

## *CHIEF'S REPORT*

- I. Budget
- II. Alternative Funding and Grants
  - FEMA FY
  - Capital Improvement Projects. A current overview of ongoing projects may include but not limited to:
    - ✓ *Makalei Fire Station*
    - ✓ *Pahoa Fire Station*
    - ✓ *Fire Administration & Support Facility*
    - ✓ *Central Fire Station*
    - ✓ *Central Fire Station-Retrofit Project*
- III. Promotions & Hiring
- IV. Emergency Operations Division
- V. Support Services Division
- VI. New Projects/Business
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# FIRE COMMISSION MEETING

## November 9, 2011

### I. Budget

#### FY 2012-13 Budget

- November - Final Budget Draft submitted to Department of Finance for review.
  - ✓ Program Budget for FY 2012-13
  - ✓ Supplemental Requests: Funding of Unfunded Positions; Purchase of two Apparatus; Funding of Unfunded Fire Equipment Mechanic Position
  - ✓ Final Program Objectives for FY 2010-11
- Mid-December - After reviewing, the Department of Finance will return Budget Draft.
- January – Meet with Department of Finance to finalize Budget

### II. Alternative Funding and Grants

- FEMA FY 2009 Assistance to Fire Fighters Grant:
  - ✓ No new updates.
- FY 2010 Assistance to Fire Fighters SAFER (Staffing for Adequate Fire & Emergency Response):
  - ✓ No new updates
- FY 2010 CDBG – Tanker/Tender – Pahala Fire:
  - ✓ Fire Chief and Chief Mechanic went to Plant to inspect apparatus prior to shipping. Minor discrepancies found that will be corrected.
  - ✓ Current problem with Tax Clearance, awaiting word from State Tax Office before vehicle gets shipped.
- FY 2011 CDBG – Fire Apparatus – Pahoia Fire:
  - ✓ Awaiting Purchasing Division to send out Bid Announcement
- FY 2011 DOT Highway Safety Grant:
  - ✓ Completed Extrication Training.
- FY 2012 DOT Highway Safety Grant:
  - ✓ No new information.

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

- **Makalei Fire Station:**
  - ✓ Continuing on Schedule;
  - ✓ Driveway being laid out;
  - ✓ Front Vegetation cleared from Highway;
  - ✓ Trusses went up, roofing project continuing with metal sheeting.
  
- **Fire Administration & Support Facility:**
  - ✓ No new updates.
  
- **Central Fire Station:**
  - ✓ Resubmitted request to State for leasing of property.
  
- **Kawailani Fire Station:**
  - ✓ Kawailani road widening project will impact the station;
  - ✓ Need to follow up with Council Member Onishi;
  - ✓ Need to seek alternative site.
  
- **Ka‘u Public Safety Package:**
  - ✓ Punalu‘u Ocean Safety Tower
    - Tower completed this week and is operational.
    - Provides for easy access to water and a view of the bay
  
  - ✓ Na‘alehu and Pahala Volunteer Garages
    - Public works finally working on getting project out to bid;
    - Public Works acknowledged that they put project on back burner;
    - Captain Honda and Volunteer Captains will inventory the garage parts to insure that it is all accounted for.
  
- **Paauilo:**
  - ✓ No new updates
  
- **DPW ADA Compliance, Haz Mat Abatement:**
  - ✓ No new Updates
  
- **Pohoiki Radio Re-Location:**
  - ✓ Everything is ready to go;
  - ✓ Awaiting FCC clearance;
  - ✓ Switchover will be made once clearance is gained.

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

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

1. Fire Rescue Specialist (various locations): Internal recruitment process initiated.
2. Fire/Hazardous Materials Specialist (various locations): Internal recruitment process initiated.
3. Fire Equipment Operator (various locations): Written examination scheduled on 11/14/11.
4. Fire Captain (various locations): Written examination was scheduled on 10/24/11 – pending results; Assessment Center scheduled from 11/17/11 – 11/21/11.
5. Fire Communications Supervisor (South Hilo): Internal recruitment process initiated.
6. Battalion Chief Prevention Bureau (South Hilo): Filled on 11/16/11.
7. Human Resources Technician I (South Hilo): Internal recruitment process initiated.
8. Fire Equipment Mechanic (South Hilo): Internal recruitment process initiated

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

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

1. Attended Ironman meeting at the Race Operations Center to discuss any all HFD involvement and response protocol if responding to an incident.
2. Attended the Tsunami evacuation meetings at the airport for the drill that is to commence on November 1, 2011. AAR will be on November 4, 2011.
3. Revised recall policy for the specialty stations and sent it out to all involved.
4. Attended the Risk Management meeting on October 27, 2011. Requested assistance to identify hazards at the beach areas from statistics that can be extracted from our report.
5. Attended the Safety and security meeting identifying ways that our department can notify the proper authority to assist tourist that may have suffered a tragedy or may be in need of help.
6. Addressed numerous issues pertaining to personnel problems, special duty assignments, and interagency coordination.
7. Staffed the EOC during brushfires off Saddle road and in Ookala.
8. Revised MOA for the Coast Guard SAR, submitted to F-1 and to Corp. Counsel to review.
9. Submitted request for changes in MQ for the WSO IV prior to conducting an internal recruitment for the position.

10. Finalized SOP and discipline procedures for Ocean Safety and sent to Corp. Counsel to review.
11. Attended Council meeting to testify on behalf of the resolution regarding the donation of Ocean Safety equipment by the Sayre foundation.

***SPECIAL OPERATIONS:***

***Hazmat***

1. Began training with Hazcat sponsored by the DOH. They supplied us with two Hazcat 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.
2. We are addressing the scheduling and timely ordering of our equipment supplies as well as tracking our equipment repair.
3. Canberras sent out for repair for sta. 21 and still awaiting return. DOH will come over to assist in the calibration of the Canberras in the near future.
4. Finalizing the SOPs to be submitted to F-1 and Corp. Council
5. Baseline medical screening proposal awaiting approval for all of our hazmat personnel
6. Awaiting funding for our Multi Rae equipment with the wireless link. Rae Systems are the sole source for the wireless link.
7. Contacted Smiths Detection to update our Ahura.
8. The Gas Company provided us with training in propane emergencies for east and west Hawaii.

***SPECIAL OPERATIONS:***

***Rescue***

1. ACC program implementation complete and in the process of tracking completed classes and distributing the cards. We are at approximately 99% complete for all of our personnel.
2. Currently signing up clients that are on the waiting list for Project Lifesaver. Working with the HCOA to promote the program in the community. Currently assisting Maui Fire with the implementation of their program. Will be purchasing new tracking devices soon.
3. RB-2-2 fuel tank currently being repaired in Kona. Working with the vendor for any additional work that may need to be done to preserve the life of this new tank. Repairs should be completed within the next couple of weeks.
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.
9. MOA with Coast Guard to be used for SAR missions submitted to Corp. Counsel and is awaiting their response.

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

1. All permits for the Punaluu tower have been secured and construction commenced on October 31, 2011. The 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 Punaluu beach. CIP funds will be used for this project.
3. WSO Frank Douglas transfer completed and is now working in Kona.
4. WSO Franklin's position will be filled by WSO John Kapsky who took a demotion from WSO IV to WSO II. We will be utilizing WSO II personnel to TA into this position until it is filled. A rotational basis has been set up with TA responsibilities identified.
5. 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.
6. WSO Bruton is on special duty beginning April 5 pending the investigation on misconduct. Investigation meeting conducted and report was given to F-1 and his meeting will be held on November 7 regarding his employment status.
7. UV protection garment samples have been fitted by all of the WSOs. Approval was secured from finance and the PO number was given to the vendor. A requisition for printing is being worked on for these garments.
8. 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.

9. Jr. Lifeguard grant for \$20,000 secured from Liquor department to curb underage drinking. The equipment will be arriving soon. We have also received an additional \$8,000 and have submitted an additional list for purchase.
10. We have received approval to purchase masks and snorkels for the WSOs and will be procuring them in November.
11. Attended a meeting with HGEA on October 11 regarding the possibility of the WSOs moving to a separate bargaining unit. There was lengthy discussion regarding this and many other issues pertaining to Ocean Safety arose. There are many items in the CBA that do not pertain to the job of a WSO but many of these may be able to be addressed with MOAs or Supplemental Agreements.
12. USLA Board of Directors meeting will be held in November to clarify issues pertaining to Ocean Safety certifications and requirements.
13. Shark protocol approved by F-2 and will send out to affected agencies for review and any recommendations.
14. New SOP and discipline procedures approved by F-1 and sent to Corp. Counsel for review.

**V. Support Services Division**

***EMS BUREAU:***

1. MICT Interns Kreps and Okutsu returned back from Oahu on October 3<sup>rd</sup> to start their 3<sup>rd</sup> rotation internship assignment. The feedback from the both of them was that the experience on Oahu with the high call volume was irreplaceable and of definite benefit.
2. FMS C. Honda started on special assignment with the EMS Bureau on October 3<sup>rd</sup> to assist with the EMT Training of our 40<sup>th</sup> Fire Recruit Class. The class has a total of 19 students, 4 of which are private civilians.
3. The EMS Bureau met with the three Base Station facilities throughout the month of October. The focus of the meeting was on improving working relationships and communication, as well as to improve overall patient care and outcomes. On October 6<sup>th</sup>, we met with Kona Community Hospital Emergency Room Nurse Manager Karen Slack and Trauma Coordinator Wendi Wagner. On October 13<sup>th</sup>, we met with Hilo Medical Center Emergency Room Nurse Manager Cathy Mathews and Assistant Director of Nursing Arthur Sampaga. And on October 20<sup>th</sup> we met with newly hired Emergency Room Nurse Manager Aaron Traynor and Trauma Coordinator Lynn Witte. The meetings were very positive and the feedback from all three facilities was that they were very pleased with the overall professionalism and conduct of our EMS personnel.
4. Participated in the Child Death Review procedure on Oct 12<sup>th</sup> at Hilo Medical Center. Agencies from the State and County discussed preventative measures system improvement recommendations.
5. Captain Ebersole and Co-14 personnel assisted with Blood Pressure screening for an employee benefit Health Fair on October 12<sup>th</sup> at the Orchid at Mauna Lani.

6. On October 14<sup>th</sup> Chief Rosario, A/AC Honda along with the EMS Bureau personnel met with Karlson Pung of AMR to review the Pro QA “Alpha” non emergent project.
7. The monthly Base Station meeting was held on October 17<sup>th</sup> in Hilo. MD FitzGerald, along with Hilo Medical Center’s Trauma Coordinator Louise Fincher and Cardiovascular Coordinator Jolene Hughes presented patient outcomes and case review with personnel.
8. Participated in Ambulance pre-construction meeting via teleconference with Braun Northwest Ambulance Company on October 18<sup>th</sup>. The new ambulances are earmarked for Keaau and Captain Cook and are tentatively due to arrive in March of 2012.
9. On October 19<sup>th</sup> attended the EMSAC quarterly meeting on Oahu.
10. MICT Applicants successfully passed their Anatomy Physiology online class and are currently challenging the Medical Terminology class through a Credit by Examination process this week. 16 HFD personnel have expressed interest in applying for the upcoming January 2012 class.
11. On October 26<sup>th</sup>, Co-14 along with personnel from the EMS Bureau participated in an employee benefit Health Fair where free Blood Pressure screenings were conducted.
12. On October 31<sup>st</sup> Captain Ebersole started his Station Rotations with a ride along on M-5. The goals of this program is to identify EMS issues unique to each district, stay in touch and connected to EMS operations and allow the FMS assigned to the medic to focus non EMS functions or other Fire related skill sets.

***TRAINING BUREAU:***

***VOLUNTEER TRAINING:***

<b>Volunteer Training:</b>	<b>Co. Training Hrs</b>	<b>Prep Hrs</b>	<b>Volunteer Companies</b>	<b>Volunteer Firefighters</b>
<b>Hydrants Ops</b>	4			
<b>Vehicle Extrication</b>	3			
Ropes/Knots	9			
Ladders Ops	9			
<b>Admin Research, Prep Hrs</b>		122		
<b>Volunteer Companies</b>			14	
<b>Volunteer Firefighters Attended</b>				61
<b>Monthly Total</b>	27	122	14	61
<b>Year to Date</b>	293	1164	130	676
<b>Remarks:</b>				
10/05: 1 <sup>st</sup> Vehicle Extrication				
10/07: CTO 0800-1600				
10/20: CTO 1300-1600				

***PREVENTION BUREAU:***

	<b>September</b>		<b>TOTAL</b>
	<b>EAST</b>	<b>WEST</b>	
<b>Fire Protection/Detection System Inspections</b>	11	18	29
<b>Fire Investigations</b>	4	2	6
<b>Business Inspections</b>	26	36	62
<b>School Inspections</b>	8	2	10
<b>Complaint Investigations</b>	2	4	6
<b>Occupancy Enforcement</b>	2	0	2
<b>Certificate of Occupancy inspections</b>	1	5	6
<b>Safety Classes to public</b>	7	5	12
<b>Agricultural Burn Site Inspections</b>	2	0	2
<b>Tent Permits/ Inspections</b>	6	6	12
<b>AST/UST/LPG tank Inspections</b>	0	3	3
<b>Fireworks Site Inspections</b>	4	0	4
<b>Meetings/Conferences</b>	21	18	39
<b>Plans Review</b>	43	25	68
<b>Arson Canine training (hours)</b>		78	
<b>Arson Canine Use</b>		3	

**AUXILIARY SERVICES:**  
**Communication Center:**

1. FRD II Ana Bloomfield Resigns effective October 5, 2011. Family relocated to Utah.
2. 10/10/11 – Department of Public Works changed air conditioners in Dispatch Center.
3. 10/12/11 - Ohia Mill radio site was brought down for installation of new equipment and to reorganize site.
4. 10/12/11 - FASO was notified by Mr. John Drummond of CD that the frequency programming format is ready to be installed in all HFD radios. Fire Department needs to be educated prior to new input.
5. 10/25/11 - FASO met with Becky Lance to look at possible options to replace our present phone system. Asked to provide a quote for two options: Option 1: \$6,500 to purchase/own a system similar to current system; Option 2: A leased system that was upgradable throughout the life of the plan and cost \$2,000 a year to maintain.
6. 10/28/11 - FASO signed the invoice for the installation of the head set interface box for medico speakers. Installation of Medicom speakers completed. FASO was notified by PWC that they are looking at mid-November as the tentative time to remove the old radio consoles in dispatch today.
7. 10/26/11 - Tracy Asato of Hawntel Com in Fire Dispatch to test proto type head set managers to check for compatibility. Per Tracy said the head set works but will need to recheck head set to work out minor flaws.
8. 10/27/11 - FASO on Conference Call with Hawntel Com's Reno Abihi to discuss the switch date, site training, head set prep, and cut over date for Solocom to CML changeover.
9. 10/28/11 - FASO was notified by Hawtel Com that they will provide the head set managers to HFD Dispatch Center in mid-November.
10. 10/17/11 - FASO was notified while at meeting and through email that the Radio Up Grade Committee has sent out a Narrow Band Deadline Waiver Request to the FCCC and a RFP was drafted.
11. 10/25 FASO and the Radio Up Grade Committee met to go over the RFP drafted. Project Manager Mike Anderson of Scientel had request for an update on the amount of radios in the Hawaii Fire Department. FASO sent information to Mike to upgrade Counties RFP.

## **ON GOING PROJECTS:**

- ✓ The removal of out dated North Star telephone system in Fire Dispatch. The present phone system is old and obsolete. Hawntel Com has been perpetuating our present phone system by scavenging for parts to maintain our system. FASO was recently notified by Hawntel Com that we will need to get a new phone system.
- ✓ The removal of old radio consoles postponed until installation of new Medicom speakers.
- ✓ Met with Jeremy Tanaka of PWC to get insight into issues with the new Telex System and how it interfaces with the rest of our dispatch center equipment. Below lists some of the issues:
  1. We need a solution to get the medicom audio on a separate speaker. Currently on the new Telex radios, the medicom comes through the unselected speaker. This means the fire communications and the medicom are coming through the same speaker together. This is very difficult for the dispatchers to listen to when there are transmissions at the same time. The old console setup had a separate speaker for the medicom.
  2. Also we need to get a solution to get a headset manager that will allow our dispatchers to use the 911, business, and radio with a single headset and preferably without a toggle switch. That is the current setup now. The present headset manager is supplied by Hawaiian Telcom, but starting in June they will no longer supply this equipment/service because of the installation of the new CAD system.
- ✓ FASO attended radio up grade committee meetings. Meetings covered the projects deliverables, and the project status. The project status identified the radio site baseline, radio system roadmap, and the conceptual design. While working with Scientel in selecting a general communications system a number of system types were discussed. The discussions considered analog/digital technology and VHF/ 700/800 MHz bands (UHF was not considered). The design discussions were primarily based on the systems coverage of the above alternative combinations along with associated costs. The alternatives were then reviewed with County stakeholders and the group determined the general specifications were to stay in VHF spectrum and implement a Project 25 (P25) based digital system.
- ✓ General Contractor Shinji Inaba provided FASO with detailed drawings of planned renovation of dispatch work areas. Contractor also identified possible problems with the renovation of our dispatch center. We are presently waiting on Shinji with final drawings. The last plan I received were plans to move Training next to Fire Dispatch and the Supply Office.

### ***AUXILIARY SERVICES:***

#### ***Distribution Center***

1. 10/3/11 - FASO and Distribution Center person cleared Warehouse parking section of discarded pallets.

#### **Fire Station:**

2. 10/14/11 - FASO sent in paper work for the installation of a new Air Conditioner to replace the present Kitchen air conditioner in the Waiakea Fire Station.
3. 10/21/11 - Station 7 urinal and kitchen drain rechecked for blockage by Calvin's Plumbing.
4. 10/28/11 - FASO did follow up on Plymovent repairs and contract for service throughout the fire department. Per Alben of Oahu Air Conditioner said that he is waiting on word from the Plymovent Company for the Service Contract and waiting on parts for the station repairs.

### ***APPARATUS/EQUIPMENT SECTION:***

1. 77 total repairs/service
2. 19 service calls or trouble calls
3. Mechanic I participated in Medic preconstruction teleconference for Station 5 and Station 6. Vendor Braun Northwest
4. Mechanic I attended final inspection and acceptance for fire tanker at Freedom Fire Equipment in Marietta, GA.
5. Received USDA Model 62 Fire Truck via DOFAW –vehicle registration in process.

#### **VI. New Projects/Business**

#### **VII. Employee/Public Relations**