

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

Phone: 961-8316; Fax: 933-1521

Email: Firecomm-agenda@co.hawaii.hi.us

REGULAR SESSION - MINUTES **August 13, 2008** **Aupuni Center Conference Room** **Hilo, Hawai'i**

CALL TO ORDER

The meeting was called to order by Chair Okabe at 10:05 a.m.

ROLL CALL

PRESENT:

John Bertsch
Stephen Bowles
Karen Kudlo
Wil Okabe, Chair
Henry Pomroy, Jr.
Kaloa Robinson (10:10 a.m.)
Bill Rosehill

Excused: James Browne

A quorum was present.

ALSO PRESENT:

Noah Auckman
Tom Brandt
Bill Brillhante, Deputy Corporation Counsel
Kaycie Carter
Glen Honda
Laurie Kaneta
Darryl Oliveira
John Kapsky

Hawai'i County is an Equal Opportunity Provider and Employer

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

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

APPROVAL OF MINUTES

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

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Kudlo moved to accept communication numbers 08-05. The motion was seconded by Commissioner Pomroy and unanimously carried.

MOTION TO GO INTO EXECUTIVE SESSION

Commissioner Pomroy moved to consider personnel issues of the Hawai'i County Fire Department where consideration of disciplinary matters affecting privacy will be involved and a closed session is requested, and 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 (a)(2) and Hawai'i County Charter Section 13-20(b)). The motion was seconded by Commissioner Bowles and unanimously carried.

The regular session ended at 10:10 a.m.

Meeting resumed at 10:30 a.m.

CHIEF'S REPORT

Budget

- FY 2008/09 Budget: The County Council did not override the Mayor's veto on the budget. Therefore, the Fire Department continues to work with its status quo program budget. The County will receive accurate real property tax revenue in October. Therefore, the Mayor has directed all department heads to be fiscally prudent with its spending. The Fire Department has decided to:
 - Limit out-of-state and in-state travel.
 - Request endorsement form the Mayor's Office before filling existing vacant positions.

Alternative Funding and Grants

- FEMA FY 2004 Assistance to Fire Fighters Grant: (Burn Trailer)
Received word from State Department of Transportation on July 2, 2008,

that FAA approved the MOA to utilize State airport land to house the burn trailer. Awaiting the official documents.

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) Committee members are meeting with Polycom representative to learn more about its hardware.
- FEMA FY 2007 Fire Prevention and Safety Grant: Recently received notification from FEMA that the grant application was not approved. However, the Fire Department will resubmit the application this fiscal year.
- FEMA FY 2008 Assistance to Fire Fighters Grant: (Health/wellness program) Received notification that the grant application was approved. Committee members will be working on implementing the program. Although initially it will be offered to the paid members, eventually it will be offered to volunteer firefighters and the civilian staff. The package includes pre-employment medical screening, immunization, post-employment screening, and a structured exercise program tailored to the individual.

Capital Improvement Projects

- Makalei Fire Station: On July 2008, Department of Public Works Projects Coordinator received and is reviewing the final plans for the fire station. Currently, the Fire Department is awaiting a response from the property owner regarding the disposition of the property.
- Pahoia Fire Station: State Department of Transportation has approved the off-site road improvements. The request for bids will be opening in August. In the interim, the Department of Public Works submitted a request to construct temporary access to the station. This will allow the Fire Department to access the station while construction on the highway improvements is being completed.
- Fire Administration and Support Facility: The design plans were reviewed and submitted to the consultant. The final environmental assessment will be submitted for publication with the Office of Environmental Quality Control.
- Central Fire Station: The Lanakila buildings that are on the Fire Department's future site are being earmarked for demolition. The Hawai'i Housing Authority Office is working on clearing the property. The request for that property is pending a response from the Housing and Urban Development Office in Chicago.
- Captain Cook Fire Station: Seismic retrofit design for the hose tower was completed and was attached as an addendum to the ADA compliance and HazMat abatement bid.

Chief Oliveira stated that there is still speculation on the addition of another apparatus bay by the personnel. As he reported at a previous meeting, a decision was made not to build the extension to the station. Chief Oliveira asked the Commission to assist with reassuring the personnel.

Promotions and Hiring

Active Recruits include:

Open-Competitive Recruitment

- Fire Fighter Recruit: The physical agility test scheduled for September 20, 2008. The commission is welcome to participate and observe the event. Selected individuals will be hired on October 1, 2008. Family Orientation scheduled for August 14, 2008.

Internal Recruitment

- Fire Equipment Operator: Presently, preparing for the assessment center exercises. The Fire Commission will be invited.
- Accountant I: Accountant Rachel Ancheta will be retiring in October. As a result, the department has started recruitment for the position.
- Water Safety Officer I ½ Time: (North Kona and South Kohala): The Department of Human Resources will be providing the Fire Department with a list of the eligible candidates.

Emergency Operations Division

- SO₂ School Monitoring Project: Through a collaborative partnership project and funding provided by Hawaii County government, all Big Island schools will eventually receive a portable SO₂ monitor. The Fire Department is currently installing Portable sulfur dioxide monitors at Big Island Schools to aid school officials and administrators with making decisions regarding the vog.

Commissioner Bertsch expressed his concern on whether the project should be the responsibility of the Department of Health.

Chief Oliveira replied that the Hawai'i Fire Department offered to partner with Gaspro and the Department of Health. Once the monitor is installed, Gaspro will be responsible for the maintenance. The Department of Health and the Fire Department assist the schools on developing their own internal policy. This will allow them to identify the hazard and risks on their own.

- AMR Patient Care Transport: Met with Hawai'i Air Ambulance. They will be using the Fire Department's operations and procedures. The helicopter will arrive this month, and will be operational by October.
- 93rd Civil Support Team Exercise: Held July 28 through August 1, 2008. Approximately 20 members of the 9th Civil Support Team were sent from California to participate. A Weapons of Mass Destruction training exercise was conducted at Hilo Bay.
- While on-duty Pilot Terry Kelbaugh died at the station in his sleep. The cause of death was heart related.

Ocean Safety

Report provided by Captain John Kapsky

- Water Safety Officer ½ time positions: Presently two vacancies at Spencer Beach and Hapuna Beach.
- All positions are filled in Hilo.
- Summer temporary hires will end on August 15, 2008. Requesting three temporary hires to continue with a six month extension.
- Pohoiki Tower: Status quo. Unable to erect the temporary tower until a building permit is obtained.
- Junior Lifeguard Program: Completed two sessions islandwide. Serviced 100 children in Kona, 50 children in Hilo, and 30 children in Puna. Island Championship held on July 19, 2008, at Hapuna Beach. On August 2, 2008, a group of 23 children (medal winners from Island Championship) were transported to Oahu to challenge other island teams.
- Punaluu Black Sand Beach: Lifeguard position is being considered.

Support Services Division

Emergency Medical Services Bureau

- Monthly ePCR Committee: Met with Dr. Linda Rosen from State of Hawaii EMS and Injury Prevention Branch regarding the future of the PCR program.
- MICT Class: Presently on Oahu. Units do not have preceptors on board. Community College Instructor recommends that the students complete the clinical phase in Hilo. The County of Hawai'i's numbers in call volume exceed the number of MICT's.

Fire Auxiliary Services

Communication Section

- Battalion Chief Gahan is working with the State Planning Committee on Tactical Interoperability Communications Plan.

Warehouse Section

- Completed move of equipment and installed new palletized shelving in new Warehouse. Arrangements will be made for the Fire Commission to visit the warehouse.

Training Bureau:

- Safe Boating Training: In response to Commissioner Kudlo's inquiry, the only training the recruits receive is fundamental training such as getting a victim on/off the boat. Commissioner Kudlo's suggestion was shared with Battalion Chief Coloma regarding partnering with the Coast Guard. Battalion Chief Coloma is a Coast Guard Reserve.
- 36th Firefighter Recruit Class: Commencement and Badge Ceremony held at Imiloa Astronomy Center on July 30, 2008.

- 37th Firefighter Recruit Class: Presently in EMT-B training. One recruit was unable to attend due to military deployment to Iraq. He will be required to make up his training when he returns. Graduation is scheduled for December.

Volunteer Section

Report provided by Volunteer Fire Chief Tom Brandt.

- Volunteer Fire Chief's meeting will be held at the Emergency Operations Center on August 23, 2008, at 10:00 a.m.
- CERT program: Appreciation was extended to Doug Keown, Ron Sanford, and Noni Sanford for their commitment and support.
- Responded to a Structure Fire in Milolii.
- Arson Canine Statistics: Fire Inspector Perreira and Kaimi investigated 11 fires. Kaimi detected the presence of accelerants on five of the fires. The lab results have confirmed the dog's findings.

New Projects/Business

- IMAS: Development of a statewide Intra State Mutual Aid Plan. It is necessary to create a formal agreement with Fire Services statewide. This will allow support for each other with large scale incidents.

Employee/Public Relations

- Relay for Life: Fire Administration partnered with other County departments at the Puainako Town Center. The Puainako Team raised nearly \$4,000 for American Cancer Society.
- Dream Come True Program: Will be working with Commissioner Pomroy on rejuvenating the program.

COMMITTEE REPORTS

Budget and Finance (Browne) No report

Office Management and Staffing (Bertsch) The need for the Office of Management and Staffing committee will be discussed at the Fire Commissioner's meeting at the Fire Chief's Conference in November.

Rules and Policies (Rosehill) No report

Public Relations (Pomroy/Bertsch/Browne) Charity Volleyball Tournament will be held on September 27, 2008. The name of the event is the 2008 Hawai'i Fire Charity Volleyball Tournament and the trophy is called the "Commissioner's Cup." The King Kamehameha Hotel will sponsor the event. The Hotel will offer discounted rates to the Fire Commission and the Firefighters.

Commissioner Bertsch introduced Volunteer Firefighter Noah Auckman.

Training and Education (Kudlo) Received memo from the Coast Guard regarding a new four hour ICS 210 class. It is a more condensed version of the ICS 300.

Commissioner Rosehill received a written communication. He requested that it be distributed to the commission and placed on the September agenda.

Deputy Corporation Counsel Brilhante recommended that the Fire Chief receive a copy.

In order to discuss the Dream Come True Program, Chair Okabe requested that Eric Kunitomo attend the next meeting.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, September 10, 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.
- Set agenda for September 10, 2008, meeting.

ADJOURNMENT

Meeting was adjourned at 11:45 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary