Proceed (NTP) has been initiated with Architects Pacific, Inc. to proceed with the design process. The selected parcel is located on the Hamakua Coast Highway, next to mile marker 35, on the mauka side of the road. The area is approximately a five-acre parcel and will be in partnership with the Department of Public Works, Highways division.

Commissioner Bowles questioned the status of the Honokaa Fire Station.

Chief Oliveira answered that the three way land transaction that was discussed among the County, State and Bishop Estate came to a stalemate between the State and Bishop Estate. The HFD will continue to identify alternative sites within the Honokaa community. It is necessary to select an area that has optimum response and coverage.

Commissioner Pomroy questioned the number of stations islandwide.

Chief Oliveira replied that there are 20 staffed stations and 24 volunteer stations.

Commissioner Pomroy inquired on the manpower.

Chief Oliveira responded that there are 340 plus paid uniform staff and 325 volunteer staff.

Promotions and Hiring

- Open-Competitive Recruitment
Fire Fighter Recruit: The physical agility test is scheduled for January 20, 2007, at the NAS pool, at 7:00 a.m. Testing will begin at 8:00 a.m. The second portion of the event will take place at Walter Victor Stadium. Commissioners are welcome to attend.
- **Internal Recruitment:** In the process of scheduling the Fire Equipment Operator assessment center. Once a date is determined, the commission will be notified. Commissioners are welcome to participate.

Also, the department intends to fill the vacant Battalion Chiefs' positions.

Commissioner Kudlo questioned the number of retirements.

Chief Oliveira stated that there were 22 retirements in 2006, a record number in recent years.

Emergency Operations Division

- Reviewing vehicle maintenance and record keeping issues. The review is necessary to provide a better flow of information between operation personnel and the maintenance shop.
- Reviewing rescue protocols/procedures.
- Establishing Battalion Chief/Platoon Captain routine meetings to outline the department's objectives and goals.

Support Services Division

- Fire Auxiliary Services Bureau
 - Fire Communication Center: At the present time, there are ongoing discussions to address the different mapping software being utilized by the county.
 - Continuing to meet with the Police Department on co-location plans for Fire and Police Dispatch Center.
 - Continuing to work on microwave communication system upgrade. Assistant Chief Quince Mento asked to convey to the Fire Commission that the upgrade has not affected operations and communications.
 - Regarding Commissioner Bertsch's inquiry at a prior meeting about the hardening of Pepeekeo (retrofit of tower) project by the Department of Water Supply, Assistant Chief Mento determined that at that time, the most convenient source of unobligated funds for a transfer to pay for the retrofit was the Department of Water Supply.
 - Warehouse: In the process of getting the breathing apparatus inventoried and issued. Unfortunately, there was a discrepancy on the

MSA mask order and the wrong sizes were sent. Presently waiting for the vendor to assist with correcting the order.

- Partial equipment issued to Engine 21 and Engine 19. Still awaiting the arrival of more equipment.

- Emergency Medical Services Bureau
 - Retirement: Captain Lester Inouye retired December 2006. Will be filling both Battalion Chief and Captain vacancies.
 - Electronic patient care report (ePCR) training: Began on December 4, 2006. All licensed Medical Intensive Care Technicians were targeted for training. Interested Emergency Medical Technicians and Chief Officers were encouraged to attend. Targeting January 16, 2007, as the "Go Live" date.

- Prevention Inspection Bureau
 - Firefighter Gene Nakashima was promoted to Fire Inspector I.
 - Fireworks Report: Sold 1,786 permits; increased from 2005. New Years 2004 was the record high year. Sales are lower possibly because permits are not needed for novelty fireworks such as sparklers, fountains, paper fireworks, etc. A total of 15 relatively minor incidents were reported.

- Training Bureau
 - 34th Firefighter Recruit Class: Attending Emergency Medical Technician training.
 - Captain Tracy Yanagi returned to the training program.

- Volunteer Section
 - Captain Russell Enriques retired in December 2006. Captain Clyde Komatsu will assume duty as the East Hawai'i volunteer trainer and Captain Ralph Yawata will assume duty as the West Hawai'i volunteer coordinator.
 - Volunteer Fire Chief Tom Brandt reported that the next Volunteer Chief's meeting is scheduled for Saturday, January 13, 2007, at 10:00 a.m., at the Aupuni Center Conference Room. It will be hosted by Councilman Dominic Yagong. The Fire Commission is welcomed to attend.

New Projects/Business

- Ocean Safety: Meetings to be held with Ocean Safety personnel on January 9, 2007, in Hilo and January 11, 2007, in Kona. HFD personnel meetings will be scheduled as follows:
 - West Hawaii: January 11, 2007, at 1:30 p.m., Kailua Fire Station.
 - East Hawaii: January 18, 2007, at 1:00 p.m., Central Fire StationFire Commissioners were invited to attend.

- Fire Science – Spring 2007: Classes will be offered between January 8, 2007 through May 14, 2007. The tuition is waived. The classes offered are Wildland/Urban Interface and Intermediate Wildland Fire Behavior and Aircraft Rescue Firefighter.

Commissioner Browne was excused at 11:40 a.m. He gave his absentee ballot to the Fire Commission’s Secretary Kaycie Carter for the impending election of officers for 2007.

- Cruise Ships: Per Commissioner Browne’s request at a previous meeting, Assistant Chief Mento provided a report regarding the increase in cruise ship incidents as shown below:
 - 2004 Hilo 21 Kona 31
 - 2005 Hilo 39 Kona 54
 - 2006 Hilo 59 Kona 60

These numbers reflect the number of EMS call for non-Hawai’i residents at Hilo and Kailua Piers, not specifically for cruise ship visitors. In regards to cruise ship visitors - the Kona numbers are higher because there are a lot of visitor activities, such as parasailing, dinner cruises, dive charters, etc. at Kailua pier. It’s a safe assumption that not every tourist that needs 911 assistance on Kailua Pier is off a cruise ship. In Hilo, the only non-residents on the pier are cruise ship visitors, therefore the Hilo numbers are a better reflection of actual cruise ship medical emergencies.

- Firewise: Chief Oliveira requested that a report by Firewise Coordinator Denise Laitinen be placed on the Fire Commission’s February agenda. She will provide an overview of the Community Wildland Protection Plan for Hawaiian Ocean View Estates and Volcano.

Public Education/Relations

- Fire Station’s Christmas Decorating Contest

EAST HAWAI’I

- 1st Place – Honokaa
- 2nd Place – Waiakea

WEST HAWAI’I

- 1st Place – South Kohala
- 2nd Place – Kailua
- 3rd Place – North Kohala

- American Heart Association’s Heart Walk: Scheduled for Saturday, February 10, 2007, at 8:00 a.m., starting at Liliuokalani Gardens. The Fire Commission was encouraged to participate.

Commissioner Bowles stated that the December 2006 activity report showed that Kailua Fire Station had the most incidents. Due to the numerous delays of the Makalei Fire Station, Commissioner Bowles questioned whether the

Fire Department was considering other options on how to offer relief to Kailua Fire Station.

Chief Oliveira replied that the personnel are working to identify where the volume of calls is originating. This will help to identify an optimum location. A Fire Station in the vicinity of Kahaluu Beach Park is being considered.

Chair Maedo called for a 10-minute recess at 11:45 a.m.

Meeting resumed at 11:55 a.m.

Commissioner Bertsch made a motion to allow former Commissioner Matsuda to discuss the status of the Salary Commission's meeting. The motion was seconded by Commissioner Okabe and unanimously carried.

Former Commissioner Matsuda stated that he and Commissioner Bertsch attended the Salary Commission's meeting. Two Police Commissioners and the Police Chief attended in order to request an increase in the Police Chief's salary as well. It was expressed that both the Police and Fire Chief's receive an equitable pay raise. The Police Commission recommended a 12 percent pay increase over the highest paid employee. Mr. Matsuda suggested a salary in the sum of 110-120 thousand dollars. At the present time, there is no timeline when the Salary Commission will respond to the Fire Commissions request.

Commissioner Rosehill questioned whether retroactivity would be considered.

Commissioner Bertsch replied that it was mentioned. However, in his personal opinion, he does not think that it would be granted.

UNFINISHED BUSINESS

- Election of Officers for 2007
Voting results:
Brazier as Chair – Bowles, Okabe, Kudlo, Maedo, Browne, Brazier
Bertsch as Chair– Bertsch

Commissioner's Rosehill and Pomroy abstained from voting.

Commissioner Kudlo moved to nominate Commissioner Wil Okabe as Vice-Chair. Commissioner Bertsch seconded the motion.

AYES

NAYS

BERTSCH
BRAZIER
BOWLES
KUDLO
MAEDO
OKABE
ROSEHILL

Commissioner Pomroy abstained from voting.

Chair Neil Brazier and Vice-Chair Wil Okabe were elected for 2007.

- Assignment of committees
Deputy Corporation Counsel recommended that the Fire Commission postpone the assignment of committees to next months meeting since the 2007 Chair should appoint the committees. The Fire Commission agreed.

NEW BUSINESS

- 2006 End of the Year Report by Fire Chief Darryl Oliveira.
(Powerpoint presentation - see attachment "C")

Chair Maedo reminded the Fire Commission to return the Chief's evaluation forms to her by Wednesday, January 17, 2007.

PUBLIC STATEMENTS

None

ANNOUNCEMENTS

- The next meeting is to be held on Wednesday, February 14, 2007, at 10:00 a.m., in the Aupuni Center Conference Room, Aupuni Center Building, 101 Pauahi Street, Hilo, Hawai'i.
- Set agenda for February 14, meeting
 - Follow up on the Fire Chief's evaluation
 - Presentation by Firewise Coordinator Denise Laitnen
 - Assignment of committees
 - Ride along program (High School student will share his/her experience)

Meeting was adjourned at 1:17 p.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary