

## *CHIEF'S REPORT*

- I. Budget
- II. Alternative Funding and Grants
  - FEMA FY 2009 Assistance to Fire Fighters Grant
  - FY 2010 AFG SAFER Grant
  - FY 2010 CDBG Grant for Pahala Tanker
  - FY 2010 CDBG Grant for Pahoia Apparatus
  
  - Capital Improvement Projects. A current overview of ongoing projects may include but not limited to:
    - ✓ *Makalei Fire Station*
    - ✓ *Fire Administration & Support Facility*
    - ✓ *Central Fire Station*
    - ✓ *Kawailani Fire Station*
    - ✓ *Ka'u Public Safety Package*
      - ✓ *Punalu'u Ocean Safety Tower*
      - ✓ *Na'alehu and Pahala Volunteer Garages*
    - ✓ *Pa'auilo Volunteer Garage*
    - ✓ *DPW ADA Compliance, Hazmat Abatement*
    - ✓ *Pohoiki Radio Relocation*
- III. Promotions & Hiring
- IV. Emergency Operations Division
- V. Support Services Division
- VI. New Projects/Business
- VII. Employee/Public Relations

# **FIRE COMMISSION MEETING**

## **December 14, 2011**

### **I. Budget**

#### FY 2012-13 Budget

- Budget Review Meeting with Finance Department scheduled for January 13, 2012.
- CIP Budget Worksheet and update due January 5, 2012. Putting in an additional request for funding of a replacement fire station for Kawaiiani.

### **II. Alternative Funding and Grants**

- FEMA FY 2009 Assistance to Fire Fighters Grant:
  -
  
- FY 2010 Assistance to Fire Fighters SAFER (Staffing for Adequate Fire & Emergency Response):
  - Grant award for production of recruitment video.
  - Requested RFP (request for proposal) from Department of Human Resources on a similar recruitment video that they did. Our department will model our project around this and submit the bid request for the recruitment video.
  
- FY 2010 CDBG – Tanker/Tender – Pahala Fire:
  - Final Payment to be made on December 16, 2011
  - Final Report will be sent to Housing Department to close out this grant.
  
- FY 2011 CDBG – Fire Apparatus – Pahoehoe Fire:
  - Request for Bid went out and will close at the end of month.
  - Submitted bids will be reviewed and awarding of contract to follow.
  - Awarding of contract targeted for Mid January providing there are no contesting of bid award.

#### **Capital Improvement Projects: A current overview of ongoing projects may include but not limited to:**

- **Makalei Fire Station:**

The primary roof decking is on.

The metal roofing contractor is on site and fabricating the metal roofing sheets.

They have started to put the roofing on this week.

The interior is also moving along with the subcontractors installing HVAC, sprinkler system, windows, and all of the other behind the walls rough in.

According to the contractor, they are almost ready to start interior walls and pulling the electrical wiring.

The hose tower is being topped off and the septic system is completed and being covered.

- **Fire Administration & Support Facility:**
  - No updates. This project is on hold until alternative funding can be realized for construction.
  
- **Central Fire Station:**
  - Letter sent to State requesting lease of land in Lanakila Housing. We are still awaiting a reply. Alternative funding will have to be secured for construction.
  
- **Kawailani Fire Station:**
  - Chief Rosario and members of County Council visited a site off of Ainaloa that DLNR is offering for use towards construction of replacement Fire Station for Kawailani. Chief Rosario has asserted that funding assistance will be needed and that the Council is requested to assist with this. The current station will be negatively impacted by the Kawailani Road Widening Project slated for 2014.
  
- **Ka'u Public Safety Package:**
  - ✓ Punalu'u Ocean Safety Tower
    - Temporary tower erected
    - Permanent tower bid specifications are with Department of Finance
  
  - ✓ Na'alehu and Pahala Volunteer Garages
    - Inspection of parts completed. Identified missing parts and Public Works are ordering the parts. Public Works will be putting out a request for Construction bid.
  
- **Paauilo Volunteer Garage:**
  - Notified by Finance that we could not go into a rental agreement offered by a local resident. We are currently researching State lands that may be available for lease or use.
  
- **DPW ADA Compliance, Haz Mat Abatement:**
  - Construction Representatives have started to map out the construction details for the Warehouse/Dispatch/Training Room building.
  - This will be the next phase of the ADA compliance project.
  
- **Pohoiki Radio Re-Location:**
  - Completed December 5<sup>th</sup>.
  - Lease of private property ends December 31<sup>st</sup>.

