

CHIEF'S REPORT (06/13/2012)

- I. Budget
 - Update on budget status

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

 - Capital Improvement Projects.
 - Makalei Fire Station
 - Ka'u Public Safety Package

- III. Human Resources Division
 - Hiring and Promotions

- IV. Emergency Operations Division
 - Vehicle acquisitions

- V. Support Services Division
 - Driver Training Instructor's Course

- VI. New Projects/Business
 - EMS Week festivities.

- VII. Employee/Public Relations
 - Community CPR instruction
 - 4th of July Fireworks support

FIRE COMMISSION MEETING
June 13, 2012

I. Budget

FY 2012-13 Budget

II. Alternative Funding and Grants

- FY 2011 CDBG – Fire Apparatus – Pahoia Fire:
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- FY 2012 CDBG – Tanker – Pahoia Fire:
 - Bid specifications have been completed. We are ready to go out for bid once final project approval from HUD is achieved.
- FY 2011 SAFER Grant
 - Notification of grant awards expected June or July now.
 - FY 2012 SAFER Grant opening expected late July
 - 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:**
 - Nearing Completion. Awaiting legal issues to be settled between Makalei Association and HELCO.
- **Ka‘u Public Safety Package:**
 - Na‘alehu and Pahala Volunteer Garages
 - AC Honda working with Public Works. No update on this project
 - Punalu‘u Lifeguard Tower
 - Tower is completed. Currently being packaged for shipping with an arrival time projected to be later this month.
 - Letter sent to DPW to request assistance with placement of tower.

III. Human Resources Division

1) Recruitments

a. Internal recruitments

- Fire Apparatus Trainer – No qualified applicants. No further action taken.
- Hazardous Materials Specialist – Assessment Center scheduled on 5/31/12

- 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 – Assessment Center scheduled on 6/14 & 6/15/12.
- Fire Communications Supervisor – Pending interview and selection process.

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 – Interviews conducted 6/24/12. Pending selections.

2) Labor Relations

a. HGEA

- Fiscal reorganization – Implementation date is 6/1/12.
- Arbitration case – Termination of a Water Safety Officer II

3) Classification

a. Reorganization of Fiscal Section

- Effective date is 6/1/12.
- Reallocations of two positions effective 6/1/12:
 - Data Entry Clerk (Administrative Services Division) to Account Clerk (Administrative Services Division)
 - Administrative Assistant (Ocean Safety) to Accountant I (Administrative Services Division)

IV. Emergency Operations Division

OPERATIONS:

- 1) Retraining of personnel
 - 136 Haz Mat techs retraining
 - Baseline blood screening for Haz Mat techs completed for Co's 4 and 21
 - BC's to social media class.
- 2) SOP's for WSO's completed
- 3) Thank You's for service projects - Merrie Monarch and Surf day Kahaluu Beach.

SPECIAL OPERATIONS:

Hazmat

- 1) Draft of the Standard Operating Guideline draft was completed by BC Kosaki and sent to AC Arbles to review before being submitted to F-1 and Corporation Council for final review.
- 2) We have 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. Awaiting final approval for this purchase. Currently working on securing the necessary equipment to fill our response shortfalls.
- 3) Hazmat stations participating in identifying DOH HEER unknown samples on a monthly basis.

Rescue

- 1) BC Kosaki continued with the signing up of clients for Project Lifesaver. New tracking devices purchased and will be utilized at rescue stations.
- 2) Equipment funded by the Sayre foundation is being purchased. Currently working to expedite the resolution process to be able to utilize this equipment with minimal delay.
- 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.

Ocean Safety

- 1) WSO IV filled with newly promoted WSO John Baehr.
- 2) 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.
- 3) New Standard Operating Procedures Manual and discipline procedures finalized and will be distributed soon.
- 4) Act 190 signage was assessed and has been ordered. Other signage will be purchased when more money becomes available.

V. Support Services Division

EMS BUREAU:

- 1) EMS Bureau personnel met with the American Heart Association (AHA) Hawaii Branch Executives, as well as with the AED Institute management team to discuss the “Hands Only” CPR public campaign for Hawaii Island.

Goal is to do a strong public push for “Hands Only” CPR through the DOE school system.

- 2) On May 9th, FMS Honda along with personnel from the Pahala and Naalehu Fire Stations conducted Pre-Hospital EMS training for Ka‘u Hospital staff. Pre-Hospital skills such as rapid trauma assessment, spinal precautions with standing take down and patient extrication out of a vehicle were done. The feedback from the staff was very positive and they were all very appreciative of the training.
- 3) The EMS Bureau conducted several Heartsaver First Aid and CPR Training for DOH and US Fish and Wildlife personnel throughout the month of May. EMS Bureau personnel also participated and assisted with a “Hands Only” CPR training for Spencer’s Health and Fitness Center on May 30th.
- 4) (10) MICT Students are scheduled to continue their clinical and internship phase of their training on Oahu on June 2nd. The interns will return to the Big Island in October to finish up their final (2) rotations of internship.
- 5) On May 16th Fire Administration staff met with KCC’s EMS Program Director Mark Kunimune, State EMS MD Rosen, and each of the State’s EMS Providers to discuss the concern with the lack of EMS Instructors. It was agreed that a collaborative effort will be needed to address the issue of EMS training.

TRAINING BUREAU:

- 1) Annual Hazardous Materials Technicians Refresher Training completed this month. A total of 115 personnel, the 3 operations shifts and Admin and Support Staff personnel were trained. Due to the growing number of personnel as Hazmat Technicians, an obstacle we may foresee in the future is classroom space. Dr. John Bowen was the Instructor through UC Davis.
- 2) Training Announcement sent out to employees for the upcoming ICS 300 & 400 training courses through PRDPC. Only two classes could be accommodated – one in Hilo and one in Kona. Class will be held July 24-27 in Hilo (ACCR) and August 28-31 in Kona (WHCC). Invitations sent out to DOFAW, HPD, CD, and PTA Fire to attend also.
- 3) Attended 3 Public Relations service events: Career Day at Pahoa Elementary School for sixth graders, a Disaster Preparedness Fair at Hilo Medical Center for their employees, (it was the first time they held such an event and was geared toward having their employees prepared in the event of a disaster), and a Career Day event at Hawai‘i National Guard Youth Challenge up at the old Kulani Prison.
- 4) Starting to organize plan and schedule for 41st Fire Fighter Recruit class, meeting with instructors for specialties outside of the base Essentials curriculum, ie: Rescue-swim week, EMS- First responder & EMT prep, Wildland fire fighting, Peer Fitness-morning physical training (PT). Also

started review of HFD Driver Training/Driver Audit Policies and Procedures to see if sufficient to meet our departmental needs or if it's in need of updating.

VOLUNTEER TRAINING BUREAU:

- 1) Held driver training class in Kona Village May 5th and 19th for the volunteers.
- 2) Meeting with F-1/F-2 regarding status of Four Seasons Hotel.
- 3) Intergrate Volunteers with paid (Milolii/Kona Village/HOVE) trained with the HOVE personnel.
- 4) Moving ahead with the nomination committee to find replacement for outgoing Vol. Chief Tom Brandt. Head of the committee is Doug Keown (18A) assisted by Terry James (11C), and Chad Kinney (7B).
- 5) Continuous training with the Volunteers.

PREVENTION BUREAU:

- 1) Arson canine program: Kaimi and Captain Perreira conducted an interview and Demo for the news media on Oahu (5/11/12). Also, Kaimi and Captain Perreira traveled to Kansas for canine recert and passed with high scores.
- 2) One- on-one talk with cadets for their "career day". 60 cadets present from the Hawai'i National Guard Youth Challenge Academy. Also, assisted Hilo Medical Center with their Hurricane disaster preparedness seminar.
- 3) Smoke detector grant program: two more classes and six more inspections/installations.
- 4) Fire extinguisher grant project: 142 people taught in May.
- 5) High hazard inspections: Approximately 20 percent complete.

DISPATCH:

- 1) All three Dispatch Supervisors received their EMDQA cards. All three Dispatch Supervisors met the qualifications to apply for the Fire Communications Supervisor Position.
- 2) BC Michael Gahan Met with Tommy Takeshita and Roberto Sadano of Akimeka to accept the proposed ESN boundry Maps for the Fire Department. Needed to review with Akimeka the Fire Districts to make sure they match up with the Emergency Service Zone numbering system.
- 3) Still working out shortcomings with the new SolaCom communications system. 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) BC Gahan having Dispatch Supervisor review calls with their crew members to assure quality of call taking.
- 5) Meeting with EMS-1, EMS-2, EMS-3, AC-2, Laurine Carvalho of Data Systems. Mission was to gather information to lower the amount of time from receipt of call to dispatch. Solutions were for short term, medium and long term goals. FASO provided medium and long term goals to group for future use.

AUXILLIARY SERVICES/WAREHOUSE

- 1) Gathered specifications for tools and equipment for purchase to maintain inventory.
- 2) Sent out Department Inventory to the Stations to be inventoried and turned to the Warehouse.
- 3) Coordinating station request for repairs with DPW and notification of all involved parties of the status of the repairs.

MAINTENANCE SHOP

- 1) Newly hired Mechanic with effective start date of May 16, 2012.
- 2) Newly acquired medics at their stations.
- 3) Received 3 Fire Engines and 2 Tankers from the Honolulu Fire Department.
- 4) Telephone lines were down due to heavy rains flooding underground area where lines are located.

VI. New Projects/Business

Power Point Presentation regarding the building of a Class A Fire Pumper

VII. Employee/Public Relations