

## *CHIEF'S REPORT (08/08/2012)*

### I. Budget

### II. Alternative Funding and Grant

- FY 2011 SAFER Grant
- FY 2012 Assistance to Fire Fighters Grant application

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

- **Makalei Fire Station**
- **Ka'u Public Safety Package**
- **Hapuna Water Safety Tower**

### III. Human Resources Division

- Hiring and Promotions

### IV. Emergency Operations Division

- Career Division updates
- Volunteer Division updates

### V. Support Services Division

### VI. New Projects/Business

### VII. Employee/Public Relations

**FIRE COMMISSION MEETING**  
**August 8, 2012**

**I. Budget**

- Update on budget status
  - FY 2011-2012 close out
  - FY 2012-2013

**II. Alternative Funding and Grants**

- FY 2011 CDBG Grant for Pahoia Apparatus
- FY 2012 CDBG Grant for Pahoia Tanker
- FY 2011 SAFER Grant
- FY 2012 Assistance to Fire Fighters Grant application

**Capital Improvement Projects:**

- **Makalei Fire Station**
- **Ka'u Public Safety Package**
- **Hapuna Water Safety Tower**

**III. Human Resources Division**

1) Recruitments

*a. Internal recruitments*

- Fire Apparatus Trainer – No qualified applicants. No further action taken.
- Fire Rescue Specialist – Promotions effective 8/16/12
- Fire/EMS Specialist III – Promotion effective 8/1/12
- Fire/EMS Specialist II – Promotions effective 7/16/12
- Fire Communications Supervisor – Promotion effective 7/16/12
- Accountant I – Selection pending
- Account Clerk – Interviews scheduled on 8/13/12
- Fire Radio Dispatcher III – Recruitment process initiated
- Water Safety Officer II 3/4Time – Recruitment process initiated

*b. Open-competitive recruitments*

- Fire Radio Dispatcher I – New hires effective 8/1/12.
- Fire Fighter Recruit – Interviews being conducted 08/01 – 08/10/12.

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

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

- 1) Major Brush fires in the Kona Area-Hina Lani Street
- 2) Training of personnel
  - ICS 300/400 Training (19 personnel)
- 3) Special Service Requests
  - July 4<sup>th</sup> fireworks in Hilo and Waikoloa
  - Rubber Duckie event and Kings Shops

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

###### **Hazmat**

- 1) Submitted the draft of the SOGs to AC Arbles to be submitted to F-1 and Corp. Council for final review.
- 2) The purchase of our new Multi Rae equipment with the wireless link contract has been awarded. Awaiting its arrival. This will give us PID capability, wireless monitoring, and a docking system for more accurate and efficient calibration.
- 3) Purchasing Chlorine and Ammonia sensors to be used in our spare Q Rae monitors. This would allow us to monitor for these gases then use the Drager tubes to measure for more specific amounts. This would allow us to detect the presence of these gases as part of our recon. Assessment.
- 4) Will be sending 3 personnel to the upcoming Hazmat Continuing Challenge to be held in September. This is a good opportunity to view new equipment and supplies, review any changes in regulations and training requirements, and network with other response personnel to help increase our operations. Cost is funded through the Local Emergency Planning Committee (LEPC).

###### **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) We are about 95% caught up with the purchase of the Sayre equipment. Resolutions all passed allowing us to utilize these pieces of equipment as they arrive.
- 3) New annual Rescue Drill Schedule implemented for all rescue and TA rescue personnel. Tracking all drills to document skills covered regarding the various requirements of rescue. Drills are all being conducted as scheduled.

- 4) A Safety and Security meeting was held on July 19 with other agencies, tour groups, and concerned individuals regarding the recent incident of a 15 y/o male who was swept off the rocky shoreline at Kealakekua. BC Kosaki presented a power point presentation on our response capabilities and on what information is out there for tour groups to use before planning a shoreline outing.

### **Ocean Safety**

- 1) New WSO I personnel hired on July 2, 2012 and will be filling one more position that was already approved. Waiting for any requests of present WSO II to transfer into this position.
- 2) Revised ACC program to include Ocean Safety and will identify skills required by USLA standards. New cards to be issued upon approval of this addition to our program.
- 3) New SOP and discipline procedures distributed to all ocean safety personnel. This will now give our ocean safety division clear expectations of their duties and conducted.
- 4) Completed 2 sessions of the Jr. Lifeguard program in 4 districts. The Big Island championship was held on July 21, 2012 and the state championship was held on Oahu on July 28. There were over 100 participants in the Big Island championships and HFD took 27 participants over to Oahu for the state championships.

## **V. Support Services Division**

### **EMS BUREAU:**

1. Conducted a physical inventory of our EMS supplies in lieu of the implementation of the FRESH system. All ordering and issuing of EMS supplies are now being conducted through the FRESH system. The purpose or objective is to assist with the management, ordering, and accountability of our EMS inventory.
2. Attended Fall Prevention Training with State EMSIPB personnel from Oahu. According to Injury Prevention Specialist Stan Michaels, this Pilot Project involving Hilo Medical Center, HFD/EMS/Prevention Bureau and ADRC is the first of its kind in the nation. A couple of details still need to be ironed out before actual implementation.
3. Our 12th annual EMS Fun Run is completed July 29th at Liliuokalani Park in Hilo. Nearly 800 participants signed up for this family fun day. Proceeds from this year's event will go to Hospice of Hilo and the Greg Cameron Scholarship Fund.

4. An Assistance to Firefighters Grant was submitted requesting an ambulance replacement for HOVE. Total dollar request was for \$204,000.00 with 20% County matching funds (\$40,800.00).
5. Participated in an After Action Review facilitated by CD regarding the recent Pahala B/F and the closure/evacuation of the Kau Hospital. Areas for improvement were identified and good dialogue and feedback between the agencies had resulted.

***TRAINING BUREAU:***

1. Plan for and develop Fire Fighter Recruit class schedule, which includes but not limited to, planning curriculum and delivery, scheduling guest speakers, coordinating drills, dates and resources for such, planning and coordinating with instructors for training in the various disciplines in our department (EMS, Rescue, Hazmat, Wild land firefighting , Fire Prevention) aside from the basic Firefighter training etc. The class is anticipated to start in September.
2. Training Captain participated in a Disaster Preparedness workshop that was coordinated by HVNP on July 9-11. Opportunity was great; identified and met with agency personnel and other possibly available resources in our community (as well as throughout the state) where we can network with for planning and assistance before and during a disaster.
3. Hosted ICS 300 and 400 classes sponsored by the Pacific Regional Disaster Preparedness Center. 32 personnel were trained, 15 of which were from our Department; others were from HPD, PTA Fire, DOT Harbors division, Coast Guard, and DOFAW. We will be hosting another set of classes August 28-31 in Kona.
4. Attended a Fall Prevention class on Friday, July 27 - a pilot project that our department along with Hilo Medical Center Emergency Department, State Dept. of Health and Hawai'i County Aging and Disabilities Resource Center is working on to identify and asses Seniors in our community to minimize at home injuries and the need for repeat visits at the ER. EMS has more info on the project.
5. Continue working on updating all personnel records and certifications, transferring to electronic records as needed and schedule and provide training for recertification. We are also continuing work on updating our driver training program, updating procedures for the different types of driver audits that are required and also acquiring the needed training aides to deliver other new programs that we have recently gotten Instructor training on.

***VOLUNTEER TRAINING BUREAU:***

- 1) Volunteer Training Captains met with AC2 about possible volunteer station sites for Pa'auilo and Kanehoa.
- 2) Working on Semi-Annual checklist as requested by Health & Safety Division
- 3) Continuation of volunteer training.

***PREVENTION BUREAU:***

- 1) Smoke detector grant project: Busiest month so far. Conducted 16 home inspections and 84 alarms installed. Running short on battery operated types. Are working on exchanging with hard wired and ADA types.
- 2) 29 more trained on the Bullex Fire extinguisher trainer we acquired with the AFG grant. Over 500 members of the public now trained since its inception.
- 3) 4<sup>th</sup> of July festivities. All went well for the Auto club show, Hilo BBQ 2 day contest, Fireworks show, and community events throughout the week.
- 4) Completed code amendment proposals for NFPA 34, 303, and 1124.
- 5) Started the amendment process for the new Hawai'i County Code, Chapter 14, Article 5: Fireworks.
- 6) July 23-27, Inspector Kazuo Todd attended a course at the National Fire Academy in Maryland for Electrical aspects of Arson Investigations.

***DISPATCH:***

- 1) Filled Fire Communications Supervisor Position on July 16, 2012. Congratulations to Karen Bugado. She was one of two candidates that went through the assessment process and was selected. Karen came up through the ranks, she is very knowledgeable and we look forward to her success in her new position.
- 2) We have gone through the selection process for 2 Fire Dispatcher I positions and will be bringing on board two new hires August 1, 2012. The trainees will go through approximately 6 months of training and evaluation prior to being able to call take and dispatch on their own. The training is curriculum based with intense on the job hands on training under the observation of skilled dispatchers.
- 3) Fine tuning of the new dispatch console equipment is ongoing , and the removal of the old consoles and set up of renovated dispatch positions will start soon. This entails shutting down 1 of 4 positions at a time, reconfiguring, then rebooting the position. All 4 positions will be reconfigured.

### ***AUXILLIARY SERVICES/WAREHOUSE***

- 1) Warehouse continues to receive equipment and furniture for the new Makalei Fire Station. Also is putting together station supplies and equipment to have it ready to move into the station.
- 2) Incident Response Trailers are completed and stocked. Deployment policies are being developed and a shake down of all the equipment will be done in August. This is where all the equipment is set up as if it were at the scene of an incident and used to get any bugs out and make sure it works as designed.

### ***MAINTENANCE SHOP***

- 1) Received 1 used Model 42 Wildland vehicle through a partner agency DLNR Department of Forestry and Wildlife. Although this vehicle is used, it is in very good condition. Needs to be registered and serviced, and will be assigned to the field.
- 2) Two tanker trucks from the Honolulu Fire Department have been registered, serviced and are ready to go. Next step is driver familiarization and training and then assignment to the field.
- 3) Three used engines are going through the shop at this time to bring the vehicles up to mechanical soundness and then will be registered and assigned as spare back up pumpers.