

Harry Kim
Mayor



Dixie Kaetsu
Managing Director

Peter L. Hendricks
Deputy Managing
Director

HAWAI'I COUNTY FIRE COMMISSION

C/O 25 Aupuni Street #217, Hilo, Hawai'i 96720
Phone: 961-8316 ; Fax: 933-1521

REGULAR SESSION - MINUTES **October 12, 2005** **Liquor Control Conference Room** **Hilo Lagoon Centre**

CALL TO ORDER

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

ROLL CALL

PRESENT:

Neil Brazier
James Browne
Rudolph Hart
Karen Kudlo
Karen Maedo
Glen Matsuda
Wil Okabe

Excused: Dale Fergstrom

A quorum was present.

ALSO PRESENT:

Aaron Arbles
Tom Brandt
Kaycie Carter
Glen Honda
Laurie Kaneta

Diane Noda, Deputy Corporation Counsel
Darryl Oliveira, Fire Chief
Noni Sanford
Desmond Wery, Deputy Fire Chief
Tracy Yanagi

Hawai'i County is an Equal Opportunity Provider and Employer

Commissioners: Neil Brazier, James Browne, Dale Fergstrom, Rudolph Hart, 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 14, 2005, regular session minutes. The motion was seconded by Commissioner Matsuda and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Matsuda moved to accept communication number 05-014. The motion was seconded by Commissioner Hart and unanimously carried.

• **INTRODUCTION OF 33RD RECRUIT CLASS**

Captain Glen Honda introduced himself and Co-Instructor Captain Tracy Yanagi and asked the 33rd Recruit Class members to introduce themselves.

Michael Akau	Jamie Okuda
Gerald Baptiste	Keone Roback
Scott Caceres	Donovan Roque
Michael Foster	Reyn Shimooka
Erwin Iida	Scott Shiroma
Kurt Iokepa	Sean Tamura
Keola Keahiolalo	Joel Tessier
Kyle Nakata	Nathan Wilson

All recruits introduced themselves.

The Hawai'i County Fire Commission welcomed them.

Captain Honda extended an open invitation to the HCFC to observe any of the recruits' classes and drills.

CHIEF'S REPORT

Budget

- FY 2006/07: A meeting with the Mayor and the Cabinet is scheduled for October 13, 2005 to receive instructions/directions on the budget submittal.

Chief Oliveira requested a deferral of the Annual Budget Review to the November meeting. This will allow him to meet with the Mayor and offer the commission a more comprehensive report.

Alternative Funding and Grants

- FEMA FY 2005 Assistance to Fire Fighters Grant: Received award notice on October 7, 2005, to purchase the plymo-vent emission control system. The Finance Director was sent correspondence requesting the County's assistance with matching the funds.
- FEMA FY 2004 Assistance to Fire Fighters Grant: Recently finished the bid review and selection process for the burn trailer. Drager Safety was awarded the bid for the construction and delivery of the burn trailer.

Capital Improvement Projects

- Pahoia Fire Station: The County Council's Finance Committee approved the request for an additional \$800,000 for construction.
- Fire Administration and Support Facility: Projects Manager continues to collect data required in order for the Department of Public Works to start the architect consultant selection process.
- Kalaoa Fire Station: Working with the Planning Department on scheduling a meeting with the developer (Bolton Inc.) to obtain cost data for the project. An update will be given at the November meeting.
- Central Fire Station: Presently, the Mayor's Office is handling the site acquisition with the Housing and Community Development Corporation of Hawai'i.

Commissioner Brazier questioned the location of the site.

Chief Oliveira answered that they identified a site on the corner of Wailoa Street and Kapiolani Street, across from St. Joseph School's field. This location will keep Central Fire Station within its primary response district and, unlike the existing Central Fire Station, it is not in the Tsunami Evacuation Zone.

Commissioner Brazier questioned the size of the parcel.

Chief Oliveira stated that it is a little over one acre.

- Central Fire Station-Retrofit Project: Recently, the County Council's Finance Committee approved appropriation of \$390,000 for the roof repairs. Anticipating working with the Department of Public Works on the selection of a construction vendor.

Promotions and Hiring

- Internal Recruitments: Recently completed the written examinations for Fire Inspector, Fire Captain and Fire Equipment Operator. A total of four applicants applied for the Assistant Fire Chief's position; applicants assessment center is scheduled for October 24 – 25, 2005. Also, seven applicants applied for the six Battalion Chief's positions; applicants assessment center is scheduled for October 31 – November 1, 2005. The Fire Commissioners are welcome to participate and observe the assessment centers with a condition that they attend the entire process in fairness to each applicant.

Operations Division

- Hurricane Preparedness and Disaster Mitigation Plans: Assistant Chief Clesson Murasaki is working with the temporarily assigned Battalion Chiefs and the stations' commanders, in order to identify issues and concerns within the department's facilities to help prepare for a storm. These issues include boarding up windows, relocating equipment, calling back personnel, etc.
- Media Relations Training: Continuing to work with Dr. Steven Miura who will be conducting mock press releases and media scenarios. Appreciation was extended to Deputy Corporation Counsel Diane Noda for her assistance with coordinating a training session that provided awareness on HIPAA rules and compliance.
- Urban Search & Rescue Instructor Development Training: Held on September 30 - October 2, 2005, at Bellows Air Force Base. Captain Clint Coloma will be performing training to the Waiakea and Kailua Rescue Companies. This will raise their level of Urban Search and Rescues capabilities and awareness.

Regarding the Operations Division, Commissioner Browne inquired on the number of one-man stations.

Chief Oliveira stated there is a total of four one-man stations, located in Waikoloa, Ocean View, Laupahoehoe, and Hawaiian Paradise Park.

Commissioner Browne asked what the projection timeline was in order to bring the one-man stations up to the NFPA standards.

Chief Oliveira stated that part of the HCFD's strategic plan and budget process is the need to identify multiple phases with bringing all of the stations up to the acceptable NFPA standard. In addition to the one-man

stations having insufficient positions, a number of other stations do not have adequate positions. The NFPA standards require a minimum of four personnel per Engine Company. The HCFD hopes to accomplish raising this level within a five-year period. This would include an additional position per shift, per station, to account for personnel leaves such as vacation, sick leave, training, etc. Presently, the one-man stations have a second firefighter position assigned. The HCFD is quickly trying to fill those positions with the recruits who come out of classes. The Laupahoehoe and Hawaiian Paradise Park Stations have been identified as a priority because they do not have ambulance support, which is available at the Waikoloa and Ocean View Stations.

Commissioner Browne questioned how OSHA's mandate relates to a paramedic that is off-duty at a one or a two-man Fire Station.

Chief Oliveira stated that OSHA does not require that there is an interior attack and a compliance of the mandate. Its rule is that if there is an interior attack, then it is required to comply with the mandate. If the Fire Department's one-man stations do not have the resources, they will not do an interior attack and expose themselves to a situation without adequate backup or resources.

Commissioner Browne questioned how this involved rescue operations.

Chief Oliveira answered that OSHA allows deviation from that requirement if there are safety issues and the mission can be carried out with minimal impact of risk to the individual that's going to conduct the rescue. The department encourages its personnel to evaluate the situation and has provided them with the OSHA 19 and 134 compliance policy. Each department is mandated to establish its own policies.

Commissioner Browne asked whether it would be possible for the Fire Commission to receive a copy of the policy that was distributed to the personnel.

Chief Oliveira agreed to provide them a copy.

Regarding the West Hawai'i HazMat truck, Commissioner Browne questioned whether it would be delivered to Station 16.

According to Chief Oliveira, the HazMat truck is at the shop and undergoing a routine inspection. Once completed, the Kaumana Fire Station's HazMat Company will assist with equipping the vehicle, after which it will be delivered. Also, Deputy Chief Wery is working on identifying prospective staff for this unit. The decision was made to have the truck assigned to the Waikoloa Fire Station because the additional

manpower will augment its Engine Company, and its facility can accommodate the additional staff and equipment. Also, studies have shown that most HazMat incidents on the island occur in the South Kohala district.

Commissioner Browne questioned how the staff would be set up.

Chief Oliveira stated that it would be similar to the Kaumana Fire Station, which always has four HazMat personnel on-duty. However, a total of five personnel would be desired.

Commissioner Browne questioned whether the facility would be able to accommodate the number of personnel assigned.

Chief Oliveira stated that the station was built to accommodate a full complement.

Prevention Division

- Firefighter Safety Guides: In the process of distributing this year's special 20th Anniversary Edition to students islandwide. This year's edition has a new design and new safety messages. A copy will be provided to the commission.

Training Division

- 33rd Fire Fighter Recruit Class: Presently, half way through their Firefighter I essentials and continuing with the physical requirements of the class.
- 32nd Fire Fighter Recruit Class: Completing their EMT basic portion of training; EMT Intermediate training will follow.
- Firefighter I Curriculum: As requested at last month's meeting, a copy of the curriculum was provided to the Fire Commission's Training and Education Committee. The curriculum was established and developed by the Oklahoma State University and International Fire Service Training Association. The HCFD adopted this version, which meets the NFPA Firefighter Standards.

Volunteer Training Division

- Volunteer Chiefs Meeting: Held on September 10, 2005, at the Kaiminani Drive Pavillion. Eden Rock Fern Forest Volunteer Unit's President Elect Tom Brandt was present and stated that he would be working with Chief Oliveira and the Office of the Corporation Counsel on issues that need to be resolved. The commission will be kept informed of their progress.
- Donation of Brush Truck: Truck arrived at Hilo Pier on October 3, 2005. Presently, the truck is at the shop and being serviced and prepped so that it can be delivered to the Paauilo Volunteers.

Commissioner Kudlo thanked Chief Oliveira for repairing the Milolii Volunteers' Brush Truck and questioned whether the Fern Forest Volunteers' truck was delivered.

Chief Oliveira thanked Commissioner Kudlo for bringing that issue to light.

Mr. Brandt answered that he inspected and repaired the truck, which is located at Fern Forest. Captain Russell Enriques has left it up to the Milolii Volunteers to follow up on this issue.

Commissioner Kudlo stated that she would also pursue this with the Milolii Volunteers.

EMS Division

- Ocean View Ambulance: Donated by the Ferris Foundation and presently being delivered. Chief Paiva is working with Deputy Corporation Counsel Noda on getting the ownership and the use agreements finalized. Upon its arrival, it will be equipped and delivered to Ocean View.
- MICT Class: Internship will be completed on November 4, 2005. National Registry Exam is scheduled for November 19, 2005.

New Projects/Business

- Organizational Presentation: To be addressed following the Chief's Report.
- Hawaii Fire Chief's Association Conference: Prior to the meeting, the 2005 agenda and registration form was mailed to the Fire Commission.

Chief Oliveira mentioned that according to Commissioner Okabe, the Police Commissions from all the islands meet and discuss their individual commissions, and asked if the HCFC would like the administration to inquire with the other Fire Commissions whether they would like to meet as well.

Commissioner Okabe stated that the Fire Commission is a new commission and that the Fire Department's budget does not include any expenditure for the members to attend conferences. His experience as a former Police Commissioner is that the Police Department allocated part of its budget for the members to attend certain events. However, since the Fire Department has already prepared and created its forthcoming budget, he suggested that the commission consider recommending that the administration create a similar allowance in its future budget.

Commissioner Maedo agreed that the HCFC should pursue this issue, but also mentioned that some islands do not have Fire Commissions. Nevertheless, this year's event is being held on the Big Island and she encourages the members to attend.

Commissioner Okabe mentioned that the Fire Chief's Conference is similar to the Police Department's. The Police Commissioners participate and take the opportunity to meet and discuss their island's situations and issues. The islands that do have Fire Commissions could also benefit by pursuing this in their County's Fire Departments budget.

Commissioner Maedo agreed.

Employee/Public Relations

- HIUW/KTA Bag Brigade: Completed the 4th Annual Event which raised a record high amount of approximately \$6,000. Appreciation was expressed to the community, the Fire Department, and the Police Department, which solicited the donations.
- Fire Prevention Week: Scheduled for October 9-15, 2005. The annual celebration will be held on October 15, 2005, at Hilo Bayfront. This year's celebration will include rescue demonstrations, static displays, and the ever-popular Bucket Brigade. Commissioners will advise HCFD's Secretary Laurie Kaneta on whether they will attend.

UNFINISHED BUSINESS

None

COMMITTEE REPORTS

Budget & Finance (Hart/Matsuda) No Report.

Office Management and Staffing (Brazier/Okabe) No Report.

Rules and Policies (Maedo) No Report.

Public Relations (Browne/Kudlo) No Report.

Training and Education (Brazier/Maedo) No Report.

NEW BUSINESS

- Organizational Presentation Power Point Presentation (see Attachment "A") by Deputy Chief Wery re: "Definitions and Organizational Structure."

PUBLIC STATEMENTS

None

ANNOUNCEMENTS

- The next meeting is to be held on Wednesday, November 9, 2005, at 10:00 a.m., in the Liquor Control Conference Room, Hilo Lagoon Centre, 101 Aupuni Street, Hilo, Hawai'i.
- Set agenda for November 9, 2005, meeting.
 - Annual Budget Review by Chief Darryl Oliveira.

ADJOURNMENT

Meeting was adjourned at 11:37 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary