

CHIEF'S REPORT (03/14/12)

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 - FY 2012 SAFER Grant

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FIRE COMMISSION MEETING

March 14, 2012

I. Budget

FY 2012-13 Budget

- Budget being finalized at Department of Finance.
- FY 2011-2012 six month report submitted to Department of Finance

II. Alternative Funding and Grants

- FY 2011 CDBG – Fire Apparatus – Pahoia Fire:
 - Bid Protest completed. Notice to Proceed will be going out once all departments sign off on contract. Awarded to Guy Miyashiro and Company representing Pierce Manufacturing.
- FY 2012 CDBG – Tanker – Pahoia Fire:
 - Received word that Grant was accepted. Fire Chief will now attend public hearings on Grant project. If no opposition, Funding expected to be encumbered late June with Bid going out in July.

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

- **Makalei Fire Station:**
 - Project is on schedule. Interior Drywall going up. Landscaping continuing and Driveway paved
- **Ka‘u Public Safety Package:**
 - Na‘alehu and Pahala Volunteer Garages
 - AC-2 working with Public Works to put out bid.
 - Punalu‘u Lifeguard Tower
 - ✓ Bid accepted and will be awarded
 - ✓ Build time approximately 6-8 months.

III. Human Resources Division

- 1) Internal recruitments
 - a. Fire Apparatus Trainer, Fire/Hazardous Materials Specialist, Fire Rescue Specialist- Recruitment being conducted 02/26/12 – 03/06/12.
 - b. Human Resources Assistant, Water Safety Officer IV – Recruitment will be conducted 03/07/12 – 03/16/12.

- c. Fire Communications Supervisor – Recruitment will be conducted 05/01/12 – 05/11/12
 - d. Fire Equipment Mechanic – Interviews scheduled on 03/07/12 – 03/09/12.
 - e. Fire Equipment Operator - Promotions effective 04/01/12.
- 2) Open-competitive Recruitments
 - a. Fire Radio Dispatcher I/Fire Fighter Recruit
 - i. Recruitment will be conducted 03/11/12 – 03/23/12
 - 3) Union matters
 - a. Performance Discussion Form
 - i. Responded to Union regarding questions and concerns.
 - 4) Classification matters
 - a. Reallocations from Fire Fighter Recruit (Temp) to Fire Fighter positions effective 4/1/12 (15 positions).
 - b. Reallocations from Fire/Emergency Medical Services Specialist II to Fire Fighter positions effective 4/1/12 (4 positions).
 - c. New Fire/Emergency Medical Services Specialist III positions effective 04/01/12 (6 positions).

IV. Emergency Operations Division

OPERATIONS:

- 1) Two (2) Major Brush Fires, one (1) in Kona along Queen K highway and Kuakini along numerous condos and homes, elderly housing was evacuated with no injuries or lost of property. The 2nd in Waikoloa below the elementary school also without property damage.
- 2) Five (5) personnel went to Maui for USAR training-confined space training.
- 3) Community service projects-Career Day at St. Joseph's, Seniors day lunch at Kona King Kamehameha's, Seniors day at NHMC blood pressures, and Sheraton Keauhou invited Stations 6, 7, and 12 for a free Brunch and family day at the pool for the Firefighters and their families.
- 4) Three (3) new BC's started on the job on Feb 1st.
- 5) AFC 1 operation started on Jan 30th.
- 6) Started work with Zoll and Training Division to place training records into RMS system for ease in record keeping and retrieval. We will build the system from this point.
- 7) Rescue meeting and new yearly training schedule started.
- 8) Recruits started 24 hour shifts with the purpose of getting their Driver Competency Certificate and Medic driving requirements.

SPECIAL OPERATIONS:

Hazmat

- 1) 93rd Combat Support Team (CST) annual drill will commence in March 4 through 16. Attended planning meetings to discuss drill content and HFD involvement.
- 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 Hazmat- 21 and still awaiting return. DOH will come over in March to assist with their calibration.
- 4) Finalizing the SOPs to be submitted to F-1 and Corp. Council.
- 5) Baseline medical screening approved for all of our hazmat personnel and they are currently conducting these exams. Requisitions have been secured and Dr. deSilva will be collecting and interpreting the results.
- 6) Still looking for funding sources for our Multi Rae equipment with the wireless link. We are requesting 50% funding from the LEPC to assist with this purchase. A letter has been sent to the committee that will be addressed in the March meeting.
- 7) Hazmat certification cards will be issued soon for all of our personnel. To receive a card, there will need to be documentation of the annual retraining. Criteria needed have been given to the training division and the course content has been sent to the hazmat stations.
- 8) Vog task force meeting held in Pahala to solicit community input on the monitoring of SO₂ and particulates. Gave a history of HFD involvement in SO₂ monitoring and equipment.

Rescue

- 1) Continued with the signing up of clients for Project Lifesaver.
- 2) MOA signed on Feb. 2 between the Coast Guard and the County of Hawaii regarding SAR missions.
- 3) Equipment funded by the Sayre foundation is being purchased. Many equipment arrived but is awaiting a resolution before putting it in service.
- 4) 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. Memo was distributed and a captain's meeting was held on Feb. 29 regarding the application and tracking of this program.
- 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.

- 6) A backup new Billy Pugh net and line arrived for C-1. This will be used as the backup net in the event of a failure.
- 7) The Coast Guard helicopter came over to do familiarization. Accompanied them to assist them with this familiarization.

Ocean Safety

- 1) Bids accepted for the Punaluu and a Jr. Surveyor tower for Hapuna.
- 2) Waiting to fill WSO IV position in east Hawaii. Currently WSO John Baehr is temporarily assigned to that position.
- 3) UV protection garments arrived and was sent out for printing at Creative Arts before being distributed to our ocean safety personnel.
- 4) Jr. Lifeguard grant purchases have begun arriving and have been distributed to the respective districts for storage for future use.
- 5) Updating equipment lists for all WSO personnel. Identified mandatory equipment needed to conduct their duties on a daily basis.
- 6) New SOP and discipline procedures are now in consultation with HGEA . This new rules and regulations will be implemented in March.
- 7) Marker buoys for submerged victims have arrived and distributed. This is one of the USLA mandatory pieces of equipment.
- 8) Act 190 signage is being assessed and has been ordered.
- 9) Ocean Safety Captains meeting was held on Feb. 23.
- 10) Ocean Safety conference was held on February 16 and 17.
- 11) Met with Mike Cantin from the NWS to assist him with securing data for wave height projection.
- 12) Senate Bill 2967 introduced to create a new bargaining unit for the WSO.

V. Support Services Division

EMS BUREAU:

- 1) FMS II Honda is working with MICT Class on a daily basis. Test scores have gone up significantly. FMS Honda II has met with each student to formulate a profile and is planning a one month program review/assessment.
- 2) On 2/15/12; attended meeting with Fire Science Program Coordinator Jack Minassian, HCC officials and Retired Chief Oliveira to discuss possibilities of incorporating the MICT Pre-requisite into the Fire Science Program. HFD EMS educational needs and the future of EMS licensure were also discussed. Follow up meetings to be scheduled.

- 3) Exposure Protocol MOU with North Hawaii Community Hospital (NHCH) has been signed by parties involved. Meeting with our Medical Director MD FitzGerald to make the process more efficient, streamlined and cost effective. The vision is to establish the same MOU with Hilo Medical Center and Kona Community Hospital, goal being to have our personnel who become exposed to a blood borne pathogen be treated as an employee of the hospital.
- 4) Reached out to perspective personnel interested in attending the next MICT Class. (15) Personnel so far have indicated serious intent on attending the next class possibly in August of 2013. The Bureau is now looking into how we can assist facilitating the necessary pre-requisites.
- 5) Attended face to face meeting with Hale Ho'ola Hamakua ER staff and Co-8 personnel to address concerns or questions regarding the acceptance of EMS pt transports effective March 1st, 2012.

TRAINING BUREAU:

- 1) 40th Fire Fighter Recruit Class was sent to their duty stations starting February 1st and were able to complete their 40 hours of driver training; all but one FFR have completed their driver audits (the last audit is scheduled for Monday, March 5, 2012), and started acquiring their 25.15 Ambulance runs. We are on track for completing and submitting their online employment profiles to meet the criteria for reallocation to Fire Fighter, which is scheduled for April 1, 2012.
- 2) Training Captain, D. Okinaka, along with four (4) HFD Personnel was able to represent the department in a state-wide CERT Train the Trainer Course held at Bellows AFS (Regional Training Institute) in Waimanalo on the Island of Oahu. We were instructed on how to prepare for, set-up, instruct and manage classes; and also program management.
- 3) Finalized and submitted class rosters and received class curriculum material for upcoming scheduled training: Leadership II on March 15-16, 2012, and Hazardous Materials Technician Course on April 16-27, 2012 (Chemistry), and June 4-15, 2012 (Practical) both at the Aupuni Center Conference Room.
- 4) Participated in two (2) meetings with Laurine Carvalho (IT), AC2, AC1, BC1C and EMS1 for implementing all training documentation into the Fire RMS. Presently in the planning and design stage - information on the types of training reports and certifications and different avenues of collecting/querying such information were presented and discussed.

VOLUNTEER TRAINING (WEST):

Volunteer Training:	Co. Training Hrs	Prep Hrs	Volunteer Companies	Volunteer Firefighters
First Aid Training	51			
Admin Research, Prep Hrs		117		
Volunteer Companies			18	
Volunteer Firefighters Attended				
Monthly Total				125
Year to Date	87	265	39	250
Remarks: 17 Vol. Co. completed First Aid; Only Co. 4 on West side to finish next month (March); 02/24 p/u 47 brush beaters donated by Division of Forestry on the West side for volunteers; 02/10 Meeting with F1 and 4 Seasons about status, brigade vs. volunteer ; State Forestry Eng. Lic State E654 will be delivered in March to 20B Milolii; State inspection for S-16B Puuanahulu and 14A N. Kohala completed; Station inspection for 1A Pepeekeo and S-19A Volcano completed.				

PREVENTION BUREAU:

- 1) Six (6) fire investigations completed.
- 2) Photovoltaic class attended from DPW, passed on PV issues for fire fighting to training for dissemination to battalions.
- 3) Conducted two public education sessions on island, and started smoke detector program for elderly.
- 4) Fireworks issues on upcoming house/senate bill and time limits for use discussed in meeting with F1 & HEP, and brought up at State Fire Prevention Committee.
- 5) High Hazard lists completed, ad targeted inspections started.

AUXILIARY SERVICES:

- 1) Hawaiian Tel Com, Sola Com, and PWC coordinated efforts to install new Sola Com technology into Fire Dispatches starting February 7th and 8th finally completing total hook up and interface coordination on the 29th of February.
- 2) Reviewed warehouse inventory procedures to come up with a plan to make warehouse more efficient.
- 3) Reviewing the floor plans for dispatch, warehouse, and fire training building with Shenji and Robin Inaba. ADA compliance project.
- 4) February 23, 2012 F-2, AC-2, and BC Gahan met with the three dispatch supervisors to affirm the following issues:

- a) Notifying them that the dispatch center is important to us and we care.
 - b) Notifying them that they are part of our management team.
 - c) We are there to support them and they are there to support their dispatchers.
 - d) We will take action to support the mission of the fire dispatch center and the department.
- 5) Received, inventoried, documented, and distributed 24 AED's from a Civil Defense Grant.
 - 6) Received confirmation that our request to purchase a base station radio for the outside radio room tower next to dispatch for recording and listening to medicom communication has been approved. Cost for radio is \$8000.00.

MAINTENANCE SHOP

- 1) Apparatus and equipment repair: 74 total repairs/service; 12 service calls/trouble calls; 10 contracted out and tows.
- 2) 10 HFD unserviceable vehicles prepped for auction. (Removal of HFD decals, Fire radios, sirens, plates and emergency lighting)
- 3) Continuation of scheduled furlough
- 4) Vehicle data for SAFER grant submitted
- 5) Mechanic interview questions submitted
- 6) Roof deterioration and water leak in maintenance shop reported. Per Public Works, walking and working on roof to do repair will cause more damage.

VI. New Projects/Business

EMS Week festivities

VII. Employee/Public Relations

Social Styles Training

Termination of a Fire Fighter

Grievances against disciplinary action

- Termination of WSO
- Suspension of FEO