

Harry Kim
Mayor



Dixie Kaetsu
Managing Director

Barbara J. Kossow
Deputy Managing Director

HAWAI'I COUNTY FIRE COMMISSION

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REGULAR SESSION - MINUTES

March 14, 2007

Liquor Control Conference Room
Kona Center Building

CALL TO ORDER

The meeting was called to order by Chair Brazier at 9:55 a.m.

ROLL CALL

PRESENT:

John Bertsch
Stephen Bowles
James Browne
Neil Brazier, Chair
Karen Kudlo
Karen Maedo
Henry Pomroy, Jr.
Wil Okabe

Excused:

Bill Rosehill

A quorum was present.

ALSO PRESENT:

Kaycie Carter
Laurie Kaneta
William "Tiki" Morris
Mac Goddard

Lunakanawai Hauanio
Erin Miller
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)

Mr. Morris stated that he was concerned about the Fire Department's personnel not using "Wildland Personal Safety Gear (OSHA/NFPA approved). His presentation reflected his letter sent to the Fire Commission. (Written Communication No. 07-06) (See attachment "A")

The Fire Commission thanked Mr. Morris for his presentation.

Mr. Lunakanawai Hauanio distributed documentation regarding his presentation. (See Attachment "B")

The Fire Commission thanked Mr. Hauanio for his presentation.

STATEMENT ON AGENDA ITEMS (Executive Session)

None

APPROVAL OF MINUTES

Commissioner Maedo moved to accept the February 14, 2007, regular and executive session minutes. The motion was seconded by Commissioner Okabe and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Maedo moved to accept communication numbers 07-05 and 07-07. The motion was seconded by Commissioner Okabe and unanimously carried.

MOTION TO GO INTO EXECUTIVE SESSION

Commissioner Bertsch moved and Commissioner Maedo seconded meeting in an executive session to consider the hiring, evaluation, dismissal, discipline of or charges brought against an employee of the Hawai'i County Fire Department, where consideration of matters affecting privacy will be involved and a closed session is requested by the concerned individual, or to consult with Corporation Counsel on questions and issues pertaining to the commission's powers, duties, privileges, immunities, and liabilities. (Pursuant to HRS 92-5(2) and Hawai'i County Charter Section 13-20(b)). The motion was unanimously carried.

The regular session ended and the executive session began at 10:25 a.m.

Regular session resumed at 11:30 a.m.

ACTION ON EXECUTIVE SESSION MATTER

It was moved by Commissioner Bowles and seconded by Commissioner Kudlo that HCFC complaint 06-02 be sustained and referred to the Fire Chief for further investigation. The motion carried with the following votes.

Ayes – Bowles, Brazier, Browne, Kudlo, Maedo, Okabe, and Pomroy.

Nay - Bertsch.

At 11:35 a.m., Commissioner Maedo requested a five minute recess.

Meeting resumed at 11:40 a.m.

CHIEF'S REPORT

Budget

- FY 2007/08 Budget: Mayor Kim presented his budget to the County Council and included the following supplemental budget items:
 - Warehouse renovation \$20,000
 - Personal Protective Equipment Program \$260,000
 - Safety Shoe Program \$40,000
 - Two New Replacement Rescue Apparatus \$1,060,000

The Hawai'i Fire Department will present its budget before the County Council on Friday, March 30, 2007, at 9:00 a.m.

Alternative Funding and Grants

- FEMA FY 2005 Assistance to Fire Fighters Grant: (Plymo-Vent) The projected start date is March 19, 2007.

Capital Improvement Projects

- Makalei Fire Station: Deputy Chief Glen Honda and former Deputy Chief Desmond Wery (Projects Manager) met with the design consultant on February 19, 2007, to discuss building and site requirements.
- Pahoa Fire Station: Continues with the site grubbing. Septic system was installed.
- Fire Administration & Support Facility: No new updates.
- Central Fire Station: No new updates.
- Central Fire Station Retrofit Project: Pre-construction meeting was held on February 14, 2007, with contractor to iron out details of project.
- Captain Cook: Fee proposal currently under review by the Department of Public Works.
- Paauilo Volunteer Station: Continuing with design phase of project.
- Naalehu Fire Station: Submitted a request to Mayor Kim to request to the Governor's office for an executive order for Naalehu site near Waiohinu. Mayor responded and requested a comprehensive priority listing of all fire station needs. This formal report will also include existing stations.

Promotions and Hiring

Active recruits include:

Open-Competitive Recruitment

- Fire Fighter Recruits: Sent out the conditional offers of employment for candidates of the 36th Firefighter recruit class. Will be setting up medical screening. Target date for hire is June 1, 2007. Anticipate hiring for the 37th Firefighter recruit class in November or December 2007.
- 36th Firefighter Recruit Class family orientation will be scheduled in May. Commissioners are invited. Details will be advised at the April meeting.

Internal Recruitment

- Fire Equipment Operator assessment: Held on February 17, 2007. Candidates were notified by mail. The promotions of 12 individuals are expected by April 1, 2007.
- Battalion Chief Positions (EMS and FASO) closed on February 28, 2007. A total of five applicants. Will be scheduling an assessment center. The commission will be notified of the date. Applicants are concerned with the pay. The HFD is working with the Department of Human Resources on the reallocation of the Assistant Chief and Battalion Chief positions. The reallocation will put these positions in line with every jurisdiction in the State.

Emergency Operations Division

- Firefighter 1 Training Program: Battalion Chiefs continue to conduct routine meetings.
- Working on initiating an Incident Command System Training to line personnel.
- Meeting with Battalion Chiefs to stress the importance of the use of personal protective equipment. Trying to encourage the officers to understand that it is their responsibility and they are accountable for the use of the equipment issued.

Support Services Division

- Fire Auxiliary Services
 - Fire Communication Center
 - Continue to work with the Police Department and the wireless entities regarding the wireless project that will begin soon. GPS will track cellular calls.
 - Warehouse
 - Distributed Fire Extinguisher and Flammable signs to stations. This should complete all Support division activities for HIOSH remediation.
 - Air Bag (Safe Highways 2006 Grant) distribution completed.

- Maintenance Shop
 - Apparatus and equipment repair: Continue to work on replacing two water tanks on brush trucks in Honokaa and Keaau.
 - New Apparatus: Received word that new engine for Captain Cook is ready for final inspection.

Emergency Medical Services Bureau

- Appreciation to FF/MICT Wayne DeMotta for his assistance with the EMS staff. He has been instrumental with the distribution of critical EMS supplies.
- Construction began on Hilo Medical Center's Emergency Room renovation project. Patient drop-off area is affected. Deputy Chief Mento is working with the Hospital Safety Officer and the CEO to ensure safety and disposal of contaminated material.
- Met with Hilo Medical Center to discuss current state of ambulance supply procurement. HMC and Kau Hospital do not want to continue supporting the current restocking system. Will be working on a price term agreement bid to secure a vendor to provide ambulance supplies.

Prevention Inspection Bureau

- Three inspectors attended Fire Inspections Principles Training on Oahu from February 12-23, 2007. This is a fundamental class that is needed for them to continue with their training at the Fire Academy. Fire Academy Superintendent Dr. O'Neil has pledged his assistance in helping to admit future HFD personnel.

Training Bureau

- 33rd Firefighter Recruit Class: Promoted to Firefighter status as of March 1, 2007. They are currently finishing up the minimum requirements needed to be an assigned EMT on a Medic unit.
- 34th Firefighter Recruit Class: Concluded their EMT-B clinical phase of training. They will be taking their finals this week and begin their EMT-I class on March 9, 2007. Tentatively scheduled to be completed by May 11, 2007. Graduation scheduled for May 12, 2007.
- 35th Firefighter Recruit Class: Finishing up their Fire Essentials Curriculum and taking their skills testing and written final exams. They completed Wildland Fire Training, Propane Gas Emergency Training, and Water Safety Training. Will begin Driver Training.

Volunteer Section

- Captains Clyde Komatsu and Ralph Yawata continue to familiarize themselves with the different volunteer companies.
 - West Hawaii: Trained 89 volunteers (10 companies) in CPR/AED and First Responder. Working on supply inventory.
 - East Hawaii: Met with 64 volunteers (12 companies) and worked with them on inventory and PUC issues.

- Ocean View Volunteer Mac Goddard praised Captains Komatsu and Yawata for doing an excellent job.
- Volunteer Chiefs' Quarterly Meeting: To be held on April 21, 2007, at the Pahala Fire Station. Details will be provided at the upcoming meeting.

Other Support Division Activities

- Assistant Chief Mento continues to work with FEMA on reimbursement for October 15, 2006, earthquake damages.
- Assistant Chief Mento working with representatives from HPD and Department of Data Systems in the selection of a consultant to design a new radio system for the County of Hawai'i.
- Assistant Chief Mento working with the Office of the Corporation Counsel and Pacific Wireless on the relocation of the Kapoho Radio Tower.

New Projects/Business

- Fire Chief Oliveira attended the National Fire Academy's Executive Analysis of Fire Service Operations in Emergency Management on February 19 – March 2, 2007, in Emmitsburg, Maryland. He is encouraging the Deputy Chief, Battalion Chiefs, and Assistant Chiefs to attend.

Public Education/Relations

- American Red Cross Hats off Campaign: Held at KTA-Puainako and Kailua on March 3, 2007. Raised a total of \$4,954.05.
- 5th Annual Employees & Awards Dinner: Will be postponed. Commissioner will be notified.

Commissioner Bowles questioned whether the volunteers were distributed equipment.

Chief Oliveira responded that they were not issued the Wildland pants. The Fire Department is trying to raise money to purchase it for them. At the present time, the volunteers are encouraged to use Federal standard non synthetic pants.

Commissioner Okabe inquired as to the use of the Personal Property Equipment.

Chief Oliveira replied that the personnel are required to use it. However, it was not being enforced and there is a need to hold the officers accountable for this.

Commissioner Bertsch questioned the call volume and the vacancies at the Kailua Fire Station.

Chief Oliveira stated that there are vacancies; however, personnel are assigned to those vacancies. These are typically the recruits in transition.

Regarding the statistics at the station, Chief Oliveira reviews the annual report rather than the monthly report to determine whether there is a consistent increase in demand.

Commissioner Bertsch asked whether the Fire Department was developing a plan with regards to a disaster.

Chief Oliveira replied that the Fire Department is considering revisiting and rewriting its emergency response plan.

Commissioner Bertsch questioned the status of the burn trailer.

Chief Oliveira answered that he would provide a demonstration at the next Fire Commission meeting.

UNFINISHED BUSINESS

COMMITTEE REPORTS

Budget & Finance (Kudlo) No report.

Office Management and Staffing (Bertsch) No report.

Rules and Policies (Rosehill) No report.

Public Relations (Pomroy) No report.

Training and Education (Maedo) No report.

NEW BUSINESS

PUBLIC STATEMENTS

ANNOUNCEMENTS

- The next meeting is to be held on Wednesday, April 11, 2007, at 10:00 a.m., in the Aupuni Center Conference Room, Aupuni Center Building, 101 Pauahi Street, Hilo, Hawai'i.
- Set agenda for April 11, 2007, meeting

Meeting was adjourned at 12:24 p.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary