

William P. Kenoi
Mayor



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HAWAI'I COUNTY FIRE COMMISSION

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REGULAR SESSION - MINUTES **December 10, 2008** **Liquor Control Conference Room** **Kailua-Kona, Hawai'i**

CALL TO ORDER

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

ROLL CALL

PRESENT:

John Bertsch
Stephen Bowles
James Browne
Wil Okabe, Chair
Henry Pomroy, Jr.
Kaloa Robinson
Bill Rosehill

Excused: Karen Kudlo

A quorum was present.

ALSO PRESENT:

Bill Brillhante, Deputy Corporation Counsel
Kaycie Carter
Brenda Ford, Council Member
Mac Goddard
Laurie Kaneta
Wally Lau, Deputy Managing Director
Erin Miller
Darryl Oliveira, Fire Chief
Chris Stellfox

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)

On behalf of former Mayor Harry Kim, Vice-Chair Bowles presented a Certificate of Appreciation to Chair Okabe.

APPROVAL OF MINUTES

Commissioner Bertsch moved to accept the November 12, 2008, regular and executive session minutes. Commissioner Browne requested that a correction be made to the minutes to reflect that he did not attend last month's meeting. The motion was seconded by Commissioner Robinson and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

Commissioner Bertsch moved to accept Communication No. 08-07. Commissioner Robinson seconded the motion and it was unanimously carried.

CHIEF'S REPORT

Chief Darryl Oliveira introduced Council Member Brenda Ford.

Chief Oliveira thanked Commissioner Kuldo (not present) and Chair Okabe for their years of service and support to the Hawai'i Fire Department. A gift and lei was presented to Chair Okabe.

Chief Oliveira introduced Fire Equipment Operator Eric Kunitomo.

FEO Kunitomo provided an overview and update on the Dream Come True Program.

Budget

- FY 2009/10 Budget: Submitted FY 2009/10 budget to Finance. Scheduled to meet with the Department of Finance on January 12, 2009, at 1:00 p.m. Mayor Kenoi first cabinet meeting was held on December 8, 2008. Received directive that a hiring freeze is placed on all county positions, with exception to Fire Fighters, Police Officers, and Civil Defense positions.

Alternative Funding and Grants

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment) Bids are in the process of being awarded. Will be networking all Fire Stations in order to allow accessibility to all personnel.

- FEMA FY 2008 Assistance to Fire Fighters Grant: (Health/Wellness program, total budget is \$531,203) Met with Fire Rescue Specialist Garret Kim. Anticipating bid specifications. Contacted General Services Administration to receive government pricing on equipment.
- State Department of Transportation Safe Highways Grant: DOT/OSHA approved traffic safety vests for all paid and volunteer Firefighters.

Capital Improvement Projects

- Makalei Fire Station: Office of the Corporation Counsel is working with Attorneys representing GKK Makalei on the wording for the dedication deed. A resolution to accept the donation of the property from GKK Makalei passed the first reading of the County Council Finance Committee on November 20, 2008. The Department of Public Works' review of the final plan is expected to be completed soon.
- Pahoia Fire Station: Continuing retrofitting of exterior walls and finishing work on the interior. Apparatus floor doors are being installed. The exhaust system design was approved and is being fabricated. The makai acceleration/deceleration lane was paved and the driveway entrance into the property has been completed.
- Fire Administration and Support Facility: Continuing the design process.
- Central Fire Station: Still awaiting word from HUD regarding the disposition of the property. A final inspection of the demolition/landscape of the property was identified for the fire department and is scheduled to take place on December 9, 2008.
- Captain Cook Fire Station: Began construction on the hose tower retrofit, ADA compliance, Hazmat abatement, earthquake repairs, and general building maintenance. Personnel relocated to the National Park Hale Na Opio Dorm on December 1, 2008. Contractor is working closely with personnel in order to expedite the construction and minimize the duration of the personnel's relocation.

Promotions and Hiring

Internal Recruitment

- Fire Equipment Operator: Assessment Center conducted on December 6-7, 2008, for 35 candidates.

Open-Competitive Recruitment

- Interviews were conducted on December 5, 2008, for a full-time Water Safety Officer temporary position in South Hilo, ½ time position in South Kohala, and ¾ time position in South Hilo. Targeting winter season hire to begin on December 16, 2008.

Ocean Safety Division – Report provided by Captain Chris Stelfox.

- Hapuna Beach Park: Continuing to work with DLNR on Public Address system.
- Isaac Hale Beach Park (Pohoiki): Installed temporary lifeguard tower.

- Surveyor Towers: Anticipating the arrival of three towers in February 2009. Two will be placed in West Hawai'i at Laaloa (Magic Sands) and Spencer Beach Park. The third will be assigned to Isaac Hale Beach Park (Pohoiki).
- Hawai'i County's Shoreline Risk Assessment: Dr. Chip Fletcher informed Captain Stelfox that the funds acquired for his research have been exhausted. Therefore, he will provide Captain Stelfox a report on his present findings by late December.

Commissioner Bertsch questioned whether Dr. Fletcher would provide a final report.

Captain Stelfox stated that he would contact Dr. Fletcher and ask whether his research was complete.

- Operation improvements: There is consideration to have Water Safety Officers require EMT-B training and integrating their training with Firefighter Recruits.

Commissioner Bertsch reiterated his concern on whether Dr. Fletcher's research was incomplete because of the depletion of funds.

Emergency Operations Division

- Station Inspections for 1st Battalion completed. Station Inspections for 2nd Battalion to be completed by end of the year.
- MANPAD table top exercise held on November 26, 2008, with the Transportation Security Administration in Kona.

Support Services Division

Emergency Medical Services Bureau

- MICT Class: Presently involved in their clinical internship on the Big Island.

Fire Auxiliary Services

Warehouse Section

- Chief Oliveira requested that the Fire Commission agendaize and participate in a familiarization tour of the department's warehouse following the January meeting.

Fire Station Improvements

- Pahala Fire Station: Hilo Mechanics and Pahala Fire Station Captains met in order to review spec and installation locations for a new air system.

Training Bureau

Recruit Training

- 38th Firefighter Recruit Class: Presently completing second month of training. Continuing with their Fire Essentials curriculum.
- 37th Firefighter Recruit Class: Scheduled to complete their EMT portion of training by December 12, 2008. Graduation is scheduled for December 19, 2008, at Nani Mau Gardens. Invitations were sent out to the commission.

Volunteer Section

- Report by Mac Goddard: Volunteer Fire Chief's Meeting was held on November 15, 2008, at Volcano Fire Station. Company 7B completed their Firefighter I Essentials.

Prevention Bureau

- Fireworks: Gearing up for fireworks permits and sales to begin on December 26, 2008. In order to regulate the fireworks, the Fire Department continues to work on lobbying legislation to change the Fireworks ordinance.

Employee/Public Relations

- Lehua Jaycees Christmas Parade: Participated in the Lehua Jaycees Christmas parade and won first place in the small float category.
- Station Decorating Contest: Judging will take place the weekend of December 20 – 21, 2008. The Fire Commission was asked to participate in the judging.

NEW BUSINESS

- Dream Come True Program Presentation. (Provided above).

MOTION TO GO TO EXECUTIVE SESSION

Commissioner Bertsch made a motion to consider discipline and charges against employees of the Hawai'i County Fire Department, 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. The motion was seconded by Commissioner Pomroy and unanimously carried.

The regular session ended at 11:05 a.m.

The regular session convened at 11:45 a.m.

ACTION ON EXECUTIVE SESSION MATTERS

- The Annual Fire Chief's evaluation will be deferred until all members review the strategic plan.

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) No report.

Training and Education (Kudlo) No report.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, January 14, 2009, at 10:00 a.m., in the Aupuni Center Conference Room, Hilo, Hawaii.

- Set agenda for January 14, 2009, meeting.
 - Election of Officers for 2009.
 - Warehouse Familiarization Tour.
 - Update on Fire Chief's Evaluation.

ADJOURNMENT

Meeting was adjourned at 11:50 a.m.

SUBMITTED BY:

KAYCIE A. I. CARTER
Secretary