

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 **April 9, 2008** **Aupuni Center Conference Room**

CALL TO ORDER

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

ROLL CALL

PRESENT:

John Bertsch
Karen Kudlo
Wil Okabe, Chair
Henry Pomroy
Bill Rosehill

Excused: Stephen Bowles
James Browne

A quorum was present.

ALSO PRESENT:

Tom Brandt
Bill Brillhante, Deputy Corporation Counsel
Kaycie Carter
Thomas Clark
Laurie Kaneta
John Kapsky

Harry Kim, Mayor
Glen Honda, Deputy Fire Chief
Darryl Oliveira, Fire Chief
Noni Sanford
Ralph Yawata

Hawai'i County is an Equal Opportunity Provider and Employer

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

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

APPROVAL OF MINUTES

Commissioner Bertsch moved to accept the March 12, 2008, regular session minutes. The motion was seconded by Commissioner Pomroy and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Budget & Finance (Bowles) No report.

Office Management and Staffing (Bertsch) No report.

Rules and Policies (Rosehill)

- Guidelines for the Fire Chief's Annual Evaluation – changes and/or suggestions.

Commissioner Rosehill distributed a proposed draft of the Fire Commission's procedures regarding the Fire Chief's Annual Evaluation form.
(See Attachment "A")

Deputy Corporation Counsel commented that the policies are to be considered and approved by the commission. The Office of the Corporation Counsel cannot dictate policies; its role is to identify problematic issues.

Chair Okabe reminded the commission that the intent of this discussion is in order to provide the evaluation to the Mayor before the end of the year.

Commissioner Bertsch suggested that the commission conduct a mid-year update and target the June meeting to revisit the strategic plan. This will allow the commission to take into account community issues and concerns.

Commissioner Kudlo made a motion to establish a mid-year update in June. Commissioner Pomroy seconded the motion and it was unanimously carried.

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

Training and Education (Kudlo)

Commissioner Kudlo advised the commission that she was in the process of contacting Battalion Chief Coloma regarding the Health and Wellness program.

CHIEF'S REPORT

- Presentation of Certificate of Appreciation to Lt. Colonel Trey Johnson and members of the 93rd Civil Support Team.

On behalf of the people of the County of Hawai'i, Mayor Harry Kim and Chief Darryl Oliveira expressed their appreciation to Lt. Colonel Trey Johnson and the members of the 93rd Civil Support Team. Due to the recent threat of high levels of sulfur dioxide gas, the Hawai'i County Fire Department has been working with the 93rd Civil Support Team and other agencies to monitor the amount of sulfur dioxide and particulates. Mayor Kim and Chief Oliveira presented the 93rd Civil Support Team with a Certificate of Appreciation.

- Introduction of Emergency Medical Services Storekeeper Thomas Clark.

Battalion Chief Ralph Yawata introduced newly hired Thomas Clark, who began on March 3, 2008, as the EMS Storekeeper.

Budget

- FY 2008/09 Budget: The budget was presented before the County Council on April 1, 2008. Met with Commissioner Bowles a week prior to discuss the presentation. The presentation emphasized the importance of the economy in relation to the Fire Department's budget. The County Council expressed their support to approve additional resources to the department. Also, there was support for specific projects such as a vehicle replacement schedule and development of a Jet Ski program.

Alternative Funding and Grants

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) Committee working on specifications for bid proposal. Completed surveying the stations.

Capital Improvement Projects

- Makalei Fire Station: Environmental Assessment was published on March 8, 2008, and circulated for public comment.
- Pahoa Fire Station: Working with Department of Public Works, the State's Department of Transportation, and HELCO on addressing the issue of the easement, which involves relocating poles in order to open up a driveway.
- Fire Administration and Support Facility: Environmental Assessment was published on March 8, 2008, and circulated for public comment. The project includes three different phases, including dispatch, administration, and a training classroom component. The dispatch component involves a partnership with the Police Department. As a result, the cost has increased mostly due to the cost of construction. Therefore, the Fire Department is reviewing the allocated cost for the project with the understanding that it is necessary not to compromise the necessities in order to maintain an effective communication center for both departments.

- Central Fire Station: The Environmental Assessment was published on March 8, 2008. An update will be provided at next month's meeting.
- Captain Cook Fire Station: Received notification from the Department of Public Works' projects manager that the plans are being reviewed by the Planning Department and are awaiting approval. Anticipating construction to begin in August or September. Also, once the plan is approved, the department will be able to determine and provide a schedule to the National Park Service, which has offered temporary accommodations to the station's personnel.
- Keaau: No new developments.
- Honokaa: No new developments.

Promotions and Hiring

Active recruits include:

Open Competitive Recruitment

- Firefighter Recruit: Compass test scheduled on April 3 – 4, 2008. Interviews will be conducted from April 4-14, 2008.

Internal Recruitment

- Fire Apparatus Trainer: Filled position on April 1, 2008.
- Fire Equipment Operator: Two previously deployed employees were promoted to Fire Equipment Operator positions on April 1, 2008.
- Fire Captain: Ten candidates who completed the assessment on March 10, 2008, were promoted to Fire Captain effective April 16, 2008. Recruitment for other Fire Captain vacancies is expected to occur this summer.

Emergency Operations Division

- March 11, 2008, Halemaumau Emissions: The eruption has taken the forefront of the Fire Department's operations. As of April 7, 2008, the department is manning the Emergency Operations Center around the clock. This decision was based on the recent elevated (yellow alert range) emissions levels of SO₂. Initially, the focus was to determine the danger involved. It was necessary to establish samples and measurements that would identify and monitor the boundaries of SO₂ levels. This determination is based on the emission rate, and the wind conditions forecasted by the National Weather Service. Also, with the support of the 93rd Civil Support Team, the department was provided a Federal Defense Software program that can create pin models that identify the reach of the emissions based on wind direction.

Commissioner Bertsch inquired on whether the occurrence was being compiled and documented.

Chief Oliveira answered that the occurrence is being documented as part of the incident management structure.

- West Hawai'i Brush Fires: There were approximately 4-5 suspicious brush fires being set per day. As a result, the department is investigating this matter.
- Ocean Safety Bureau report provided by Captain John Kapsky.
 - Isaac Hale Beach Park (Pohoiki): The County Council approved the department's proposal for four lifeguards. As a result, the department has filled all four positions effective March 1, 2008, which coincided with the installation of the lifeguard tower. The Department of Parks and Recreation is working with Battalion Chief Coloma on designing a temporary wooden structure until the permanent structure arrives.
 - Jet Ski Program: Will target Pohoiki, Mackenzie, and Kapoho Beach Parks.
 - Surveyor Towers: Ordered three towers. Two will be specified for Kona at Laaloa (Magic Sands), and Spencer Beach Park. The third will be assigned to Pohoiki.
 - Annual Ocean Safety Conference: One day conference. This year's theme was "Transitions from Parks and Recreation organizations into the Fire Department organizations." Currently, Kauai and Hawai'i County are the only counties that are overseen by the Fire Department. Anticipating Maui County to follow. The conference provided workshops pertaining to AED updates, the Junior Lifeguard Program, and another workshop which involved future ADD technology. The Fire Commission will be provided more information at the May meeting.

Chair Okabe inquired on the date and place of the conference.

Captain Kapsky replied that it usually occurs in March and that the next event would be held on Maui.

Support Services Division
 Fire Auxiliary Services Bureau
 Communication Section

- On March 20, 2008, a web conference was conducted with the department in order to identify a maintenance management software product. Several product vendors attended, and participation also included representatives from the County's Mass Transit Agency, Department of Public Works, and other county agencies that need to manage and maintain a fleet. Although each agency will have special software needs, there is consideration for the County to have a standardized platform to work from. This would allow efficiency with cost, training, etc.

Emergency Medical Services Bureau

- ePCR committee meeting held on March 14, 2008, to discuss patient care report (ePCR) delivery to hospitals. Battalion Chief Yawata and the ePCR Team will express their concerns at the upcoming April conference. This

will offer the vendor the opportunity to address the problem. The Fire Department has received favorable support from Dr. Rosen with the Department of Health regarding its recommendation that there be consideration for an alternative product.

- Battalion Chief Yawata attended a conference on Oahu to participate in an Initial Planning Conference (IPC) for a Statewide Chemical-Biological-Radiological (CBR) Emergency on March 17, 2008.
- EMS Week Poster Contest: Information disseminated to public and private schools grades Kindergarten through Grade 5. Deadline for entry is today, April 9, 2008. The commission may be asked to judge. Grand prize is an Ipod.

Training Bureau:

Operations Section

- 36th Firefighter Recruit Class: Completed their EMT-B. Presently, going through their didactics portion of EMT-I.
- 37th Firefighter Recruit Class: Near completion of their basic Fire Essentials training.
- 38th Firefighter Recruit Class: Candidates are currently completing their COMPASS testing and oral interviews. Target date for hire is July.
- Explorer Program: Gilbert Matsuoka expressed interest in becoming the West Hawai'i liaison for the Explorer Program. Commissioner Bertsch offered his assistance with pursuing the program. The third Explorer class started on March 22, 2008, with 19 male participants. Classes are scheduled every Saturday for six Saturdays.
- Incident Command System Training: The Training Bureau is continuing to compile information on the status of staff levels.

Volunteer Section

- Report provided by Volunteer Fire Chief Tom Brandt
 - Volunteer Fire Chief's meeting will be rescheduled to May.
 - Captain Komatsu and Captain DeSa are working to establish a Wildland and Hazmat class that will be offered to the volunteers.

Chief Oliveira informed the commission that the department created an advisory memo for the paid staff and volunteers. The purpose is to provide them with details on any current large-scale incidents.

New Projects/Business

- Refurbishing Project at Central: Starting this Saturday, April 12, 2008, between 9:00 a.m. – 2:00 p.m., for the next three Saturdays Four rotary clubs will be doing community service at Central Fire Station in order to assist in refurbishing the dorms and locker room areas. Commissioners are welcome to participate.

Commissioner Bertsch encouraged the commission to pursue a recognition program.

Chief Oliveira suggested that both the HFD and the HFC collaborate.

Commissioner Bertsh replied that the commission should discuss the matter further.

Employee/Public Relations

- Aloha Exchange Club Fire Fighter of the Year: Firefighter Neil Yoshioka was selected as Firefighter of the Year based on his involvement with grant writing projects that focused on fire fighter safety
- Merrie Monarch Festival: Support was provided to the Merrie Monarch Festival on April 1 – 4, 2008.
- Emergency Medical Services Week (EMS): Family Walk/Run event will be held on Sunday, May 25, 2008, at Queen Liliuokalani Gardens. Invitations will be sent to the Fire Commission.

NEW BUSINESS

None

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, May 14, 2008, at 10:00 a.m. in the Liquor Control Conference Room, Aupuni Center Conference Room, 101 Pauahi Street, Hilo, Hawaii.
- Set agenda for May 14, 2008, meeting.

Due to the two vacancies on the Fire Commission, Chair Okabe reminded the members to inform Kaycie as soon as possible if they are unable to attend a meeting.

ADJOURNMENT

Meeting was adjourned at 11:55 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary