

Harry Kim  
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## HAWAI'I COUNTY FIRE COMMISSION

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

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### **REGULAR SESSION - MINUTES** **October 8, 2008** **Aupuni Center 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:**

James Browne  
Karen Kudlo  
Wil Okabe, Chair  
Henry Pomroy, Jr.  
Kaloa Robinson (10:05 a.m.)  
Bill Rosehill

Excused: John Bertsch  
Stephen Bowles

A quorum was present.

#### **ALSO PRESENT:**

Kaycie Carter  
Clint Coloma  
Laurie Kaneta  
Clesson Murasaki  
Diane Noda, Deputy Corporation Counsel  
Darryl Oliveira, Fire Chief  
Jack Pacleb  
Noni Sanford

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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 Pomroy moved to accept the September 10, 2008, regular session minutes. The motion was seconded by Commissioner Rosehill and unanimously carried.

**APPROVAL OF WRITTEN COMMUNICATIONS**

None

**MOTION TO GO TO EXECUTIVE SESSION**

Chair Okabe moved to consider personnel issues of the Hawai'i County Fire Department, where consideration of disciplinary matters affecting privacy will be involved, and to conduct an annual performance evaluation of the Fire Chief, where consideration of matters affecting privacy will be involved and a closed session is requested. (Pursuant to HRS 92-5 (a)(2) and Hawai'i County Charter Section 13-20(b)). The motion was seconded by Commissioner Rosehill and unanimously carried.

The regular session ended at 10:05 a.m.

Meeting resumed at 10:57 a.m.

**ACTION ON EXECUTIVE SESSION MATTERS**

As a result of the anonymous letter provided to the Fire Commission, Commissioner Rosehill moved to set up a committee/taskforce among members in order to investigate issues within the Fire Department. Commissioner Kudlo seconded the motion. Discussion: Commissioner Rosehill, Browne, and Kudlo volunteered. Commissioner Bertsch will be contacted to see if he is interested. The committee will report back at the next meeting and decide on a Chairman. The discussion ended the motion was unanimously carried.

Assistant Chief Clesson Murasaki substituted for Fire Chief Darryl Oliveira, who was attending a Board of Ethics meeting and will arrive once it ends.

Budget

- As requested by Commissioner Kudlo, the monthly report depicts the volunteer training's annual budget and expenditures under Account No. 010.221.5226. The Volunteer budget is combined with Fire Training. The following is the breakdown:

Volunteer Physicals:	\$ 3,000
Supplies & Small Eqpt:	\$20,750
Refreshments:	\$ 4,000
Recognition Program:	\$10,000
Meals:	\$ 500
Vehicle Parts for Training and Volunteer	\$12,080

- FY 2008/09 Budget: Preliminary reports indicate the County should be able to maintain its 2008/09 budget. Each department was asked to continue to ensure prudent spending.
- FY 2009/10 Budget: Annual kick-off meeting held on September 30, 2008. Status quo budget submittals. No new positions or equipment will be funded. Each department was asked to critically assess core functions in any request. Budget submittal is due to Finance on November 17, 2008.

#### Alternative Funding and Grants

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) The bid was advertised and a vendor will soon be selected.
- FEMA FY 2008 Assistance to Fire Fighters Grant: (health/wellness program, total budget is \$531,203) Continuing to work with grant committee to implement process. Received interest for peer fitness trainers within the department.
- State Department of Transportation Safe Highways Grant: Status quo. (DOT/OSHA approved traffic safety vests for all fire fighters and volunteer fire fighters. Total grant application is for \$20,113.70).

#### Capital Improvement Projects:

- Makalei Fire Station: The final subdivision approval was issued on September 26, 2008, which includes the lot designated for the fire station. Tom Yamamoto and GKK Makalei will work towards conveying land to the County. Department of Public Works Engineering Division is still reviewing the plans. The Fire Department still need to submit the special permit application that must go through the Planning Department and a public hearing with the Planning Commission.
- Pahoehoe Fire Station: The interior work is progressing, ceramic tile work is nearly completed, interior walls are being finished, lockers and kitchen cabinets are being installed. The driveway and parking area have been paved. Anticipating the wall system contractor to begin required retrofit work on exterior walls.
- Fire Administration and Support Facility: Comments were submitted for site plans to AAI Architects. Received Administration Building's floor plan for review and comment. The architect is currently working on the Dispatch Building's floor plans. Met with Telecom consultant/Engineer

and representatives from HPD, DPW and Fire to discuss technical and operational requirements for the radio system.

- Central Fire Station: No new updates.
- Central Fire Station Retrofit Project: No new updates.
- Captain Cook Fire Station: Contractor has been making material submittals. Captain Guillermo has been in contact with Rita Pregana from the National Park regarding the use of their facility during the interim.

#### Promotions and Hiring

##### Open-Competitive Recruitment

- 38<sup>th</sup> Fire Fighter Recruit Class: Twelve individuals were hired on October 1, 2008. The physical agility test was conducted on September 20. Appreciation was offered to Commissioner Pomroy for attending.
- Ocean Safety: Pending interview and selection process for North Kona and South Kohala half-time Water Safety Officer I.

##### Internal Recruitment

- Fire Equipment Operator: Assessment Center exercises are pending confirmation of interview site and dates.
- Accountant I: Ms. April Oshiro was selected and will begin November 1, 2008.

##### Emergency Operations Division

- Battalion Chief Officers on Record Management System committee are working on the fleet management project.
- Station inspections were complete on the East Side by the 1<sup>st</sup> Battalion.
- Battalion Chief Officers are conducting station visits in order to reinforce corrective measures on problem issues facing operations.

##### Ocean Safety

- Report by Battalion Chief Clint Coloma
- Recruitment is in the process for three vacancies for Water Safety Officer half-time permanent positions -- one in Kawaihae and two in Kona. The physical agility test is scheduled for October 15, 2008. Interviews are scheduled for November 17 – 19, 2008. Department of Human Resource provided a name list of 21 qualified applicants.
- Isaac Hale Park: Will install a temporary tower on October 20 – 21, 2008.

Fire Chief Oliveira continued the Chief's Report.

##### Support Services Division

###### Emergency Medical Services Bureau

- ePCR training for EMStat 5 was conducted by the State Department of Health's EMS Branch September 8-11, 2008. ePCR Committee met with State Department of Health EMS personnel to configure the EMStat 5 update to go "live" on Monday, September 20, 2008. A survey was

distributed in order to provide feedback to the Department of Health on user friendliness and other issues. Survey results were not positive.

- Held MICT Candidate orientation for 11 interested personnel at the EMS Training Center on September 11, 2008.

#### Fire Auxiliary Services

##### Warehouse Section

- Received forklift. Will arrange for the Fire Commission to visit the warehouse. The warehouse will be renamed as the Logistic Distribution Center. It will be a depot for materials and supplies to be circulated.

##### Training Bureau:

- 37<sup>th</sup> Firefighter Recruit Class: Currently in their EMT-I clinical phase.
- 38<sup>th</sup> Recruit Class: Began on October 1, 2008, 11 candidates were reduced to 10 due to a resignation.
- CERT Training: Completed Volcano communities training for 14 members.
- Driver Training: Currently reviewing and revising Hawaii Fire Department Drivers Manual for Fire Department Vehicle Driver Certification.
- Aerial Apparatus: Will be stationed at South Kohala station. Truck will not be put online until training is conducted. Anticipating January 2009 going online.

#### Volunteer Section

Report provided by Noni Sanford

- Volunteer Fire Chief's Meeting: Scheduled for November 15, 2008, at Volcano Station, at 10:00 a.m.

Chief Oliveira explained that the Fire Department is working with the volunteers on a restoration/renovation project for the Volcano Volunteer Fire Station.

#### Prevention Bureau

Chief Oliveira stated that a complaint had been filed with the Board of Ethics against a Fire Inspector. There were allegations regarding unfair practices. The Board of Ethics met today and allowed the Inspector and the Fire Chief to provide testimony. The complainant did not attend. As part of the Chief's investigation, he was in communication with the complainant who informed him that he would not attend and did not want to pursue the complaint. Chief Oliveira advised the complainant to inform the Board of Ethics of his position. However, it appears that he did not contact them. In conclusion, the Board of Ethics found that the allegations were unfounded.

#### Employee/Public Relations

- Fire Prevention Week: Bucket Brigade to be held at Hilo Bayfront on Saturday, October 11, 2008, at 9:00 a.m.

- Dream Come True Program: Met with Commissioner Pomroy. Exchanged contact information between Commissioner Pomroy and Eric Kunitomo. Eric Kunitomo advised Chief Oliveira that there is money in an account. He will follow up with the accountant for an actual budget report. Chief Oliveira requested an overview of the Dream Come True Program. Firefighter Kunitomo was not available to attend the meeting. Chief Oliveira will agendize the topic for the December meeting.

Chair Okabe requested Deputy Corporation Counsel Noda to research the funds related to the Dream Come True Program.

### **COMMITTEE REPORTS**

Budget & Finance (Browne) no report

Office Management and Staffing (Bertsch) no report

Rules and Policies (Rosehill) no report

Public Relations (Pomroy/Bertsch/Browne) Met with Chief Oliveira on September 18, 2008. He contacted Eric Kunitomo who gave him contact information on his predecessor.

Training and Education (Kudlo) Commissioner Kudlo requested a status report on the ICS conference and Boat Safety at the next meeting. She inquired on how long the Health and Wellness Grant funds would last. Chief Oliveira replied that he would request Garrett Kim to provide a budget report.

### **ANNOUNCEMENTS**

- The next meeting is scheduled for Wednesday, November 12, 2008, at 10:00 a.m., in the Aupuni Center Conference Room, Aupuni Center Building, 101 Pauahi Street, Hilo, Hawai'i.
- Set agenda for November 12, 2008, meeting.

### **ADJOURNMENT**

Meeting was adjourned at 11: 40 a.m.

SUBMITTED BY:

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KAYCIE A. I. CARTER  
Secretary