

William P. Kenoi
Mayor



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HAWAI'I COUNTY FIRE COMMISSION

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REGULAR SESSION - MINUTES **March 11, 2009** **Liquor Control Conference Room** **Kailua-Kona, Hawai'i**

CALL TO ORDER

The meeting was called to order by Chair Bertsch at 9:55 a.m. Public Statements will be addressed after 10:00 a.m.

ROLL CALL

PRESENT:

John Bertsch, Chair
Stephen Bowles
James Browne
Kaloa Robinson
Bill Rosehill

Excused: Karen Kudlo
Wil Okabe
Henry Pomroy, Jr.

A quorum was present.

ALSO PRESENT:

Bill Brillhante, Deputy Corporation Counsel
Tom Brandt
Kaycie Carter
Glen Honda, Deputy Fire Chief
Chelsea Jensen
Noni Sanford

Hawai'i County is an Equal Opportunity Provider and Employer

Commissioners: John Bertsch, Stephen Bowles, James Browne, Karen Kudlo,
Wil Okabe, Henry Pomroy, Jr., Kaloa Robinson, Bill Rosehill

APPROVAL OF MINUTES

Commissioner Bowles moved to accept the February 11, 2009, regular session minutes. The motion was seconded by Commissioner Browne.

Chair Bertsch abstained from approving the minutes because he was unable to review it prior to the meeting.

Deputy Corporation Counsel Brilhante reminded the commission that there are only five members present. The approval of the minutes requires a majority vote. It is necessary that Chair Bertsch review the minutes so that the commission can carry the motion.

Chair Bertsch reviewed the minutes and the motion was unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Bowles moved to accept communication No. 09-01. The motion was seconded by Commissioner Robinson and unanimously carried.

Chair Bertsch clarified that because the commission accepts written communication into their records it should not imply that they agree/disagree with the contents of the letter.

CHIEF'S REPORT

- Provided by Deputy Chief Glen Honda.

Budget

- FY 2009/10 Budget: Will present budget to the County Council on March 30 at 1:30 p.m.

Alternative Funding and Grants

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) The two vendors began installation of the VTC equipment at the various stations. Once the equipment is installed, they will begin training. Targeting completion for April.
- FEMA FY 2008 Assistance to Fire Fighters Grant: (health/wellness program, total budget is \$531,203). Awaiting bid award for equipment and medical screening.

Capital Improvement Projects

- Makalei Fire Station: Continuing negotiations on the terms and conditions for the dedication of the property from GKK Makalei. The final design plans have been accepted by the County and are being circulated for approval.

- Pahoia Fire Station: Off-site road improvements are complete. A meeting was held with Isemoto contracting on February 25, 2009, to discuss issues and discrepancies that needed to be addressed. A timeline was requested from the contractor. The timeline is designated for April.
- Fire Administration and Support Facility: Received a proposed RFP for the Telcom Specs.
- Central Fire Station: Reroofing was completed. The new location is still pending the State's Housing and Urban Development approval
- Captain Cook Fire Station: Painting of the bathroom primer has been completed. Finish is scheduled for next week. Email from Project Coordinator indicated that the interior painting (dormitory, kitchen, office, Captain's dormitory) was complete. Captain Guillermo was notified that they may begin moving furnishings back into the station.
- Paaui Volunteer Fire Garage: Chief Oliveira received approval from Mayor Kenoi to proceed and meet with the Diocese to discuss the County's interest in their property right off the Highway.

Promotions and Hiring:

Open-Competitive Recruitment

- Ocean Safety: Conducted a physical assessment exercise on March 5, 2009, for seasonal hires. May schedule another exercise in the near future to increase the pool of applicants.

Internal Recruitment

- Fire Captain: Written examination is scheduled on March 18, 2009. Assessment will be held on April 23-24, 2009. Commissioners who wish to participate as observers must attend both days.
- Fire Captain (Fire Prevention): Will be conducting promotions for two Fire Prevention Captains. Assessment Center is scheduled for March 30, 2009.

