

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

June 13, 2007

Liquor Control Conference Room
Kona Center Building

CALL TO ORDER

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

ROLL CALL

PRESENT:

John Bertsch
Stephen Bowles
Neil Brazier, Chair
James Browne
Karen Maedo
Wil Okabe
Bill Rosehill

Excused:

Karen Kudlo
Henry Pomroy, Jr.

A quorum was present.

ALSO PRESENT:

Kaycie Carter
Mac Goddard
Laurie Kaneta
William Morris
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)

None

STATEMENT ON AGENDA ITEMS (Executive Session)

None

APPROVAL OF MINUTES

Commissioner Okabe moved to accept the May 9, 2007, regular and executive session minutes. The motion was seconded by Commissioner Maedo and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Bowles requested that Ms. Sahara Lawrence's May 24, 2007, email sent to the Fire Department be documented and accepted as written communication number 07-011. Commissioner Okabe moved to accept the email as written communication number 07-011. Commissioner Maedo seconded the motion and it was unanimously carried.

CHIEF'S REPORT

Budget

- FY 2007/08 Budget: On June 1, 2007, the County Council passed the FY 07/08 operating budget. A hard copy will be provided to the Fire Commission.

Alternative Funding and Grants

- FEMA FY 2005 Assistance to Fire Fighters Grant: (Plymo-Vent) Duct work completed on nine stations. Awaiting electrical installation and formal training before system is operational. The remaining stations will be completed by the end of June.
- Capital Improvement Projects
 - Makalei Fire Station: Presently in the design plan stage. The Consultant is working with the Civil Engineers to identify off site improvements such as the intersection. Once the Consultant reports back with a cost estimate, a meeting will be scheduled with the Mayor and the Developer.
 - Pahoehoe Fire Station: Although construction is slightly behind schedule, the Department of Public Works Engineer informed the Fire Department that once the foundation is complete, the Contractor will be able to make up for the lost time.
 - Fire Administration and Support Facility: Received fee proposal which is currently being negotiated. Presently the proposal is for

1.7 million dollars. However, the Consultant was requested to go back and consider adding LEED (Leader in Energy Efficient Design) to the contract, which may increase the design costs.

- Central Fire Station: No report.
- Central Fire Station Retrofit Project: Construction started on May 17, 2007. Tentative completion date is June 22, 2007.
- Captain Cook Fire Station: Negotiated fee proposal is complete.
- Paaulo Volunteer Station: No report.

Promotions and Hiring
Active recruits include:

Open-Competitive Recruitment

- Firefighter Recruit Candidates: The 36th Firefighter Recruit Class will begin on July 15, 2007. The selected candidates Family Orientation will be held on June 15, 2007, at 5:30 p.m. at the Aupuni Center Conference Room. Commissioners are welcome to attend.
- Firefighter Recruit Open Recruitment: The Department of Human Resources posted the announcement for the next recruitment. Announcement opened on June 10, 2007 and will close on June 26, 2007.

Internal Recruitment

- Battalion Chief's (FASO and EMS) Assessment Center: Completed the selection process for both FASO and EMS positions. Captain Michael Gahan was promoted to the FASO position and Captain Ralph Yawata was promoted to the EMS position.
- Battalion Chief's (Emergency Operations and Special Operations) Assessment Center: Today, June 13, 2007, a selection will be made for both the Emergency and Special Operations positions.

Emergency Operations Division

- Drought Proclamation: Mayor Kim issued an emergency proclamation on June 5, 2007, regarding dry weather conditions and water conservation. The Fire Department will maintain adequate staffing and operational resource allocation for affected areas such as Kau, North and South Kohala, and South Kona, to assure support in case of an emergency. Currently working with mutual-aid-partners to ensure good communication and preparedness between agencies. Established support from private sector partners such as construction companies in order to provide bulldozers, water tanks and support should a brushfire occur.
- Kona Pastor Jason Meechan (former Firefighter) will be conducting Effective Communication Training regarding Critical Incident Stress Debriefing to West Hawai'i personnel.
- Punaluu/South Point Arson Investigation: As requested by Commissioner Karen Kudlo on her inquiry to the status of the brushfire investigations in Kau, Chief Oliveira was informed by the Police Department that although

they have a strong lead on a suspect, there is still an ongoing investigation.

Support Services Division

- Fire Auxiliary Services Bureau
 - Fire Communication Center Complex: Recently, Supervisor Vivian Arai attended the Geospatial Integration for Public Safety Conference in New Orleans, Louisiana. She is presently briefing Assistant Chief Quince Mento on this project in order to determine what the HFD can incorporate into its existing system and to prepare for the upcoming implementation of the Wireless 911 and GIS mapping technologies.
 - Intergraph Mapping Workshop: The CAD map was updated and is presently in the training stage. Address points will be added to the map and the system will go “live” in July.
 - Online Call Boxes at Kiholo and Saddle Road: Meeting with the Police Department and the State Department of Transportation to improve communication in those areas.
- Warehouse Section
 - Completed the issuance of the MSA equipment. New MSA units are in service.
 - Delivered the compressor to the Ocean View Fire Station.
 - Delivered New Engine 6 – HFD 500 to Captain Cook Fire Station.
- Maintenance Shop
 - Received the items that were being funded through the Ironman Organization.
- Emergency Medical Services Bureau
 - As reported earlier, Captain Ralph Yawata was selected to fill the EMS Battalion Chief position. The Fire Department will be soliciting to fill his Captain position.
 - Medical Intensive Care Technician Class: Held on Oahu. Just completed their first clinical phase rotation at Kapiolani Medical Center for Women and Children, The Queens Medical Center, and three ambulance stations.
- Training Bureau
 - Operations Section
 - 34th Firefighter Recruit Class: Graduation Ceremony was held at Nani Mau Gardens on May 12, 2007. Appreciation was offered to Chair Neil Brazier for attending.
 - 35th Firefighter Recruit Class: Began EMT training on June 12, 2007. Expecting EMT training to conclude by early Fall.

- 36th Firefighter Recruit Class: Scheduled to begin on July 15, 2007. FEO Richard Fong volunteered to fill Deputy Chief Glen Honda's place as the Interim Instructor.
- Volunteer Section
 - Captain Henry DeSa will be filling Captain Ralph Yawata's position.
 - Combined East and West projects include:
 1. Tracking Volunteers in Records Management System for improved data collection on Volunteer responses to emergencies.
 2. Completed picture ID's for volunteers.
 - Received license agreement for the Puuanahulu Volunteer Station to enable the use of the facility. A meeting will be arranged among the Hawai'i Fire Department, the Association President, and the Volunteer Unit. The Fire Commission will be kept informed of the progress.
 - Volunteer Mac Goddard thanked Chief Oliveira for inviting the Volunteers to the Medical/Legal Classes and requested to be included at future classes.

New Projects/Business

- Explorer Program: Pilot program will begin June 30, 2007. There are tentatively 13 students that signed up. Working with Wal-Mart Hilo through its Good Neighbors program. The Fire Department was awarded a \$500 grant in support of the Explorer program. Due to interest from other school districts, the Fire Department will begin with its pilot program and eventually expand islandwide.
- Ocean Safety Integration: Ocean Safety personnel will be incorporated into the Hawai'i Fire Department on July 1, 2007. A meeting was held on June 12, 2007, with both departments' fiscal personnel in order to address payroll and budget issues.

Employee/Public Relations

- 5th Annual Employees and Awards Dinner: Scheduled for Friday, August 17, 2007, at Hilo Meishoin. Formal invitations will be sent to the Fire Commission.
- Emergency Medical Service Week: 7th Annual 5K Run/Walk/Keiki Run to be held on Sunday, May 27, 2007, at Liliuokalani Gardens. Very successful event with 724 registered participants.

Commissioner Maedo questioned whether Pastor Jason Meechan's position would be a paid position.

Chief Oliveira replied that Mr. Meechan would be volunteering his time.

Commissioner Bowles expressed his concerns regarding the water supply issues and pump failures in North and South Kohala in relation to the summer's dry weather. It is necessary to know what water sources and contacts are available in these areas.

Chief Oliveira agreed and stated that the Fire Department relies heavily on the Civil Defense Agency with maintaining those contacts. Commissioner Bowles has been a great asset to the Fire Department with his expertise and knowledge of the private water system. Therefore, the Chief would like to have the Civil Defense Agency make contact with him.

Commissioner Browne questioned whether his suggestion regarding posting hazard and risk signage cautioning the public of critical, moderate, and low fire areas had been considered.

Chief Oliveira answered that the Fire Department is trying to take the lead. It drafted a proposal to have its stations monitor the different weather components, temperature, humidity, rainfall, wind, etc. on a daily basis. Once the scores and matrix determine the hazard levels, the signage can be produced.

Commissioner Okabe inquired on written communication no. 07-011 from Ms. Sahara Lawrenc, regarding her concern with the Fire Department's "search-and-rescue operations" training sessions in her community.

Chief Oliveira stated that the HFD encourages the personnel to have consideration for communities and not to only focus on its mission, especially with regard to helicopters. The officers do look for alternative sites. However, if they are unable to find an alternate site, it is necessary to inform and have good communication with the community.

Commissioner Okabe asked how many helicopter operation sites there are.

Chief Oliveira replied that there are no designated sites because of FAA regulations and parameters.

Commission Rosehill inquired on the necessity of having another apparatus bay at the Captain Cook Fire Station. He was informed by the personnel that their trucks fit and he does not understand the need.

Chief Oliveira answered that once the station's truck goes in for repairs; its replacement may not fit, because all of the trucks are not built exactly the same. Also, the HFD is in the process of acquiring a replacement brush truck for that station. The additional bay will assure proper storage for any truck sent there.

Commissioner Rosehill remarked that he and the Captain Cook personnel have concerns regarding the location of the additional apparatus bay. It may eliminate parking, and the fuel pump would need to be relocated.

Chief Oliveira stated that the Captain Cook staff may be unaware that the existing Police Station may be renovated or possibly demolished. The HPD is

trying to acquire the site south of the Fire Station. Therefore, this is being incorporated into the design concept. Project Manager Desmond Wery is working with the design consultant to ensure that there will not be an adverse affect with parking and vehicle movement.

Commissioner Rosehill mentioned that an individual inquired with him whether there were any forest fire training courses.

Chief Oliveira responded that his referral would be to contact Mr. Jack Minnasium, who teaches a course at the Hawai'i Community College. Another contact would be Mr. Jim Molhoek from Hawai'i Volcanoes National Park. Their courses are called National Wildfire Coordinated Certification, which focuses on those types of operations, including wildland and forest fire fighting techniques and strategies.

Commissioner Rosehill stated that there was an individual who was interested in donating land to either the Police or Fire Department.

Chief Oliveira replied that all potential land acquisitions need to be referred to the Mayor's Office.

Commissioner Bertsch asked whether the Fire Department was considering implementing an education orientation for the Ocean Safety personnel.

Chief Oliveira answered that the HFD will be arranging meetings with the Ocean Safety personnel. Before having an orientation, he would like to discuss and identify what issues they are challenged with.

Commissioner Browne questioned whether the Ocean Safety personnel would be receiving EMS training.

Chief Oliveira responded that if possible they would eventually receive the EMT basic course.

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

None

PUBLIC STATEMENTS

None

ANNOUNCEMENTS

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

Meeting was adjourned at 10:50 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary