

## MINUTES

### COUNTY OF HAWAI'I STANDARDIZATION COMMITTEE

Friday, September 13, 2024

County Building  
Finance Conference Room  
25 Aupuni Street, Suite 2103  
Hilo, Hawai'i

#### CALL TO ORDER

The meeting was called to order by Chairperson Diane Nakagawa at 9:09 a.m.

#### ATTENDANCE

There was a quorum with the following committee members and staff in attendance:

Diane Nakagawa, Director of Finance  
J Yoshimoto, Assistant Corporation Counsel  
Grant Nagata, Business Manager of The Office of the Prosecuting Attorney  
Royce Shiroma, Housing & Community Development Specialist VI  
Kelsey Kalua-Lewis, Business Manager of Public Works  
Kazuo Todd, Fire Chief

Also present: Stephanie Letro, Procurement & Specs Specialist of Finance  
Crystallene Pacheco, Private Secretary of Finance

Absent: Stephen Pause, Director of Public Works

#### INTRODUCTION

Those present at the meeting were introduced by Ms. Nakagawa.

#### MINUTES OF APRIL 18, 2024, MEETING

Mr. Yoshimoto moved to approve the minutes of the April 18, 2024 meeting. Mr. Shiroma seconded.

Ms. Nakagawa – any discussion?

None.

The committee voted to approve April 18, 2024 minutes. 5 ayes. Motion carried.

## STATEMENTS FROM THE PUBLIC (AGENDA ITEMS ONLY)

There were no written statements from the public.

## NEW BUSINESS

### **Agenda Item 1:**

Standardize the purchase of Bates Men's Tactical Sport 2 Mid Side Zip Safety Composite Toe Military Boots for uniformed office staff of the Hawai'i County Fire Department.

Chief Kazuo – Requesting to standardize affordable non-fire boots. We currently purchase boots off the Honolulu contract and have used the same boots for over a decade. The cost of boots is \$300 each, its fire resistant, steel shank, etc... It's important to have a uniformed and professional look throughout the department. We do not want to put out a contract where the winning bid for boots has a different look year to year and would like the uniform to always be consistent. Smaller, light, inexpensive boots would apply to the non-operational staff.

Ms. Nakagawa – Any questions?

Mr. Shiroma – What's the longevity of the boots?

Chief Kazuo – They will last 2 to 3 years. These boots have been manufactured for the last 15 years and are popular and standardized.

Ms. Kalua-Lewis – Is the Honolulu contract you're ordering from an SPO or from a specific vendor?

Chief Kazuo – Honolulu goes out for PPE, and they have their own contract. They put a clause in the contract which allows neighbor islands to join as well. They have a list of fire-related gears they're constantly working on and developing. Our County gets involved by letting them know of equipment we are interested in purchasing. Honolulu has the manpower to gather the vendors, go through training, write reviews and reports on specific equipment.

Ms. Nakagawa – Staff that don't go out, what are they wearing?

Chief Kazuo – Some of the staff will go out on rare occasions, in that case, we issue both expensive and affordable boots. Everyone is currently wearing expensive boots.

Ms. Nakagawa – So we're not trying to standardize new boots for those who are working in the office that don't normally do wear boots.

Chief Kazuo – Correct. It's for those who we just put into uniform; we would give them affordable boots instead of expensive boots. It's to save money in the long run. The expensive boots keep your feet safe but not comfortable being in them more than 8 hours. It would be nice to have office staff use boots that are lighter and practical for office work.

Mr. Nagata – The safety division seems to be fine and using the Bates brand as well.

Chief – Yes, the boots will be mainly worn by staff in this type of office environment and the safety aspects are relatively minimal.

Ms. Nakagawa – Can you get the affordable boots from a variety of vendors?

Chief Kazuo – Yes. I don't think we spend all that much on these boots per year. Under the current pCard purchase of \$2,500, we can purchase 25 sets of boots. I think we may have a total of 80 or 30 staff that would need these boots eventually. Some may stick with the expensive boots, but I want to give them options. Right now, in the office, we may have about a total of 30 staff who will need these boots. Cost will come out to less than \$6,000.

Ms. Nakagawa – Any other questions?

None.

Mr. Yoshimoto moved to approve to standardize the Bates Men's Tactical Sport 2 Mid Side Zip Safety Composite Toe Military Boots for uniformed office staff of the Hawai'i County Fire Department. Mr. Shiroma seconded.

The committee voted on the approval of standardizing the Bates Men's Tactical Sport 2 Mid Side Zip Safety Composite Toe Military Boots for uniformed office staff of the Hawai'i County Fire Department. 5 ayes. Motion carried.

## ANNOUNCEMENTS

None.

## ADJOURNMENT

There was no further business. Mr. Nakagawa made a motion to adjourn the meeting, Mr. Yoshimoto moved, and Ms. Kalua-Lewis seconded. The meeting was adjourned at 9:21 a.m.

Respectfully submitted,



Crystallene Pacheco

9 DEPARTMENT OF FINANCE

DATE REC'D: JUL 29 2024

ROUTE NO. \_\_\_\_\_

COPY NO. \_\_\_\_\_

APPROVED: Standardization Committee

FILE NO. \_\_\_\_\_

**STANDARDIZATION COMMITTEE**  
Request Form SC-1

DEPARTMENT/AGENCY: Hawaii Fire Department DATE: 7/28/2024

Division: Fire Administration

CONTACT PERSON: Kazuo Todd PHONE: 932-2900


SUBJECT: Office uniform boot

**BRIEF DESCRIPTION:**

The Hawaii Fire Department proposes the standardization of office footwear for uniformed staff by adopting the Bates Men's Tactical Sport 2 Mid Side Zip Safety Composite Toe Military Boot. This boot, priced at \$104.81 per pair, offers essential features such as composite toe protection and slip resistance, suitable for office environments. This initiative aims to ensure a consistent and professional appearance for approximately 40 staff members while providing significant cost savings compared to the more expensive fire station boots. Standardizing this footwear will enhance uniformity, streamline procurement processes, and improve overall comfort for office personnel.

**REQUESTED ACTION:**

We request approval to standardize the Bates Men's Tactical Sport 2 Mid Side Zip Safety Composite Toe Military Boot as the official office footwear for all uniformed staff not engaged in hazardous field activities. The department plans to purchase approximately 20 pairs annually, serving around 40 employees. This change represents a cost saving of \$175.19 per pair compared to the \$280 fire station boots. The standardization will ensure a consistent and professional appearance across the department, provide greater comfort, and optimize procurement efficiency. We seek authorization to proceed with the procurement of this specific model for all applicable personnel.

APPROVED BY:   
Kazuo S.K.L. Todd, Fire Chief