### **III. Promotions & Hiring**

#### ***INTERNAL RECRUITMENTS:***

1. Assistant Fire Chief (Emergency Operations): Request to Fill application was approved by the Personnel Review Committee and the Managing Director. Human Resources will be sending out the recruitment announcement with an opening date of December 19<sup>th</sup> and closing on December 28<sup>th</sup>.
2. Assistant Fire Chief (Support Services): Request to Fill application was approved by the Personnel Review Committee and the Managing Director. Human Resources will be sending out the recruitment announcement with an opening date of December 19<sup>th</sup> and closing on December 28<sup>th</sup>.
3. Fire Equipment Operator (various locations): Written examination held on 11/14/11. Twenty Four Personnel passed the exam. The Assessment Center will be held on December 19, 20, and 22.
4. Fire Captain (various locations): Promotions scheduled for January 16, 2012. Human Resources need to process the Personnel Forms. We are in process of moving two position numbers affected by the Deputies Appointment
5. Human Resources Technician I (South Hilo): Interview held on 12/05/11. Jean Viernes promoted to position effective 12/16/11.
6. Fire Equipment Mechanic (South Hilo): Open competitive recruitment currently being conducted December 4 – 16, 2011.

### **IV. Emergency Operations Division**

#### ***OPERATIONS:***

1. November 1: address inconsistency in the TA policy between battalions. All 6 Battalion Chiefs now in compliance of TA policies.
2. Worked on solving the problem of Engine 20 having to travel excessive distance to refuel at the Waiohinu baseyard, taking them out of district and increasing the response time. Worked with Robert Belcher and April Oshiro on statistical feasibility of using the HOVE gas station as an alternate source. It was not financially feasible. After consultation with Fire Prevention, AC2, and Public Works, the use of 5 gallon fuel containers stored at station 20 seems to be the best solution. Co-20 would be able to “top-off” their vehicles at station, reducing the number of trips to the Waiohinu Base Yard. AC2 is working on acquiring the fuel containers for station 20.
3. Attended various meetings with Secret Service Coordinators for possible planned visitations to Hawaii Island by APEC attendees. HFDs role was identified and plans put in place for assistance. Due to the weather, scheduled visits were cancelled.
4. We presently have 2 spare engines available: HFD 497 (Pookela) is stored at station 10; HFD 320 (E1-1) is stored at station 16 following repairs.
5. Rescue Boat 2-2 fuel tank completed. Still in Kona - repairing electrical.

6. Scheduled new Tanker 11 training: 3 FEO's and 3 Firefighters assigned to attend Tanker 11 training on December 16, 2011.
7. Kona International Airport 2011 Triennial Emergency Response Exercise scheduled for Today, December 14, 2011. BC Reuben Chun will be HFD Representative.
8. Submitted a proposal for the use of an "Emergency Response Guide for PGV" which was to be used as a reference for Companies responding to PGV emergencies. Also included with this guide was a suggested "Emergency Response Procedures" to update the current "Emergency Response Procedures" dated 10-11-2000.

### ***SPECIAL OPERATIONS:***

#### ***Hazmat***

1. Training completed in November with the DOH HEER. Liz Galvez from HEER supplied us with two sampling kits to assist us with the categorizing of unknown hazardous materials. This has saved our department over \$7,000 from not having to purchase these kits from a vendor, not including the costs for the training. The training was also done at no cost to our department or the county.
2. Captains meeting held on November 17, 2011.
3. We are addressing the scheduling and timely ordering of our equipment supplies as well as tracking our equipment repair.
4. Canberras sent out for repair for sta. 21and still awaiting return. DOH will come over to assist in the calibration of the Canberas in the near future.
5. Finalizing the SOPs to be submitted to F-1 and Corp. Council
6. Baseline medical screening approved for all of our hazmat personnel and will be scheduling our personnel soon.
7. Still looking for funding sources for our Multi Rae equipment with the wireless link. We are requesting funding from the LEPC to assist with this purchase.
8. There will be a Clandestine Lab training sponsored by the State Public Safety Narcotics Division to be held in Honolulu on December 5-9, 2011.

### ***SPECIAL OPERATIONS:***

#### ***Rescue***

1. Captain's meeting was held on November 30, 2011.
2. Currently signing up clients that are on the waiting list for Project Lifesaver.
3. RB-2-2 fuel tank repaired in Kona. Also repaired the wiring system and fuel gauge. Repairs should be completed in early December.
4. Some equipment funded by the Sayre foundation will soon be purchased. Sent Laura the ordering information and will assist with this purchasing.
5. Completed an annual rescue training program to identify the core requirements of the program. This identified both on and off duty training. Revised the training schedule based on the consultation with the rescue captains and F-1, and is awaiting approval for implementation.

6. Rescue companies will continue to conduct drills with requests routed through the proper channels. Some of these drills will be done on duty with Co. 21 covering district 7.
7. Working on the equipment list for all of the rescue personnel regarding what should be assigned to the position and personal gear. A spreadsheet was developed to ease the tracking of all rescue equipment.
8. A backup new Billy Pugh net and line was ordered and is awaiting arrival for C-1. The vendor has not completed its compliancy with our new tax laws.
9. MOA with Coast Guard to be used for SAR missions reviewed and approved. Sent back to the Coast Guard for their legal department to do a final review before signing.
10. Will be sending 10 of our rescue personnel to the USAR training in Honolulu from December 3-10, 2011. Students will be attending from December 5-9, 2011.

### ***OCEAN SAFETY:***

1. The Punaluu tower has been erected and is just awaiting completion of the painting and panels for security. A new surveyor apex tower will be purchased and erected after approval is secured by finance.
2. Awaiting approval from finance for the purchase of a new Jr. Surveyor tower for the north end of Hapuna overlooking the beach fronting the Hapuna Prince Hotel and for Punalu'u beach. CIP funds will be used for this project.
3. WSO Franklin's position was filled by WSO John Kapsky who took a demotion from WSO IV to WSO II. We have begun utilizing WSO II personnel to TA into this position until it is filled. A rotational basis has been set up with TA responsibilities identified.
4. WSO Foster had her shoulder surgery and is back at work. She has been very instrumental in completing the beach logs on the all battalions folder. Her LD status has been extended but is unknown to the length of her limited duty status.
5. UV protection garments have begun arriving and will be sent out for printing before being distributed to our ocean safety personnel.
6. Sayre purchased 4 rescue boards, 8 megaphones, 4 binoculars, 2 AEDs, and 13 AED cases. Resolution has passed and I am working with Laura Sayre to schedule a dedication of these products.
7. Jr. Lifeguard grant purchases have begun arriving and will be distributed to the respective districts for storage for future use.
8. We have purchased masks and snorkels for the WSOs and will be distributing them within the next few weeks.
9. Attended a USLA Board of Directors conference and gained a lot of valuable information regarding certification and other ongoing issues throughout the nation.
10. Shark protocol has been implemented and is now in current use.
11. New SOP and discipline procedures are now in consultation with HGEA and are awaiting their response.

## V. Support Services Division

### *EMS BUREAU:*

1. Attended the Hawaii Trauma Advisory Committee meeting on Oahu on November 4<sup>th</sup>. The major update was that of the recent departure of State Trauma Program Manager, Peggy Sale who took another position on the mainland. The position is now vacant.
2. Made a presentation to the Judges of the "Employee of the Year" committee on our Department's nominee, EMS Storekeeper Thomas Clark. On November 22<sup>nd</sup>, EMS Storekeeper Thomas Clark was the recipient of the County of Hawaii Employee of the Year award
3. On November 10<sup>th</sup>, Co-12 and EMS Bureau personnel participated in the West Hawaii Health Fair for seniors at the Kona Sheraton Resort where free Blood Pressure screening and general health awareness pamphlets were provided.
4. The first in-house EMT Refresher training was conducted on duty for ranked "B" Shift personnel. A need was determined when the EMS Training Center reported that several ranked EMT's on "B" Shift were denied entry into the November EMT Refresher due to the class size. Classes were held on November 10<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup>, and were instructed by FMS C. Honda.
5. MICT Applications for the January 2012 class have been submitted. Fourteen candidates submitted their application to KCC. The department will be notified at the end of the month whether all fourteen applicants have been accepted into the program.
6. On November 17<sup>th</sup>, received (20) CPAP breathing units through a private donor and the North Hawaii Community Hospital (\$32,000 value). In service training needs be scheduled and then the units will be rolled out to our field providers.
7. Recruits Agliam and Taketa completed the Department's EMT Evaluation on November 18<sup>th</sup>. Both personnel were evaluated on Medic-10 in Pahoa and passed their evaluation period without any issues. They were two recent hires who already were State Certified EMTs.
8. ACLS Refresher training was held for "A" Shift personnel on November 22<sup>nd</sup> and 23<sup>rd</sup> at the EMS Training Center.
9. The EMT Class completed their EMT Basic Internship on November 25<sup>th</sup>. Personnel reported back to the class during the week of November 28<sup>th</sup> to December 2<sup>nd</sup> to complete their written final and skills testing. The class is scheduled will start the first ever, Advanced EMT training on December 5<sup>th</sup>. The class is being instructed by FMS C. Honda.

10. On November 23<sup>rd</sup>, we were notified by the Michael and Susan Dell Foundation that our grant application for the Intra-osseous drill (\$25,000 value) was approved for funding.
11. Bureau personnel participated in the Child Death Review committee meeting on November 30<sup>th</sup>.
12. The EMS Bureau is currently working on a comprehensive Infection Control packet for use and reference for Operations personnel. An MOU with Hilo Medical Center and Kona Community Hospital is also in the development stage, goal being to streamline the treatment protocol of our employees following an exposure.

**TRAINING BUREAU:**

**VOLUNTEER TRAINING (EAST):**

<b>Volunteer Training:</b>	Co. Training Hrs	Prep Hrs	Volunteer Companies	Volunteer Firefighters
<b>Ladder Ops</b>	6			
<b>Video: Safety Situations</b>	14			
<b>Admin Research, Prep Hrs</b>		140		
<b>Volunteer Companies</b>			10	
<b>Volunteer Firefighters Attended</b>				39
<b>Monthly Total</b>	27	122	14	61
<b>Year to Date</b>	310	1304	140	715
<b>Remarks:</b>				
11/09: Pahala shed inventory. In attendance – A/AC2 G. Komatsu, Captain C. Komatsu, Captain G. Honda, Alan Saito (PW)				
11/11: Veterans Holiday				
11/16: Meeting with Kanehoa Volunteers (9-B) regarding BT-9B. In attendance – A/AC2 G. Komatsu, Captain H. DeSa, Captain C. Komatsu, Chief Mechanic G. Maesato, Guido, Mike Shattuk, Todd Cales				
11/17: Meeting with Chief Mechanic G. Maesato regarding possible placement of Volunteer Vehicles. In attendance – Chief Mechanic G. Maesato, Captain C. Komatsu, Captain H. DeSa				
11/24: Thanksgiving Holiday				
11/29: Naalehu Shed inventory. In attendance – C/AC2 G. Komatsu, Captain C. Komatsu, Alan Saito (PW)				
11/30: Meeting with Fire Chief and Deputy Fire Chief regarding Kukio Volunteer Start up				
*Hawaiian Acres, Fern Acres, Pepeekeo Cancelled Training. Hawaiian Beaches: no contact				

***VOLUNTEER TRAINING (WEST):***

<b>Volunteer Training:</b>	<b>Co. Training Hrs</b>	<b>Prep Hrs</b>	<b>Volunteer Companies</b>	<b>Volunteer Firefighters</b>
<b>Ventilation</b>	8			
<b>SCBA</b>	8			
<b>Assessing Fire Scenes</b>	8			
<b>Safety &amp; Communication</b>	8			
<b>Admin Research, Prep Hrs</b>		104		
<b>Volunteer Companies</b>			7	
<b>Volunteer Firefighters Attended</b>				47
<b>Monthly Total</b>	32	104	7	47
<b>Year to Date</b>	353	1366	129	807
<b>Remarks:</b> Commnication; Ventilation; PPE's Safety Videos; Offensive, entry vs. defensive containment Back up entry team, buddy system 3 vacation days in November; Thanksgiving Holiday				

***PREVENTION BUREAU:***

***PREVENTION BUREAU 2011 Activity***

	<b>November</b>		
	<b>EAST</b>	<b>WEST</b>	<b>TOTAL</b>
<b>Fire Protection/Detection System Inspections</b>	8	10	18
<b>Fire Investigations</b>	0	1	1
<b>Business Inspections</b>	23	17	40
<b>School Inspections</b>	7	3	10
<b>Complaint Investigations</b>	4	6	10
<b>Occupancy Enforcement</b>	0	0	0
<b>Certificate of Occupancy inspections</b>	2	7	9
<b>Safety Classes to public</b>	4	3	7
<b>Agricultural Burn Site Inspections</b>	0	0	0
<b>Tent Permits/ Inspections</b>	5	5	10
<b>AST/UST/LPG tank Inspections</b>	2	5	7
<b>Fireworks Site Inspections</b>	1	3	4
<b>Meetings/Conferences</b>	18	20	38
<b>Plans Review</b>	81	24	105
<b>Arson Canine training (hours)</b>		82	82
<b>Arson Canine Use</b>		1	1

***AUXILIARY SERVICES:***

Communication Center:

Headsets for new communications system ordered. We are continuing to work with HPD in the transition over to the new communications system.

**VI. New Projects/Business**

Currently working on new CDBG funding application for FY 2012. Application being processed for new 3,000 gallon Fire Apparatus Tanker for the Pahoa District.

**VII. Employee/Public Relations**

No updates for this month.