

CHIEF'S REPORT (04/11/12)

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- II. Alternative Funding and Grants
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 - FY 2012 CDBG Grant for Pahoia Tanker
 - FY 2011 SAFER Grant

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- III. Human Resources Division
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FIRE COMMISSION MEETING

April 11, 2012

I. Budget

FY 2012-13 Budget

- Mock Council Budget Hearing held for Fire Department on April 2, 2012
 - Provided Fire Chief with possible questions that Council may ask
 - Budget Panel found no major discrepancies in proposed budget.

- Fire Department Budget Hearing set for April 18, 2012 at 1:30 p.m.
 - There is no anticipated conflict with the presented budget
 - Possible questions may come up regarding Fleet Replacement funding
 - Only Change to Budget is the funding of two additional Lease Purchase Class A Fire Pumpers.
 - Actual location for replacement will be determined by panel made up of Executive Staff of the Fire Chief and Chief Mechanic

II. Alternative Funding and Grants

- FY 2011 CDBG – Fire Apparatus – Pahoia Fire:
 - Notice to Proceed was executed with Vendor. Fire Chief and AC Honda will be attending pre-construction meeting April 23-27 at the Pierce Manufacturing Plant in Wisconsin.

- FY 2012 CDBG – Tanker – Pahoia Fire:
 - Fire Chief will attend Community meetings concerning CDBG funding projects to be available to answer any questions regarding grant award. Location and times of meetings still be determined by Housing Department.
 - Bid specifications being finalized. This will insure that we are ready to go out for bid once final project approval from HUD is achieved.

- FY 2011 SAFER Grant
 - Fire Chief participated in peer review of submitted grants from across the nation. Provided Fire Chief with insight into what is graded favorably/unfavorably concerning the grant
 - Notification of grant awards expected by May
 - FY 2012 SAFER Grant opening expected late May or Early June
 - HFD will apply for this grant if FY 2011 Grant not awarded

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

- **Makalei Fire Station:**
 - Public Works received formal complaint on the vendor's use of Non-Native trees. Bid specification called for Native plantings only. Planning Director Billy Jean Leithead-Todd assisting with rectifying complaint.
 - Opening of Station still set for August 1, 2012
 - Construction is ahead of schedule 1-2 months
 - Have to provide furnishings
 - It is intent of Fire Chief to open Station earlier than August 1 if everything is completed and in place.

- **Ka'u Public Safety Package:**
 - Na'alehu and Pahala Volunteer Garages
 - AC Honda working with Public Works to put out bid.
 - We have been in constant contact with Public Works to keep this project on their priority list.
 - Punalu'u Lifeguard Tower
 - Bid accepted and will be awarded
 - Build time approximately 6-8 months.
 - No updates on this project

III. Human Resources Division

- 1) Internal recruitments
 - a. Fire Apparatus Trainer – Applicant status pending submittal of additional information
 - b. Hazardous Materials Specialist – Written exam on 4/18/12 and Assessment Center on 5/31/12
 - c. Fire Rescue Specialist – Physical assessment on 7/2/12 and Assessment Center on 7/3/12
 - d. Human Resources Assistant – Pending interview and selection process
 - e. Fire Equipment Mechanic – Interviews conducted, pending selection
 - f. Fire Equipment Operator – Promotions effective 4/1/12
 - g. Water Safety Officer IV – Internal recruitment conducted from 3/19 – 28/12 (was previously scheduled for 3/7-16/12)
 - h. Fire/EMS Specialist II – Initiated recruitment process
 - i. Fire Communications Supervisor – Internal recruitment will be conducted 5/1-10/12 (was previously scheduled for 3/9-18/12)
 - a. Was pushed back due to required copies of re-certifications are delayed by Mainland Company conducting re-certification

- 2) Open-competitive recruitments
 - a. Fire Radio Dispatcher I - Recruitment conducted 3/11-3/23/12
 - b. Fire Fighter Recruit – Recruitment conducted 3/11-3/23/12

- c. Water Safety Officer I – Department of Human Resources to conduct recruitment (recruitment dates unknown at this time)
- 3) Labor Relations
- a. HGEA
 - i. Fiscal reorganization – consultation letter sent to Randy Perreira
 - ii. Water Safety Officer Rules & Regulations – request for additional information
 - iii. Uniform changes/requirements for HFD – request for additional information
- 4) Classification
- a. Downward reallocations from Fire/EMS Specialist I to Fire Fighter pending approval from Department of Human Resources/Managing Director
 - i. To allow for the Hiring of FF recruits to these positions while existing personnel achieve the MICT certification
 - b. Personnel Review Committee approved allocation and filling of one Fire/EMS Specialist III position (initial request was for six positions)
 - c. Reorganization of Fiscal Section
 - i. Reassignment of duties amongst current Fiscal and Administrative Services Division staff and former Administrative Assistant position in the Ocean Safety Division
 - ii. Reallocations of two positions
 - Data Entry Clerk (Administrative Services Division) to Account Clerk (Administrative Services Division)
 - Administrative Assistant (Ocean Safety) to Accountant I (Administrative Services Division)
- 5) Administrative Services/Employee Relations
- a. Amended Anti-Discrimination and Harassment Policy and Procedures
 - i. Distributed to all employees on 3/22/12
 - ii. Acknowledgement forms due to Deputy Victorino by 4/6/12

IV. Emergency Operations Division

OPERATIONS:

- 1) National Guard Civil Support Team yearly training with Co. 4 and Co.21 for the weeks of March 5 to the 16th. Clandestine Lab drill with HPD SRT team on the 16th.
- 2) Station inspections also to include safety inspection for the County.
- 3) Rescue drill-East side Swift water at Boiling Pots and West side at Palolo valley with C-1

SPECIAL OPERATIONS:

Hazmat

- 1) 93rd CST annual drill was held on March 5 through 16. This year's content involved the recognition and identification of clandestine labs including the production of Crystal Methamphetamine, explosives, biological agents, and chemical agents. During the final phase of this drill, there was a table top exercise and a full scale drill that included all of our hazmat team personnel, HPD SRT, and the EOD in a concerted effort response.
- 2) Conducting a final review of the SOGs to be submitted to F-1 and Corp. Council
- 3) Baseline medical screening being completed for all of our hazmat personnel. It should be 100% complete by the end of this month or early next month.
- 4) HFD Has secured funding sources for our Multi Rae equipment with the wireless link. We are getting 50% funding from the LEPC and the other 50% from the Sayre Foundation.
- 5) Requested to conduct Hazmat Awareness training for our dispatch and other support personnel. A protocol will then be created for our dispatch to comply with the County of Hawaii's Emergency Response Plan (ERP).

Rescue

- 1) Continued with the signing up of clients for Project Lifesaver. New tracking devices purchased and will be utilized at our rescue stations.
- 2) Equipment funded by the Sayre foundation is being purchased. Many equipment arrived but is awaiting a resolution before putting it in service.
- 3) New annual Rescue Drill Schedule implemented on March 1, 2012 with proper documentation in place.
- 4) With the implementation of the new drill schedule and requirements, all personnel who work at one of the rescue stations either permanently or temporarily must attend these drills. We will be tracking attendance to all of these drills.
- 5) 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.

Ocean Safety

- 1) WSO IV internal recruitment application period open with the assessment scheduled to be done on April 10, 2012. Looking to fill the position on May 1, 2012.
- 2) UV protection garments printed and distributed to our ocean safety personnel to be used as personal protective equipment (PPE).

- 3) Updating equipment lists for all WSO personnel. Identified mandatory equipment needed to conduct their duties on a daily basis and to be compliant with USLA standards.
- 4) New SOP and discipline procedures are now in consultation with HGEA . This new rules and regulations will be implemented soon
- 5) Act 190 signage was assessed and has been ordered.

V. Support Services Division

EMS BUREAU:

- 1) Community Service initiatives:
 - a. Conducted Job Fairs at the UHH and HCC campuses on March 5th and 19th respectively. Provided work opportunity and career information to on campus students.
 - b. On 3/7/12 FMS Honda facilitated CPR training for Waiakea Elementary School faculty. 31 faculty members signed up and participated with the voluntary training.
 - c. Assisted with the Drug Alcohol and Tobacco initiative involving students from Keaau, Kamehemeha and Pahoia high school students. HFD personnel assisted and participated in the filming of the consequences of teenage drinking and driving.
- 2) FF Brent Okutsu successfully completed the KCC MICT Program on March 9th, 2012. Both FF's Okutsu and Ryan Kreps currently have in hand their State temporary MICT license and are capable of performing the duties of the Fire Medical Specialist.
- 3) Chief Mechanic G. Maesato and BC L. Uchida conducted the ambulance acceptance inspection at the Braun NW facility in Chehalis, WA. The medics are complete and are due in island on April 11th, 2012. During this trip, the option of medic remounts was discussed for future replacement medic units. Significant potential cost savings were identified. More investigation and information gathering needs to be followed up on to determine actual cost benefit.
- 4) Training Initiatives:
 - a. Conducted EMT Refresher training for C shift personnel on March 8th, 15th, and 16th, 2012.
 - b. Conducted CPR training for Administrative Staff on March 14th, 2012.
 - c. Conducted First Responder refresher training for HFD personnel and DOFAW personnel on March 29th, 2012.
 - d. Assisted with MICT training on March 20th, 2012 with the current MICT class.

- 5) Projects:
 - a. Infection Control packets and MOU's with the (3) major hospitals is moving forward and close to completion.

TRAINING BUREAU:

- 1) 40th Fire Fighter Recruit Class employment profiles completed and submitted to H/R - criteria met and is scheduled for their reallocation to Fire Fighter effective April 1st.
- 2) Applied and received approval for 2 personnel to attend 2 driver training classes (Emergency Services Trailer Operations & Safety Course and Emergency Vehicle Driver Training Course) in Blue Springs, MO from April 11 – 16, 2012, coordinated by the Volunteer Fire Insurance Service VFIS.
- 3) Leadership II class (Strategies for Personal Success) sponsored by the National Fire Academy 2 day off-campus program held on March 15 – 16, 2012.
- 4) Conducted Driver Training for FF Brent Okutsu and FF Captain Dekoning to bring each FF up to date with certifications.
- 5) Attended Keaau High School Career Fair on March 22, 2012 with a positive end result of numerous inquiries from interested students, both male and female.

VOLUNTEER TRAINING BUREAU:

- 1) Completed First Aid Training with the Volunteers
- 2) Completed vehicle inventory with DOFAW (Jay Hatayama, Wayne Ching) 3/15&16
- 3) Received some of the building material (nuts & bolts) from Vol. Ron Ebert (Pahala Vol) regarding the Pahala/Naalehu sheds
- 4) Working with Robert Belcher in acquiring 40 First Aid Kits for each vol. vehicle.
- 5) Continue wet drill training with volunteers.

PREVENTION BUREAU:

- 1) Started to implement the installation of smoke detectors for the elderly. FPB is inspecting private residences, prioritizing, and then installing smoke detectors. We are working in collaboration with the Office of Aging and the IBEW, International Brotherhood of Electrical Workers.

- 2) Completed the FPB County website draft. This has the FPB roles and responsibilities, code references, personnel listing, and electronic permit applications.
- 3) Completed the 2012 Merry Monarch safety assessment with Parks and Rec, their Corporation council, and Merry Monarch staff.
- 4) Met with the SFC and the SFC FPC to discuss various State-wide fire code and life safety issues. Topics ranged from the fireworks curfew law to House Bill 2358 (HB 2358) which would reduce the SFC a single voting member and that they may only make “proposals” to adopt any new State Fire Code or amendments therein.
- 5) Researched and submitted for review a FF safety guideline and informational packet regarding PV systems.
- 6) For Plan review, Public works and the Building department has gone live with the new MAGNET system. It was implemented on March 28, 2012.
- 7) Captain Perreira and his arson canine, Kaimi, participated in the 2nd annual St. Pet Trick Day event at PETCO in Kona on 3/17/12. This was a community event and a great public education day for both our department and our Arson K9 program.

DISPATCH:

- 1) All Dispatch Supervisors submitted all needed requirements to maintain their EMD QA certification.
- 2) Announcement of openings in Fire Dispatch.
- 3) Install of new Sola Com still have off and on problems with the headset. Problems being remedied by techs flying to Hilo and corrections done by computer. Install did Feb 8th 2012.
- 4) PWC preparing wires for install on Telex Soft Consoles at foot of Dispatch Tower. Wires will be hooked up to Telex Soft Console to interface medicomm commo with dispatch radios. Funding to be provided by State EMS.
- 5) F-2, AC-2 met with FASO and Fire Dispatchers at the Fire Admin. Conf. Rm. Meeting was to introduce new management staff to fire dispatchers.
 - a. Listen to Dispatchers concerns
 - b. Develop a strategy to address concerns and provide assistance to help Fire Dispatch perform services more efficiently.
 - c. Provide assurance that Fire Dispatch is a vital part of our department and as a new administration we would like to verbalize our appreciation.

AUXILLIARY SERVICES/WAREHOUSE

- 1) FASO participating in station inspections with on line BCs. FASO's participation with these inspections help coordinate the identification of station needs with with warehouse provisions.
- 2) Received Attack Fire Pump and fire pagers from CD.
- 3) Warehouse person conducted an inventory of personnel equipment count to identify equipment needed to be purchased via upcoming Vol Firefighter Grant.
- 4) FASO looking into ways to streamline warehouse inventory process. FASO met with BC L. Uchida to check on the status of the FRESH system. FRESH system ready to be used by Tom. We will wait on the results of trial.
- 5) Warehouse becoming harder to maintain because of closing of Rail Road Ave. Warehouse, addition of more supplies from different bureau's (EMS, Special Ops, Volunteers). We anticipate difficulties when renovation is started for our ADA Compliance/Haz Abatement projects coming up.

MAINTENANCE SHOP

- 1) Mechanic 1 received new memory for his computer to help with his Fleet Management Program. New computer memory did not help.
- 2) Repair for Mechanic Shop Roof resubmitted.

VI. New Projects/Business

EMS Week festivities. EMS Run/Walk now scheduled for July 29, 2012 at Liliuokalani Park. Information can be found on website www.hawaiiemsrun.com.

VII. Employee/Public Relations

No Report