

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 **May 9, 2007** **Aupuni Center Conference Room**

CALL TO ORDER

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

ROLL CALL

PRESENT:

Stephen Bowles
Neil Brazier, Chair
Karen Kudlo
Karen Maedo
Wil Okabe
Bill Rosehill

Excused:

John Bertsch
James Browne
Henry Pomroy, Jr.

A quorum was present.

ALSO PRESENT:

Tom Brandt
Kaycie Carter
Laurie Kaneta
Glen Honda, Deputy Fire Chief
Noni Sanford
Ivan Torigoe, Deputy Corporation Counsel

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 April 11, 2007, regular and executive session minutes. The motion was seconded by Commissioner Maedo and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

None

CHIEF'S REPORT PROVIDED BY DEPUTY CHIEF GLEN HONDA

Budget

- FY 2007/08 Budget: Received the Mayor's amended budget submittal that will be presented to the County Council. It includes \$86,000 for the replacement of beds, stoves, and refrigerators at the stations.
- FY 2006/07 Budget: Recent newspaper articles were published regarding the high number of overtime hours. The overtime is due to personnel shortage and training requirements. It's much easier for a firefighter to obtain a high number of overtime hours because a single shift lasts 24-hours.

Alternative Funding and Grants

- FEMA FY 2005 Assistance to Fire Fighters Grant: (Plymo-Vent) The final duct work was completed at Stations 1, 2, 3, 4 and 8. Awaiting electrical installation and formal training before system is operational. Training to be scheduled in early June.
- FEMA FY 2004 Assistance to Fire Fighters Grant: (Burn Trailer) Still awaiting approval of the Memorandum Of Understanding (MOU) from the State Department of Transportation to relocate trailer to former airport site.
- FEMA FY 2006 Fire Prevention and Safety Grant: Submitted in January; awaiting approval of award.
- FEMA FY 2007 Assistance to Fire Fighters Grant: Submitted grant application on May 3, 2007, for video teleconferencing system equipment. Grant total request is for \$327,600 to purchase VTS equipment for 15 of the department's 20 fire stations (5 stations do not have basic technical capability to accommodate VTS). If grant is awarded, the department will proceed with training.

- Fireman's Fund Heritage Grant: Fireman's Fund Insurance Company awarded \$12,500 to the Hawai'i Fire Department. The event was held on April 29, 2007, at 5:00 p.m., at the Mauna Lani Bay Hotel. The grant money will be used for Instructor Training.

Capital Improvement Projects

- Makalei Fire Station: Preliminary site plan was agreed upon. Consultant will conduct an environmental assessment and survey of the site.
- Pahoa Fire Station: Construction phase continuing.
- Fire Administration & Support Facility: Continuing to negotiate fee proposal with consultant for the design process.
- Central Fire Station: Received a response from the State Housing and Urban Development Agency. It was requested that an environmental review be conducted on the parcel.
- Central Fire Station Retrofit Project: Department of Public Works is revising the sub-contractor list.
- Captain Cook: No new developments.
- Paaulo Volunteer Station: No new developments.

Promotions and Hiring

Active recruits include:

Open-Competitive Recruitment

- Firefighter Recruit Candidates: Candidates are presently undergoing medical screening. The 36th Fire Fighter Recruit Class will begin on July 16, 2007. Targeting December 2007/January 2008 for the 37th Fire Fighter Recruit Class.
- 36th Firefighter Recruit Family Orientation: Scheduled for June 15, 2007, at 5:30 p.m., at Aupuni Center Conference Room. Commissioners are welcome to attend.

Internal Recruitment

- Battalion Chief's Assessment Center: In the process of computing the scores of the five candidates for the EMS and FASO positions. The event took place on May 2, 2007. Commissioner Rosehill participated and was asked to comment on his experience.

According to Commissioner Rosehill, a candidate was asked a two-part question. He noticed that the candidate became so involved in answering the first part of the question; he forgot to answer the second part. He asked whether that would be held against the candidate.

Deputy Chief Honda replied that it is possible for an applicant to request that a question be reread by a panel member, and it is the responsibility of the candidate to answer the question completely.

Chair Brazier questioned the process of the assessment center.

Deputy Chief Honda answered that the Battalion Chief's Assessment Center involved identifying a qualified candidate for an administrative level. The process included a written exam, a verbal interview, and an impromptu 30 minute presentation. Also, an overall evaluation on their conduct and appearance is considered.

- Battalion Chiefs (Emergency Operations and Special Operations): Internal recruitment for both positions opened on May 3, 2007. Closing date is May 16, 2007.

Support Services Division

- Fire Auxiliary Services
 - Fire Communication Center: Began implementation of the Wireless 911 in late April – the FCCC (with varying degrees of accuracy) is able to determine the location and number of 911 cell phone calls.
- Maintenance Shop
 - New Apparatus: New Engine 6 – HFD 500 arrived. The factory representative is in the process of training the personnel.
- EMS Bureau: Developing a price term agreement for EMS Supplies. Submitted it the County's Purchasing Division on April 13, 2007.
- Training Bureau
 - Operations Section
 - 34th Firefighter Recruit Class: Graduation Ceremony is slated for Saturday, May 12, 2007, at 5:00 p.m., at Nani Mau Gardens. The graduates will return to class on May 14 and 15 and begin 24 hour duty on May 16.
 - 35th Firefighter Recruit Class: Currently in driver training. Will begin EMT training on June 12, 2007. The recruits have been busy volunteering their time and assistance to activities such as the Merrie Monarch Parade and the Office Professional's Day Luncheon. They will also provide lifeguard services at Waiakea High School's Graduation Night Party to be held at the Hilo Yacht Club.
 - Other: Continuing the implementation and monitoring of the Driver Audit and PUC Programs.
- Volunteer Section
 - East Hawai'i: Trained 10 companies; 52 personnel. The training included Wet Drills, Hose Evolutions, and Communications.
 - West Hawai'i: Trained nine companies, 70 personnel. The training included Wet Drills (including multi-company), Hose Testing, Vehicle Maintenance and Communications.

- Report provided by Volunteer Fire Chief Tom Brandt:
 - Volunteer Doug Keown established the Hawai'i Volunteer Fire Chiefs Association's website (HVFCA.net).
 - Volunteer Fire Chief's meeting: Held on April 21, 2007, in Pahala.
 - Photo I.D.'s are being currently being distributed.
 - Fire Essentials will begin in July 2007.

Other Support Division Activities

- Continue to work with FEMA for reimbursement of Oct. 15, 2005, earthquake costs.
- Selected Macro Engineering to be the consultant for the new radio system. Negotiations will be handled with the Department of Data Systems. The Radio group met with Mayor Kim to discuss long-range development on this project.
- Continuing to work with the Department of Public Works, Pacific Wireless Inc., and the Office of the Corporation Counsel on the Kapoho Radio Towers transfer to Puna Geothermal. Funds were approved by the County Council in March. The equipment's bid specifications were submitted to the Purchasing Division on April 13, 2007.
- Distributed Firefighter I and II video training resources to all stations and Volunteer Captains.
- Bid specifications for 2007 Highways Safety Grant Award (portable generators, remote lighting, and highway safety signs) were completed and submitted to Purchasing Division.

New Projects/Business

- Explorer Program: Firefighters Stacy Domingo, Justin Neeson, Tracy Brennan, and Kimo Wilson are working to activate the program. Pilot program is scheduled to begin in Hilo on June 23, 2007.

Employee/Public Relations

- 5th Annual Employees and Awards Dinner: The event was rescheduled and confirmed for Friday, August 17, 2007, at the Hilo Meishoin.
- EMS Week: 7th Annual EMS Week 5K Run/Walk/Keiki Run to be held on Sunday, May 27, 2007, at Liliuokalani Gardens.

Commissioner Bowles questioned the status of the Honokaa Fire Station.

Deputy Chief Honda replied that although there has not been any new update on the land purchase, Mayor Kim raised the priority of the station to number one on the Fire Department's Capital Improvements Projects list.

UNFINISHED BUSINESS

None

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

- Burn Trailer Demonstration (Following the meeting) (See attachment "A")

PUBLIC STATEMENTS

None

ANNOUNCEMENTS

- The next meeting is to be held on Wednesday, June 13, 2007, at 10:00 a.m., in the Liquor Control Conference Room, Kona Center Building, Kailua-Kona, Hawai'i.
- Set agenda for June 13, 2007, meeting
- Burn Trailer Demonstration to be held at the Schultz Siding, located on Lanikaula Street, off Railroad Avenue.

Meeting was adjourned at 10:35 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary