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Fire Prevention (LEGACY)



This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.

Related Policies: Article VII Fire Inspection Bureau, sections 700.01 through 710.07 and Chief's Memo 2010-060, Fire Works Permit Sales.

Applicable HI Statutes:

ARTICLE VII
FIRE INSPECTION BUREAU

- 700.01** **FIRE PREVENTION INSPECTOR III.** Plans and directs the County-wide activities of the Fire Prevention Division and is under the general supervision of the Fire Chief.
- a. They direct the enforcement of the fire safety codes, regulations, and laws.
 - b. They develop and recommend amendments to the State Model Fire Code.
 - c. They develop and execute a systematic plan of inspection of buildings and structures for fire hazards and fire code violations.
 - d. They direct fire investigations and participate in the more difficult investigations.
 - e. They train personnel in fire prevention inspections and investigations.
 - f. They oversee the preparation and maintenance of proper reports and records.
 - g. They prepare budget requirements for bureau.
 - h. They oversee the review of construction plans and specifications for either new or modified buildings and structures to check for fire hazards or violations of fire safety codes, regulations, and laws.
 - i. They coordinate review activities within the framework of the Building Department's consolidated inspection program.
 - j. They review and approve the construction plans and specifications for more complex buildings and structures and transmit same to other public health, safety and building agencies for their review prior to the issuance of a building permit.
 - k. They perform other related duties as required.
 - l. They recommend personnel transfers, and selections for promotion and vacancies.
 - m. They evaluate personnel performance and exercise disciplinary authority consistent with departmental policies and civil service rules and regulations.
 - n. They attend meetings and participate in the development or improvement of departmental policies and procedures.
 - o. They develop and implement fire prevention awareness programs in cooperation with public and private agencies.
 - p. They prepare and present speeches to community groups and participate in public safety activities.
 - q. They attend Fire Appeals Board meetings and present testimony.
 - r. They attend State Fire Council conferences.

**700.02****FIRE PREVENTION INSPECTOR II**

- a. They supervise and participate in inspecting buildings and other structures for compliance with fire safety codes, regulations, and laws.
- b. They review construction plans and specifications for buildings and other structures for compliance with fire prevention and safety codes, rule and regulations; plan and carry out fire inspection enforcement activities within an assigned geographic area and perform other related duties as required.
- c. They develop and carry out schedules for inspecting buildings and structures to ascertain the presence of fire hazards or violation of fire safety codes, rules and regulations, and instruct others in fire prevention inspection methods and techniques.
- d. They approve plans as to compliance and transmit same to other public health, safety and building agencies for their review prior to the issuance of a building permit.
- e. They review construction plans and specifications for schools, institutions and other public buildings, hotels, residences, business and storage buildings and structures to ascertain the presence of fire hazards or violations of fire safety codes or regulations.
- f. They check for adequate fire wall protection, escapes and exits, installation of extinguishing fixtures and equipment, alarm and signaling devices.
- g. They review performance and provide assistance in resolving difficult problems of interpretation and enforcement, investigate origin of fires and keep records and prepare reports.
- h. They cooperate with public and private agencies in promoting fire prevention understanding and effectiveness by speaking before groups and participating in public safety activities.
- i. They recommend changes in policies and procedures, report forms and methods and in keeping of records.

700.03**FIRE PREVENTION INSPECTOR I**

- a. Under general supervision, he/she inspects buildings and other structures for compliance with fire prevention and safety codes and regulations and laws.
- b. They issue citations for violations, investigate origin and cause of fires and perform other related duties as required.
- c. They inspect the adequacy of fire protection facilities, firefighting equipment and fixtures and for safe and effective means of evaluation.
- d. They inspect manufacturing, processing and storage activities for proper installation and handling of volatile and flammable materials.
- e. They advise property owners and occupants on correcting fire hazards through structural changes, installation of fire protection equipment or through changes in practices.
- f. They conduct inspections in cooperation with other government agencies engaged in enforcing public health and safety requirements.
- g. They investigate the origin of fires by collecting evidence, interview witnesses, obtain expert observations, take photographs or makes sketches.

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- h. They inspect schools, institutions and other public buildings, hotels, residences, business and storage buildings and structures to ascertain the presence of fire hazards or violations of fire prevention and safety codes.
- i. They issue certificates of occupancy.
- j. They testify at hearings and in court.
- k. They inform the public regarding fire prevention and safety by speaking before groups and conducting demonstrations.
- l. They may assist in reviewing plans for new construction prior to issuance of a building permit or assist in instructing others in fire prevention inspections.

700.04 FIRE INSPECTION BUREAU OPERATIONS. The Fire Inspection Bureau shall conduct fire inspections, fire investigations, structural plants examinations and enforcement activities, and an effective public education program for fire prevention and fire safety.

700.05 FIRE INSPECTIONS shall be performed by Fire Inspectors and fire company personnel. The fire companies, as prescribed by their daily work schedule, and for the purpose of detecting and recommending correction of common fire hazards, shall inspect dwellings and other occupancies. The Fire Prevention Inspectors shall inspect properties which require their technical qualifications and shall follow-up the fire company inspection with in-depth inspections where necessary or requested. In order to observe fire safety while business is in progress, some inspections shall be performed at night by the inspectors and by fire companies on occasion. The Chief Fire Inspector shall direct the inspections assigned to them.

700.06 They shall supervise the company inspection program in the fire fighting units by training of company personnel, by assisting in all fire prevention matters called to their attention, by receiving and evaluating the quarterly performance reports from the platoons, and by submitting quarterly evaluation summary reports to their Assistant Chief who will complete the reports and forward them to the Fire Chief.

700.07 Frequency of inspections shall be annually for each business establishment located within the Fire Districts and additional inspection may be made at the prerogative of the Fire Chief.

700.08 FIRE INVESTIGATIONS shall be conducted by Bureau personnel at the request of the responsible chief officer to ascertain the cause, origin, and circumstances of the fire in question.

700.09 STRUCTURAL PLANS EXAMINATIONS shall be conducted by the Chief Fire Inspector. The plans examiner shall examine and approve plans;

- a. for buildings pursuant to County Ordinances, which designate the rated occupancies that require plans approval;

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- b. for tent installations, exhibits, shows, etc., and
- c. for Comprehensive Zoning code applications.

700.10 The fire prevention educational program conducted by Bureau personnel shall include the arranging for and/or the performance of demonstrations, talks, news releases, television and radio appearances, and other activities to increase the public awareness of fire safety. Public education shall also include planning for building evacuations, distribution of fire prevention printed materials, assistance to managers with fire safety problems, and the planning and execution of the annual Fire Prevention Week.

701.01 CERTIFICATES OF FITNESS are issued through the Fire Inspectors Bureau to persons or organizations, after an examination, authorizing them to repair and service fire extinguishes.

702.01 FIRE PROTECTION FACILITIES IN NEW BUILDINGS. Fire protection facilities discussed herein apply to alarm systems; sprinkler systems; other automatic extinguishing systems; and wet and/or dry standpipe systems. Upon completion of any of these fixed internal fire protection equipment in new buildings and approval by its representative, the Fire Inspection Bureau shall notify the Fire Communication Control who shall inform the appropriate on-duty Assistant Commander and the first alarm fire companies. This notice shall be entered in the Assistant and company journals for the information of the off duty platoons. The Fire Prevention Inspectors shall conduct a survey and orientation for the Assistant Commander and first-in company of each platoon for each new installation.

702.02 It shall be the responsibility of the appropriate Assistant Commanders and Company Commanders of all platoons to familiarize themselves with the physical features of these facilities as soon as practical.

702.03 At the end of each month the Fire Prevention Bureau shall publish and distribute to all Assistant Headquarters, companies and bureaus a listing of the new approved fire protection facilities.

TRAINING, INFORMATION AND EDUCATION BUREAU

710.01 RESPONSIBILITIES AND SERVICES. The Training, information and Education Bureau, directed by a Training Officer, shall coordinate training for fire company personnel and fire fighter recruits; plan training schedules for all companies; provide research services for the Department; and deal with the public regarding fire safety and education. The performances of these functions are described as follows:

710.02 TRAINING OF FIRE COMPANY PERSONNEL shall be conducted for single and multiple company phases of engine and ladder company operations as well as other

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firefighting support services. A training manual shall be developed and maintained as a guide for uniformity and efficiency of firefighting operations. A record of skills and required certifications for firefighting personnel shall be maintained.

- 710.03** RECRUIT TRAINING for new fire fighters shall be provided and shall include Department procedures, firefighting methods, equipment familiarization, and certificate qualifications.
- 710.04** SCHEDULING OF TRAINING for all fire companies shall be coordinated for both in-house classes and field exercises. Training shall include hose and ladder evolutions, equipment operation, and first aid.
- 710.05** RESEARCH for new equipment and firefighting techniques shall be on a continuing basis. There shall be testing and evaluation of newly acquired firefighting apparatus and equipment. A fire science and training library; and photographic and videotaping services shall be provided and maintained.
- 710.06** FIRE SAFETY EDUCATION FOR THE PUBLIC shall be accomplished in the form of fire safety demonstrations, training for fire evacuation, and news media releases.
- 710.07** The public relations activities shall include the water shower program and public appearances on behalf of the Department.

CHIEF’S MEMORANDUM

NO. 2010-060

December 10, 2010

TO : ALL PERSONNEL

FROM : DARRYL OLIVEIRA, FIRE CHIEF

SUBJECT : FIREWORKS PERMIT SALES

To assure customer service and public access and availability to fireworks permits, three staffed sites will be established and maintained for this year’s fireworks permit sales. This will include:

1. Kona Fire Prevention Bureau at Hanama Place in Kailua-Kona
2. Parker Ranch Shopping Center (Food Court) in Kamuela
3. County Building, Fire Administration, 25 Aupuni Street, Suite 2501, in Hilo

Listed below are the hours of operation for each site and the request for overtime:

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SITE	DATES	HOURS OF OPERATION	OVERTIME REQUEST
Kona	December 26	0900 – 1800	0900 – 1400 1400 - 1800
	December 27 to 30	0800 – 1800	0800 – 1300 1300 – 1800
	December 31	0900 – 1600	0900 – 1200 1200 – 1600
Kamuela	December 26	1000 – 1600	1000 – 1600
	December 27 to 30	1000 – 1600	1000 – 1600
	December 31	1000 – 1600	1000 – 1600
Hilo	December 26	0900 – 1800	0900 – 1400 1400 – 1800
	December 27 to 30	0800 – 1800	1630 – 1800
	December 31	0900 – 1600	0900 – 1200 1200 - 1600

Personnel may sign up for multiple and consecutive shifts; however, sign up shall not result in double time. Overtime opportunity will be distributed as equitably as possible. It should also be noted that travel time is not authorized. Deadline to sign up is Friday, December 17, at 1630, via e-mail to Laurie Kaneta or Michael Matsui.

Should you have any questions, please contact Captain Gantry Andrade, Captain Robert Perreira or myself.

DARRYL OLIVEIRA
Fire Chief

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