

## *CHIEF'S REPORT (07/11/2012)*

### 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: 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

- EMS Week Activities

### VII. Employee/Public Relations

- 4<sup>th</sup> of July Fireworks support
- Disciplinary action update

**FIRE COMMISSION MEETING**  
**July 11, 2012**

**I. Budget**

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  - FY 2011-2012 close out
  - FY 2012-2013

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**III. Human Resources Division**

1) Recruitments

*a. Internal recruitments*

- Fire Apparatus Trainer – No qualified applicants. No further action taken.
- Hazardous Materials Specialist – Promotions effective 07/01/12
- Fire Rescue Specialist – Physical assessment on 7/2/12 and Assessment Center on 7/3/12
- Fire/EMS Specialist III – Assessment Center scheduled on 6/28 & 6/29/12.
- Fire/EMS Specialist II – Pending selections.
- Accountant I – Recruitment process initiated.
- Account Clerk – Recruitment process initiated.
- Fire Radio Dispatcher III – Recruitment process initiated.
- Water Safety Officer II <sup>3</sup>/<sub>4</sub> time – Recruitment process initiated.

*b. Open-competitive recruitments*

- Fire Radio Dispatcher I – Pending interview and selection process.
- Fire Fighter Recruit – Physical agility test scheduled on 6/23 & 6/26/12.
- Water Safety Officer I – New hires effective 07/02/12.

2) Labor Relations

*a. HGEA*

- Arbitration case – Termination of a Water Safety Officer II, Brook Bruton
- Grievance – Mark Sarne
- Grievance – James Venable

3) ADA

*a. Reasonable accommodations for Fire Fighter*

**IV. Emergency Operations Division**

***OPERATIONS:***

1) Major Brush fires in the Pahala area

2) Training of personnel

- Effective Job Interviewing – 13 attended
- T/A to Battalion Chief training program – 4 attended
- First responder refresher – 24 attended

3) Special Service Requests

- Kona Marathon
- Honu Triathlon
- Boy Scouts of America
- Hawaiian Cultural Festival

4) Attended the Interstate Mutual Aid System Exercise (IMAS) on Oahu

***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) Still awaiting the purchase of Multi Rae equipment with the wireless link.
- 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.

- 4) Requested to conduct Hazmat Awareness training for our dispatch and other support personnel. We will then need to create a protocol for our dispatch to comply with the County of Hawaii's Emergency Response Plan (ERP).
- 5) Hazmat stations participating in identifying DOH HEER unknown samples on a monthly basis.

### **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.

### **Ocean Safety**

- 1) New WSO I personnel hired on July 2, 2012 and will be filling one more position (Baehr's old position).
- 2) Revised ACC program to include Ocean Safety and will identify skills required by USLA standards. New cards to be issued.
- 3) New SOP and discipline procedures distributed to all ocean safety personnel.
- 4) New Lifeguard tower put up at Punaluu and will be adding one more tower at Hapuna Beach.
- 5) Completed the first session of the Jr. Lifeguard program. There will be one more session in July for a total of over 100 participants. Big Island championships will be held on July 21, 2012 and the state championships will be held on Oahu on July 28.

## **V. Support Services Division**

### **EMS BUREAU:**

- 1) Participated in initial discussion via conference call with Mark Kunimune and Karlson Pung on June 4th regarding the establishment of a National Registry testing site on Hawai'i Island. The need is very apparent as the plan for the State is to move towards A/EMT as the minimum requirement to operate on an ALS Ambulance.
- 2) Held meetings regarding the implementation of the FRESH system to assist with the management, ordering, and accountability of our EMS supplies. A phantom order to test the system will be conducted on July 3rd followed by physical inventory of all supplies on July 23rd.

- 3) On June 15th, conducted FMS II assessment; (2) personnel, (1) FMS I and (1) FEO attended the assessment process. This was another indicator of how the EMS Career Ladder has created the opportunity to recapture rank personnel who opted to leave the EMS career pathway.
- 4) Conducted FMS III assessment on June 28th for (2) applicants to fill the newly created FMS III EMS Bureau Captain position.
- 5) (10) personnel in our MICT Class left for Oahu on June 2nd to start their Clinical phase of MICT Training. Students were provided an orientation to the Oahu EMS system and did clinical rotations at Kapiolani Women's and Childrens' Hospital and Queens Medical Center.

***TRAINING BUREAU:***

- 1) Tactics portion of the Hazmat Technicians class concluded June 4<sup>th</sup> – 15<sup>th</sup>; 22 HFD personnel, 5 Kauai Fire personnel, and 1 HPD personnel successfully completing the course.
- 2) Conducted First Responder Refreshers for HFD personnel (Fire Operations and Water Safety) 1 day in Kona and 2 days in Hilo - 30 personnel were trained.
- 3) Conducted Fire Extinguisher Training for Parks and Recreation, Summer Fun Leaders and Kinoole Medical Center employees. A total of 121 people were trained. Honoka'a Fire station also did Fire extinguisher training for Hamakua Energy partners.
- 4) Attended a CPR instructor's course and also a Hands Only CPR course with EMS personnel. The Hands Only CPR course is a fairly new program that is starting to gain popularity and is easily taught to almost any person from Elementary School age children up to our older Senior Citizens in our community. A compressions only CPR that among other things, eliminates the fear of exposure from doing mouth to mouth resuscitations. Also attended a Civil Litigation class on June 19<sup>th</sup> given by Corporation Council.
- 5) Actively working on the schedule for the upcoming Fire Fighter recruit class anticipated to start in the fall.

***VOLUNTEER TRAINING BUREAU:***

- 1) PUC checks with mechanics for all volunteer vehicles island-wide.
- 2) Received 9 PAK radios (from our budget) with narrow band capabilities. To be issued out at training.
- 3) Henry and I attended "Effective job interview training" given by Gabriella Cabanas.
- 4) Driver Training class for the volunteers in N. Kohala.
- 5) Intergrate Volunteers with Paid on trainings.

***PREVENTION BUREAU:***

- 1) FPB personnel attended a 2006, 2009, 2012 IBC seminar covering clarification and changes.
- 2) Fire investigation of Inc 10639, three Pahala BF's. Although suspicious in nature, no evidence of an incendiary device was found.
- 3) Investigate and research findings for Harborside investors in the issue of adequate water supplies and the necessity of a DC meter for a water tank designated for FF.
- 4) 3 more home inspections and 1 more community based pub ed session to identify applicants willing to participate in the smoke detector grant project.
- 5) Follow up on issue of HFD being called for non-emergency open fire and back yard rubbish fires. Update: HPD issuing citations for open burning violations.
- 6) Attended Litigation 101 class.

***DISPATCH:***

- 1) Two Dispatch Supervisors were assessed for the Dispatch Communication Supervisor Position.
- 2) Dispatch Supervisors interview; 28 prospective candidates for the (2) vacant FRD I positions.
- 3) The following issues were tested and accepted by Fire Dispatch. Priority Queue set up (Priority Queue notifies the dispatcher of a call that was waiting in the queue in a 3, 2, 1 numerical order). Back up phone jacks installed (Install of back up jacks for operational use should the radio system fail that provides access through a single headset to the Solacom and meridian telephone instrument). Correction of the Solacom open problem that was masking the network messages from being played back to the call taker when a call could not be completed as dialed(e.g. all circuits are busy, your call has been connected to a vacant number series, etc.)
- 4) Dispatch Communications Supervisor selected.

***AUXILLIARY SERVICES/WAREHOUSE***

- 1) Coordinating station request with vendors to ensure safety of the fire station.
- 2) Constant clearing and reorganization of Warehouse to maximize space. Review with Warehouse person Warehouse plan.
- 3) Gathered specifications for tools and equipment for purchase to maintain inventory.
- 4) Inventory completed by Fire Stations.

- 5) Coordinating station request for repairs with DPW and notification of all involved parties of the status of the repairs.

### ***MAINTENANCE SHOP***

- 1) DOT inspection done for the whole Fire Department
- 2) (2) Honolulu Fire Dept Tankers up and running.
- 3) Sent HFD surplus vehicles to the County Auction.
- 4) Disposed of (10) HFD vehicles and (3) motors.
- 5) Honolulu Tankers received license plates.

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

- EMS Week festivities.

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

- 4<sup>th</sup> of July Fireworks support
- Disciplinary action update