Chair Bertsch questioned whether all 17 Captain Vacancies would be filled.

Deputy Chief Honda replied that the department is trying to fill as many as possible.

Emergency Operations Division

- Incident Reports: HFD Calls for Service in February – 1841 (volunteer incidents - 29). YTD-3460 (volunteer incidents – 73).
- Surf Day at Kahalu'u Beach Park: Scheduled for April 29, 2009, from 9:30 a.m. to 2:30 p.m. Event is sponsored by Full Life. The purpose is to empower people with disabilities.
- Weapons of Mass Destruction exercise: Will be held on March, 18, 2009. Led by Special Operations Battalion Chief Clint Coloma and the 93rd Civil Support Team in Hilo.

- Battalion Chief Coloma is working with the Training Bureau on a Temporary Assignment Fire Rescue Specialist program. This will assist Firefighters to qualify and advance to a FRS position.
- Brush Fires: Two incidents in Pahala are being considered suspicious in nature. Another incident near the Akoni Pule seven mile marker was possibly started by campers.

Commissioner Bowles inquired on the recent brush fire in Waikoloa.

Deputy Chief Honda answered that he was traveling out-of-state and was unfamiliar with the incident. He will look into the matter and provide a report at the upcoming meeting.

Support Services Division

Emergency Medical Services Bureau

- PHTLS Refresher training: Conducted at the EMS Training Center on February 2 and 5, 2009, for EMT-P's & EMT-I's.
- Psychological First Aid Training: Seven members of the Critical Incident Stress Management Team attended. Held on February 7, 2009, in Kona, and February 21, 2009, in Hilo.
- Hawai'i County Pandemic Readiness and Response meeting: Held on February 10, 2009. Captain Christian Wong and Battalion Chief Ralph Yawata organized the event with the Department of Health and the Civil Defense Agency.
- New Medics for Waimea and Keauhou Fire Station: In the process of conducting bid specifications.
- Medical Intensive Care Technicians: Six MICT Interns completed all phases of the EMT-P program.
- Battalion Chief Yawata participated along with Company 9 in the North Hawai'i tabletop exercise involving mass casualties on February 24, 2009.

Fire Auxiliary Services

Communications

- Computer Aided Dispatch (CAD) Position: Dispatch center to receive one more licensed CAD position along with a new and improved CAD system. The new CAD system will have the capability to interface AVL units in the field with the mapping system in fire dispatch.

Maintenance Shop

- Apparatus and equipment repair
 - February 2009: 101 total repairs. 18 were service calls.
 - Head Mechanic Glen Miyasato is coordinating installation of 13 new fire radios.
- New Apparatus:
 - Received - 1 2008 model Ford Ranger 4 X 4 p/up - Ocean Safety-awaiting radio installation.

- Received – 1, Honda Rancher ATV in service –Ocean Safety-Hapuna.
- Received – 1, 2009 Toyota Tacoma 4 X 4 (from Sayre Foundation) – Rescue 2.
- Received – 1, 2008 Ford F350 4 X 4 (from Sayre Foundation and Ironman) - Brush truck to Company 7B.

Chair Bertsch suggested that the old radios be offered to the volunteers for their brush trucks.

Training Bureau

- 38th Firefighter Recruit class: Completing driver-training. Will begin EMT class in April.
- 37th Firefighter Recruit class: Passed their EMT-I National Registry exam. Currently assigned to companies and working 24-hour shifts.
- Other Training
 - USLA training completed in February.
 - CPR training is ongoing.
 - Upcoming training in March – CMC Rope Rescue class to be held in Kailua.
 - National Fire Academy in April.

Volunteer Section

- Captains continue training at the Volunteer Companies.
 - East Hawai'i: 27.5 hours of company training.
 - West Hawai'i: 30 hours of company training
- Change of Designation: At the last Volunteer Fire Chief's meeting, a vote was conducted and by consensus it was decided that Volunteer Fire Chiefs will be designated as Volunteer Company Officers or Captains.
- Fire Commission Written Communication No. 09-01: Discovery Harbour Volunteer Company Officer is now Larry Kingsley.
- Report by Tom Brandt
 - Ironing party: Appreciation to Captain DeSa's wife and Chief Oliveira who spent the entire day ironing patches onto the volunteer's shirts.
 - Volunteer Company Officer's meeting: Not scheduled. Date and time will be advised when known.

New Projects/Business

- 2009 State Legislature: Home rule fireworks legislation did not make it out of committee this session. The Fire Department will try again next year.

Employee/Public Relations

- Hats Off Campaign for American Red Cross: Scheduled for March 14, 2009, at KTA Puainako and WalMart-Kona. Chief Oliveira will participate in dunking booth from 11:30 a.m. to 11:45 a.m.—for \$1 a ball you get a chance to dunk him.

- Reuse a Shoe Project: Recycling program sponsored by Nike. Partnership with the Department Of Education and the Department of Environmental Management. Campaign targeting for the month of April. Fire stations are collection sites.

Commissioner Bowles questioned the status of the bills discussed at last month's meeting.

Deputy Chief Honda stated that the bills did not make it out of committee.

According to Chair Bertsch, there are two volunteer trucks located at Waiki'i Ranch. One truck is owned by the County, but it is out of commission. The other truck is being leased by the County, but is not authorized to leave the community association's property. Chair Bertsch inquired on the arrangement involving the leased truck.

Deputy Corporation Counsel Brillhante informed the commission that usually the County of Hawai'i has a policy not to use vehicles on loan. The reason is because there are issues concerning maintenance and repairs, and the responsibility for damages. Therefore, there is a hold up, because it is necessary for the Office of the Corporation Counsel to find an agreement to accommodate both parties.

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

UNFINISHED BUSINESS

- Fire Chief's Evaluation.

Due to Chief Oliveira's excused absence and because there is not enough members present to go to executive session, the topic will be deferred until the next meeting.

Commissioner Browne questioned whether new members were being considered.

Fire Commission Secretary Kaycie Carter stated that she inquired with the Mayor's Office and the matter is still pending a response.

Commissioner Browne expressed his concern with the Fire Commission not having a quorum.

Chair Bertsch agreed. In order to finalize the Fire Chief's evaluation, the commission needs to review it with him in an executive session. At that time,

he may decide whether to waive his rights and release the information to the general public.

Commissioner Browne requested that a status report regarding the vacancies on the Fire Commission be provided at the next meeting.

Chair Bertsch advised the commission that he will send correspondence to the Mayor's Office and he will also send a letter of appreciation to Captain DeSa's wife.

COMMITTEE REPORTS

Budget & Finance (Bowles): Commissioner Bowles will meet with Chief Oliveira to go over the budget before it is submitted to the County Council. The Fire Commission must make a strong appeal to discourage any budget cuts. Commissioner Bowles will circulate a copy of his testimony via email to the commission.

Chair Bertsch recommended that a copy be sent to the Fire Commission Secretary. Once she receives it, she may forward it to the commission.

Regarding consideration to Hawai'i Sunshine Law, Deputy Corporation Counsel Brilhante cautioned that if a member needs to respond to the email; they would need to avoid a group response and reply individually. (Note: No cc also).

Chair Bertsch stated that it would be appropriate to place the letter on the April agenda. At the next meeting the commission may accept it and file the document.

Office Management and Staffing (Bertsch) Secretary Kaycie Carter is researching the replacement of new recording material.

Rules and Policies (Rosehill) No report.

Public Relations (Pomroy/Bertsch/Browne) No report.

Training and Education (Kudlo) No report.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, April 8, 2009, at 10:00 a.m., in the Aupuni Center Conference Room, Aupuni Center, 101 Pauahi Street, Hilo, Hawai'i
- Set agenda for April 8, 2009, meeting.
- Warehouse Familiarization trip to 466 Kinoole Street, Hilo, for the purpose of observing operations. Trip will take place upon conclusion of other items on the agenda. (Deferred from February meeting.)

ADJOURNMENT

Meeting was adjourned at 10:45 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary