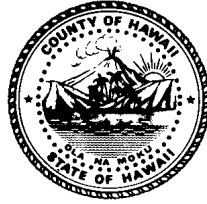


Harry Kim
Mayor



Dixie Kaetsu
Managing Director

Barbara J. Kossow
Deputy Managing Director

HAWAI'I COUNTY FIRE COMMISSION

C/O 25 Aupuni Street #217, Hilo, Hawai'i 96720

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REGULAR SESSION - MINUTES **May 13, 2008** **Maluhia Conference Room** **Hilo, Hawai'i**

CALL TO ORDER

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

ROLL CALL

PRESENT:

John Bertsch
Stephen Bowles
Wil Okabe, Chair
Henry Pomroy
Bill Rosehill

Excused: James Browne
Karen Kudlo

A quorum was present.

ALSO PRESENT:

Tom Brandt
Bill Brillhante, Deputy Corporation Counsel
Kaycie Carter
Laurie Kaneta
John Kapsky
Harry Kim, Mayor
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

APPROVAL OF MINUTES

Commissioner Bowles moved to accept the April 9, 2008, regular session minutes. The motion was seconded by Commissioner Pomroy and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

None

PUBLIC STATEMENTS

Mayor Harry Kim offered a brief summary of the hazards and protective measures that are in effect regarding the hazardous emissions from Kilauea Volcano. He expressed his appreciation to the government and private agencies that are presently involved in monitoring the exposure levels of the sulfur dioxide, ash fall, and vog.

Mayor Kim praised Fire Chief Darryl Oliveira's job performance and work ethic. He stated that the County of Hawai'i is fortunate to have such a remarkable Fire Chief who is dedicated to public safety. Mayor Kim thanked the Fire Commission for allowing him to make a statement and thanked the members for their commitment and responsibility to the Fire Department.

CHIEF'S REPORT PROVIDED BY ASSISTANT CHIEF CLESSON MURASAKI

Assistant Chief Murasaki stated that Chief Oliveira attended a Western Fire Chiefs Association President's Forum in Alaska and is returning today. He also stated that Deputy Chief Honda is on Oahu attending a fire-labor management meeting.

Budget

- FY 2008/09 Budget: Presently waiting County Council amendments. If there are any amendments, the budget will be returned to the Mayor.

Alternative Funding and Grants:

- FEMA FY 2004 Assistance to Fire Fighters Grant: (Burn Trailer) Awaiting the signing of the Memorandum Of Understanding (MOU) by the Department of Transportation.
- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) Before finalizing the bid proposal, the committee members are working with the Department of Data Systems in order to consider the various types of monitors.
- FEMA FY 2007 Fire Prevention and Safety Grant: Grant proposal for the purchase of the Safety and Education trailer (\$103,606) is status quo.
- FEMA FY 2008 Assistance to Fire Fighters Grant: Submitted grant application for \$531,203 to pursue a health/wellness program.

- State Department of Transportation Safe Highways Grant: Waiting for the grant period to open in order to apply for OSHA approved safety vests.

Capital Improvement Projects

- Makalei Fire Station: Presently waiting for land auction through the bankruptcy court. The County is optimistic that the land acquisition will proceed in accordance with the original plan. Received revised project schedule from KYA design group. The next benchmark is the pre-final plan submittal scheduled for June 20, 2008. Environmental Assessment circulated for public comment period ended and will be submitted to the Office of Environmental Quality Control with the findings of no significant impact.
- Pahoia Fire Station: Although the construction issues were resolved, there will be a delay in the completion of the station. It is now estimated to be August/September.
- Fire Administration and Support Facility: On April 23, 2008, the Fire Department met with the Police Department and the Department of Data Systems in order to review the schematics. Minor changes were made. Environmental Assessment circulated for public comment period ended and the Assessment will be submitted to the Office of Environmental Quality Control with the findings of no significant impact.
- Central Fire Station: On April 22, 2008, the final Environmental Assessment was filed with the Office of Environmental Quality Control with the findings of no significant impact. It will be published on the May 8, 2008, environmental notice. The department will proceed to request disposition of the property with the Department of Housing and Urban Development.
- Central Fire Station Retrofit Project: Continuing with the stucco work in the kitchen/dining room.
- Captain Cook Fire Station: The Department of Public Works anticipates plans going out to bid for the ADA project in May/June.
- Keaau Fire Station: No new developments.
- Honokaa Fire Station: No new developments.

Promotions and Hiring

Active Recruits include:

Open-Competitive Recruitment

- Firefighter Recruit: COMPASS test and interviews were completed. At the present time, the background checks are being conducted pending the final selection.
- Ocean Safety: Interviews were conducted on May 5, 2008, for both Water Safety Officer I part-time and temporary positions.

Internal Recruitment

- Fire Equipment Operator: Received the written exam results. Currently preparing for the Assessment Center exercises.

In response to Commissioner Kudlo's question regarding the levels of ICS training at the Fire Commission's previous meeting, it was reported that the personnel are trained with ICS 100, 200, and 700 levels. All FEO's and higher officers are at the 800 levels.

Emergency Operations Division

- Volcanic emissions update report by Battalion Chief Clint Coloma.

Battalion Chief Coloma briefed the Fire Commission on the Kilauea Task Force project. He described the Fire Department, the 93rd Civil Support Team, the Department of Health, and the Civil Defense Agency's roles and responsibilities. He explained the software produced to monitor the weather conditions, and the notification advisories and procedures followed once emissions were determined hazardous. Also, BC Coloma presented a collage showing the operations at Volcano and entertained questions from the commission.

- Ocean Safety Bureau report provided by Captain John Kapsky.

Captain John Kapsky reported that eleven individuals were administered the physical agility test on April 17, 2008, and three of them passed. Eleven individuals were interviewed on May 5, 2008, for two permanent part-time positions and five contract hires. The selected individuals will begin on June 2, 2008. Also, as of June 2, 2008, all temporary vacant positions in East Hawai'i will be filled. In-house recertification training will be completed by the end of May. The temporary tower was erected at Pohoiki Beach and the permanent tower will be delivered by summer.

Captain Kapsky informed the Fire Commission that he attended the United States Life Saving Association's meeting on Kauai, and research found that it is just as effective for an individual to use chest compressions without mouth-to-mouth resuscitation. There is enough oxygen exchange with the compressions.

Support Services Division report provided by Battalion Chief Michael Gahan.

- April 9-24, 2008, Fire Auxiliary Services provided support for operations with the monitoring of SO₂ from Volcano, which involved dispatch support at the Hilo Operations Center.
- April 18, 2008, Kevin Norris with the Department of Data Systems instructed the dispatch on how to operate the SO₂ alarm system that was installed.
- April 2, 2008, QRAE's (gas detectors) were delivered to the warehouse and distributed to the Fire Stations. The QRAE's will assist in monitoring SO₂ at their locations.
- April 14, 2008, the department received 15 APR fit tested adapters. The Fire Companies will attach them to the MSA Masks once high levels of SO₂ are detected. These adapters were distributed to Hawaiian Ocean View Estates, Pahala, Volcano, Pahoia, and Keaau Fire Stations.

- April 18, 2008, the department ordered the equipment to monitor SO₂ levels and the supplies needed to maintain them.

Emergency Medical Services Bureau report provided by Battalion Chief Ralph Yawata

- Emergency Medical Services Week Poster Contest: Fourth grade winner was notified and will be presented as the winner on May 25, 2008.
- 2nd Annual Hawai'i Emergency Medical Service Installation System Conference: Nine personnel attended the conference on Kauai on April 16-18, 2008.
- CPR Training: Lead Instructor Captain Denis Iyo continued retraining of all Fire Department instructors on April 21-22, 2008.
- Pandemic Flu Committee Meeting: Captain Christian Wong held a meeting on April 23, 2008 with eight members to discuss training and equipment.
- Kona Bay Station Meeting: Held last month at the Police Station.
- Pahoa Intermediate School's Career Day: Captain Tracy Yanagi, Firefighter Melanie Keolanui, and Pahoa Fire Station-B Shift participated at the event on April 25, 2008.
- Hilo Airport's Tri-Annual Exercise: Final planning meeting held on May 28, 2008.
- Basic Disaster Life Support Training: Battalion Chief Yawata and Captain Kapsky attended the training held on April 28, 2008. Sponsored by the Department of Health. A total of 22 HFD personnel attended. Field exercise will be held on July 10-11, 2008. Involvement of CERT Team members is being considered.
- Kohala Hospital's Annual Drill: Captain Tracy Yanagi, along with North Kohala-C Shift, participated in the drill on April 30, 2008. The drill involved unknown hazardous substances.
- Hawaii Island Rural Health Association Conference: Battalion Chief Yawata attended the conference in Kona on April 30, 2008.

Training Bureau

Operations Section

- 36th Firefighter Recruit class: Currently in didactics portion of EMT-I. To be completed by June 14, 2008. The recruits will proceed with skills and written testing.
- 37th Firefighter Recruit Class: Awaiting their EMT class.

Volunteer Section

- Report provided by Volunteer Firefighter Noni Sanford.
 - Volunteer Fire Chief's meeting will be scheduled for May 31, 2008, at Central Fire Station's Training Room.
 - 2nd CERT Team established at Volcano.

New Projects/Business continued with Assistant Chief Clesson Murasaki

- Refurbishing Project at Central: Four Rotary clubs finished their refurbishing of the Central dorms and locker room areas by painting walls and lockers, installing new lighting, ceiling fan, faucet sets, and air conditioning units.

Employee/Public Relations

- Baskin-Robbins: Participated in Baskin-Robbins 31 Cents Scoop Night on April 25, 2008. Nationwide, Baskin-Robbins will contribute \$100,000 to the National Fallen Firefighters Association.
- Emergency Medical Services Week: To be held on Sunday, May 25, 2008, at Queen Liliuokalani Gardens in Hilo. The Fire Commission is welcomed to attend.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget and Finance (Bowles) Commissioner Bowles attended the Fire Department's budget hearing before the County Council in April. He stated that the County Council Chairman suggested that Chief Oliveira was being too conservative with some of the department's budget requests. In response to his comment, Chief Oliveira stated it is necessary to recognize the needs of the other departments. Commissioner Bowles concurred with Chief Oliveira statement.

Office Management and Staffing (Bertsch) No report

Rules and Policies (Rosehill) Commissioner Rosehill reminded the commission that they would need to conduct a mid year update on the Fire Department's strategic plan as agreed to at last month's meeting. The topic will be placed on the Fire Commission's June agenda.

Public Relations (Pomroy/Bertsch/Browne) Commissioner Pomroy volunteered his assistance to the Fire Department with acquiring donated equipment for its Explorer Program and offered support with public relation business. Commissioner Bertsch advised the commission that the Fireman's Fund donated \$9,000, and a Honolulu Insurance Agency donated an additional \$5,000. The money is being directly allocated to the purchase of SO2 cartridges for the MSA masks.

Training and Education (Kudlo) No report.

NEW BUSINESS

None

ANNOUNCEMENTS

- **REMINDER:** The next meeting is scheduled for (Wednesday, June 18 , 2008, at 10:00 a.m., in the Liquor Control Conference Room, Kona Center Building 75-5722 Hanama Place, Suite 1170, Kailua-Kona, Hawai'i
(Note: Change in meeting date)
- Set agenda for June 18, 2008, 2008, meeting.
 - Mid-Year update on the Fire Department's strategic plan.

ADJOURNMENT

Meeting was adjourned at 11:47 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary