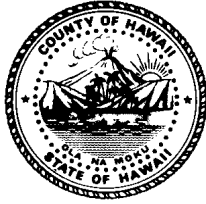


Harry Kim
Mayor



Dixie Kaetsu
Managing Director

Barbara J. Kossow
Deputy Managing Director

HAWAI'I COUNTY FIRE COMMISSION

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REGULAR SESSION - MINUTES **October 11, 2006** **Liquor Control Conference Room** **Hilo Lagoon Centre**

CALL TO ORDER

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

ROLL CALL

PRESENT:

John Bertsch (10:05 a.m.)
Neil Brazier
James Browne
Karen Kudlo
Karen Maedo, Chair
Glen Matsuda

Absent: Wil Okabe

A quorum was present.

ALSO PRESENT:

Tom Brandt
Kaycie Carter
Glen Honda
Laurie Kaneta
Quince Mento
Darryl Oliveira, Fire Chief
Desmond Wery, Deputy Chief
Noni Sanford

Hawai'i County is an Equal Opportunity Provider and Employer

Commissioners: John Bertsch, Neil Brazier, James Browne, Karen Kudlo
Karen Maedo, Glen Matsuda, Wil Okabe

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

STATEMENT ON AGENDA ITEMS (Executive Session)

None

APPROVAL OF MINUTES

Commissioner Brazier moved to accept the September 13, 2006, regular session minutes. The motion was seconded by Commissioner Matsuda and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Matsuda moved to accept communication numbers 06-014 to 06-017. The motion was seconded by Commissioner Brazier and unanimously carried.

CHIEF'S REPORT

Dispatch Supervisor Vivian Arai introduced four new dispatchers-Richard Arias, Joni Bargamento, Penny Goo, and Dan Wagatsuma-to the Fire Commission. The dispatchers began on July 16, 2006.

The Hawai'i County Fire Commission welcomed them.

Chief Darryl Oliveira announced that Captain Glen Honda would be filling the Deputy Chief position.

Captain Honda expressed his appreciation for being selected.

The Hawai'i County Fire Commission congratulated him.

Budget

- FY 2007/08 Budget: All County departments met with the Director of Finance on September 26, 2006, in order to receive instructions and packet information for the FY 2007-08 budget submittal. The department will be submitting a status quo program budget, along with supplemental requests to include additional positions, as well as the normal program objectives. The only allowance/flexibility with the program budget will be with the Collective Bargaining salary increases and a 3% inflationary cost increase for most of the department's items.

Regarding the Fire Department status quo program budget, Commissioner Bertsch questioned whether the additional positions would be made up in its supplemental budget.

Chief Oliveira replied that for the past years, the department has submitted a program budget that maintained the current operations and services. Any increases or enhancements with operations are addressed in the supplemental budget.

Commissioner Bertsch questioned whether the supplemental budget is predicted by the amount of funds the County has at the tail end. He asked whether there could be a potential problem involving positions that may need to be filled at the end of the year because the department is hoping to make it up in its supplemental budget.

Chief Oliveira answered that the supplemental budget is approved prior to the start of the fiscal year. The monies are appropriated for the approved items, which include the vacant positions.

Deputy Chief Wery clarified that the operating budget accounts for all the vacant positions. The money is allocated for the vacant positions. The operating budget includes salary and wages for all positions. Therefore, those positions are already funded.

Chief Oliveira mentioned that the deadline for the budget submittal report is November 15, 2006. He will provide an update at the next Fire Commission meeting.

Alternative Funding and Grants

- Federal Emergency Management Agency FY 2005 Assistance to Fire Fighters Grant (Plymo-Vent): Chief Oliveira signed the contract award on October 11, 2006. The materials are in the process of being shipped.
- Federal Emergency Management Agency FY 2004 Assistance to Fire Fighters Grant (Burn Trailer): The trailer was scheduled to arrive from Toronto on October 9, 2006. Unfortunately, it was not shipped until early October. Therefore, it is expected to arrive on October 23, 2006.
- Federal Emergency Management Agency FY 2006 Assistance to Fire Fighters Grant: No new updates.
- Department of Transportation-Safe Highways Grant: Received grant award notification. Will begin to purchase generators and other highway safety devices.
- 2007 Community Development Block Grant Proposal: Submitted a proposal requesting funds for a replacement apparatus for the Pahoia Fire Station, a replacement water tanker for the Kau district, and plans/designs for both the Paauilo Volunteer Fire Station and the Naalehu Fire Station.
- 2006 Fire Prevention & Safety Grant: Will be submitting a grant proposal to purchase a public education trailer which will be used to provide fire and safety education, as well as for disaster preparedness (i.e., earthquake, hurricane, tsunami, etc.) to schools and communities islandwide. The

department is specifically targeting elementary school students and the elderly.

Commissioner Bertsch questioned whether the HFD is creating a design for the trailer or if there were a template/model available.

Chief Oliveira replied that there are several vendors that depict these product designs. The department is considering Fire Safety Concepts design. Their trailer has audience seating that will allow training. It also has a mock kitchen, bedroom, and a residential sprinkler system. The trailer is approximately 40 feet long.

Capital Improvement Projects

- Makalei Fire Station: Expecting a new fee proposal from the new consultant. An update will be given at the next Fire Commission meeting.

Promotions and Hiring

- Open-competitive recruitment
Fire Fighter Recruit: Deputy Chief Wery is currently conducting the departmental screening process that includes background checks, COMPASS test, and an interview. At the present time, there are 14 confirmed candidates. There is a need to identify six additional candidates for the December class.
- Internal recruitment
Fire Equipment Operator: The candidates recently completed their written exams. Once the results are received, the department will schedule an assessment center. The commission will be informed of the date.

Emergency Operations Division

- Brush Fires: Recently, there were a number of brush fires. The incidents occurred in vacant areas, and did not cause any property damage.

Support Services Division

- Fire Auxiliary Services:
 - Visit of Fire Communications Center: Commissioners who desire to visit the Dispatch Center may contact Assistant Chief Quince Mento to schedule a visit.
 - 9-1-1- Presentation: Fire Radio Dispatchers Cassie Fernandez and Karen Bugado provided a 9-1-1 presentation at the Hawaii Community Colleges Intensive English Language Program classes. There were 18 students and eight teachers who participated. The presentation explained the emergency 9-1-1 systems operations. This will help prepare the public and the community for an emergency.
 - Dispatch Supervisor Vivian Arai and Assistant Chief Quince Mento attended the Statewide Public Safety Answering Point (PSAP – “911

providers”) meeting to discuss the Wireless 9-1-1 and a Geographic Imaging System mapping software by Positron Corporation in Honolulu. The software will triangulate to where the call is originating and through the mapping system integration the location will be viewed; this will include mobile phones.

Commissioner Matsuda questioned the accuracy of the software.

Assistant Chief Mento replied that the state would mandate the cellular phone companies’ participation.

- Warehouse:
 - Recently held a meeting to discuss how to start a process for issuing secondary sets of personal protective equipment for personnel. It is necessary to have a reserve supply in case issued equipment is damaged, contaminated, or lost.
- Maintenance Shop:
 - In addition to routine apparatus and equipment repairs, the maintenance shop personnel have been actively continuing to refurbishing on three apparatus (new pump and fabricate plumbing, install new tank, refurbish Amertek) as well as working on Mako compressor procedures and responsibilities.

Emergency Medical Services Bureau

- Ambulance Report Forms: Continuing to work on the electronic patient care reporting system. The committee is continuing to evaluate different products to integrate with the current records management system.

Commissioner Bertsch questioned whether a target date was determined.

Chief Oliveira replied that there was no predetermined date as to when the department had to be on the State’s system was required, or stop using the current paper form.

Commissioner Bertsch asked whether other counties were using the State’s system.

Chief Oliveira replied that the State has already rolled out to Honolulu and Maui. Currently, they are in the process of completing the roll for Kauai. However, the Hawai’i Fire Department has unique differences that need to be addressed. It is a contract provider and has a fire based EMS system, which will involve integrating multiple software and going through a multiple recording system. The HFD needs to make sure it complies with the State’s data collection requirements.

Chair Maedo questioned when Chief Oliveira would be presenting his end of the year report.

Chief Oliveira replied that he would give his report in December. In this way, he would be able to report on the fiscal year 05/06 budget.

- Emergency Medical Services Training: Met with Medical Director Judith Fitzgerald on the feasibility of distributing Continuing Medical Education (CME) materials via DVD.
- Mobile Intensive Care Technician class: The next class will begin its one year program on October 31, 2006. Presently, 10 candidates are enrolled.

Training Bureau

- 34th Firefighter Recruit Class: Completed their Firefighter essentials curriculum. Presently, completing water safety and Urban Search and Rescue training, and will be continuing with Wildland, Hazmat and Driver training. Targeting December 4, 2006, to begin EMT training.

Commissioner Browne questioned whether a replacement for Captain Honda was being considered.

Chief Oliveira answered that that is one of the Fire Department's priorities. In the interim, Captain Honda will continue to monitor the training program.

Volunteer Section

- Captain Russell Enriques conducted a fire hose repair class for six fire personnel.
- Ainaloa Community Association: Captain Russell Enriques and Battalion Chief Darren Rosario met with the association regarding the establishment of a volunteer fire company. Unfortunately, the President of the association informed the department that there were only three interested individuals. The department will continue to work with those individuals and once a sizeable group is established, with at least six people, the department will initiate training and will try to get the volunteer unit up and running.

Prevention Bureau

- State Fire Code NFPA 1 code amendment: Continues to be evaluated. Prevention inspector is working with the Office of the Corporation Counsel on adoption of the current 1997 Uniform Fire Code. Also, working on a review of an anticipated adoption of the 2003 Uniform Fire Code.
- Prevention Bureau personnel are actively reviewing plans and participating in meetings on several high profile projects such as:
 1. Barnes & Noble (Old Woolworth's space)
 2. Wailuku Village Affordable Housing project (Adjacent to Clem Akina Park in Wainaku)

3. Additional tenant improvements to Pahoia Marketplace
4. Target Stores (Proposed location: adjacent to Kona HPM. Bldg. to be 160,000 s.f.)
5. Three building four-story condominium project on Ali'i Drive (also borders Kuakini Highway)

Other Support Activities

- Working on the transfer of HFD's radio tower from the Kapoho site to the Puna Geothermal plant. This will require the purchase and establishment of a bunker/house for the equipment.

Commissioner Bertsch questioned whether the department would establish a stand-alone system or would there be a back up generator for communications.

Chief Oliveira replied that all radio sites have supplemental power, such as a generator, solar or batteries. All the repeater sites have a power source.

According to Commissioner Bertsch, four years ago the Department of Water Supply administered the Pepeekeo radio tower for the Police department. He asked whether the Department of Water Supply spearheads the County's EMS communications.

Chief Oliveira answered he would look into it. However, it is a countywide radio system and not owned by any one department. EMS communications is part of a State component that is added to the county system. The State's system (MEDICOM) is on the County repeater site. The County system includes the Police Department, Fire Department, Civil Defense Agency, Department of Public Works, and possibly the Department of Water Supply.

Commissioner Bertsch suggested that Chief Oliveira inquire with the Department of Water Supply as to what was allocated for their communications, and determine whether the Fire Department could "piggy back" with them.

New Projects/Business

- Relocation of Fire Administration: Postponed until late November.

Employee/Public Relations

- 5th annual KTA/Hawai'i Island United Way Bag Brigade: Bag Brigade held at five stores. Last store will be at KTA-Kailua on October 28, 2006. To date approximately \$5000 was raised.
- Fire Prevention Week: Islandwide poster contest held; open to all elementary school students. Judging by (Prevention Inspectors, Mayor's Office, Fire Commissioners (Maedo and Okabe). Winning posters to be displayed at Hilo WalMart during month of October. Sponsored through the Good Neighbors grant. Prevention Inspectors and on-duty companies

are scheduled to visit schools during Fire Prevention Week and will award students their prizes.

Commissioner Bertsch asked for the commission to be notified of their district's winners.

According to Commissioner Kudlo, when she served on the Family Violence Commission, the winner's posters were sent to Oahu and displayed in the Hawai'i State Capitol Rotunda.

Chief Oliveira asked if she would provide him with contact information.

Commissioner Kudlo will provide Chief Oliveira the information.

- Daniel R. Sayre Memorial Foundation and the Ironman Corporation's donation: A substantial contribution was recently received in the sum of \$83,000.
- Hawaiian Ocean View Estates ambulance donation: The ambulance was delivered and is currently in service. A dedication ceremony is being discussed with the association's president.

Commissioner Bertsch suggested that the commission be provided a one and two year comparison of the activity report. This would allow the commission to understand the trend in the calls for service. Another suggestion was to have the volunteer's calls reported. This information would allow the commission to be aware of the value and the role the volunteers play. Also, Commissioner Bertsch asked whether Volunteer Fire Chief Tom Brandt could share a report on the volunteer program at the monthly meetings.

Volunteer Chief Tom Brandt agreed to generate a report for the Fire Commission's meetings. He distributed a map of the location for the upcoming Volunteer Chief's meeting scheduled in Paauilo.

Commissioner Bertsch questioned whether the department would be obtaining another ladder to replace ladder 7.

Chief Oliveira stated that the department is trying to determine why ladder 7 was removed from service. There was no record as to why it was removed, other than that a new truck was received. The ladder will be tested. Once the mechanic shop receives the testing specifications, it will be determined whether the truck may return to service.

Commissioner Bertsch questioned whether the commission receives a copy of a Firefighter Code of Conduct Manual.

Chair Maedo stated that it was distributed earlier to Fire Commission's charter members.

Chief Oliveira answered that at the present time it is in transition. A new standards manual is being reviewed and will be implemented in the future. Nevertheless, he will distribute the previous one to the commission.

Deputy Corporation Counsel Noda recommended that a copy be provided to the Fire Commission's secretary. Interested members could obtain a copy from her.

Regarding the activity report, Commissioner Kudlo asked if the type of calls being responded to could be identified.

Assistant Chief Mento asked if the commission could provide him a list of their requests.

Commissioner Bertsch replied that he would discuss with him a generic form after the meeting. He commented that his request would allow the commission to understand and show a breakdown on what companies are being affected and compare them to other districts.

UNFINISHED BUSINESS

None

COMMITTEE REPORTS

Budget & Finance (Matsuda) Commissioner Matsuda is awaiting the next Salary Commission meeting. He mentioned that former Commissioner Laura Ward would be attending.

Office Management and Staffing (Brazier/Okabe) no report

Rules and Policies (Maedo) no report

Public Relations (Browne/Kudlo) Waikoloa Village Neighborhood Watch event scheduled for Saturday, October 28, 2006. Ironman Triathlon in West Hawaii scheduled for October 21, 2006.

Commissioner Bertsch stated that he would like to implement a program to recognize citizens for going beyond the call of duty, individuals who may have performed CPR or offered aid to a victim. These individuals are not currently being acknowledged, and he would like some sort of tracking of those individuals. Also, the commission could help with printed cards or other assistance in order to obtain those individuals' names and phone numbers. This information could be distributed to the commission for recognition.

Chief Oliveira replied that a program was started. However, it has yet to get off the ground. The problem identified is that many individuals are reluctant to

divulge their identity because of liabilities. He agreed that a follow-up card should be generated.

Chair Maedo asked if Chief Oliveira would explain to the commission the issue with the Fire Department's name change. This issue will be a ballot question.

Chief Oliveira replied that this has been an ongoing issue for the department. The current county code refers to the department as the "Fire Department." The department is referred to in various ways such as "County of Hawai'i Fire Department, or Hawai'i County Fire Department. After research, it was determined that there was never a formalization of the Fire department. It is appropriate to formalize its identity with an official name. The "Hawaii Fire Department" is the preferred name, because the fire department began prior to when the government was recognized in 1905, and it's an all-inclusive department that services the entire island of Hawai'i.

Chair Maedo asked whether there would be confusion because both the island and state names are Hawai'i.

Chief Oliveira replied that the department and the County Council discussed this matter and felt that the name change would not create a problem.

Chair Maedo questioned the cost involved.

Chief Oliveira replied that it would be a matter of changing the letterhead.

Training and Education (Brazier/Maedo) no report

NEW BUSINESS

None

PUBLIC STATEMENTS

None

ANNOUNCEMENTS

- The next meeting is to be held on Wednesday, November 8, 2006, at 10:00 a.m., in the Aupuni Conference Room, Aupuni Center Building, 101 Pauahi Street, Hilo, Hawai'i
- Set agenda for November 8, 2006, meeting.

Chair Maedo informed the Fire Commission that Deputy Corporation Counsel Noda reminded her that five votes are needed for a motion to be carried. At the previous meeting, there were only four affirmative votes for the motion to

consider an alternative meeting date. She advised the commission that two individuals were in the process of being selected for the Fire Commission.

The Fire Commission decided to postpone the topic.

Deputy Corporation Counsel Noda suggested that the motion to consider alternative meeting dates be placed on next month's agenda. This would acknowledge that no action was taken.

Chair Maedo requested the dispatch center visit be agendaized. The visit will take place after the meeting.

Chair Maedo asked Chief Oliveira to inform the commission when to include his end of the year report on the agenda. In the meantime, the members will review the Chief's evaluation format and withhold judgement until the Fire Chief makes his presentation. His presentation will help the members review his performance.

Chief Oliveira will notify the commission when to agendaize his end of the year report.

Chair Maedo called for a five-minute recess at 11:20 a.m.

- Powerpoint presentation by Deputy Chief Wery regarding the Organizational Structure of the Fire Department. (See Attachment "A")

Deputy Chief Wery thanked the commission for its support and thanked Chief Oliveira for the privilege and opportunity of working with him.

Commissioner Bertsch praised the Fire Department. He commented that a lot has been achieved in the past years and he recognizes the administration for these accomplishments.

Meeting was adjourned at 12:05 p.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary