

CHIEF'S REPORT (05/09/2012)

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

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

FIRE COMMISSION MEETING

May 9, 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 – No qualified applicants. No further action taken.
 - b. Hazardous Materials Specialist – Assessment Center scheduled 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 – Position filled with internal employee effective 04/16/12
 - e. Fire Equipment Mechanic – Position will be filled with inter-departmental employee effective 05/01/12
 - f. Water Safety Officer IV – Position will be filled with internal employee effective 05/01/12
 - g. Fire/EMS Specialist II – Recruitment will be conducted 05/6-15/12
 - h. Fire/EMS Specialist III – Recruitment will be conducted 04/30-05/09/12
 - i. Fire Communications Supervisor – Recruitment will be conducted 05/01-10/12

- 2) Open-competitive recruitments
 - a. Fire Radio Dispatcher I – Pending referral list from DHR
 - b. Fire Fighter Recruit – Pending referral list from DHR
 - c. Water Safety Officer I – Recruitment conducted 04/08-20/12; Pending referral list from DHR.

- 3) Labor Relations

- a. HGEA
 - i. Fiscal reorganization – Responded to HGEA’s concerns on 04/20/12.
- 4) Classification
 - a. Downward reallocations from Fire/EMS Specialist I to Fire Fighter approved 03/16/12
 - b. Reorganization of Fiscal Section
 - i. Reorganization packet sent to DHR for processing.
 - ii. Reallocations of two positions pending DHR approval.
 - 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. AFLAC Flexible Spending Plan open enrollment conducted from 04/23-6/8/12.

IV. Emergency Operations Division

OPERATIONS:

- 1) 7 newly promoted Captains have passed their first 3 months of probation at satisfactory level or better.
- 2) 25 HFD personnel are attending Haz Mat training to become technicians
- 3) All Fire stations have completed the station inspections for the first half of the year.

SPECIAL OPERATIONS:

Hazmat

- 1) I attended a drill with the 93rd CST on April 16-18 involving a maritime drill with the Honolulu Fire Department hazmat team. The response was based on a radiological and chemical emergency.
- 2) Submitted the draft of the SOGs to AC Arbles to be submitted to F-1 and Corp. Council for final review.
- 3) Baseline medical screening being completed for all of our hazmat personnel. We are just completing the baseline screening for personnel who have transferred to the hazmat team.
- 4) 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. I am working with fiscal to complete this purchase. We are still working on securing the necessary equipment to fill our response shortfalls.

- 5) 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).

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. We are working to expedite the resolution process to be able to utilize this equipment with minimal delay.
- 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 completed on April 10 and has made a selection. Looking to fill the position on May 1, 2012.
- 2) WSO I open recruitment held in April and the PAE is scheduled for May 15, 2012. We have 2 permanent, 1 limited term and 5 temporary positions that we hope to fill.
- 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. Other signage will be purchased when more money becomes available.

V. Support Services Division

EMS BUREAU:

- 1) Received and checked in (2) new ambulances for the Captain Cook and Keaau districts. Radio installations and detailing have been completed. Ambulance inspection by State EMS needs to be scheduled. Goal is to get medics out on line by May 1st.
- 2) Met with Louise Fincher of HMC to discuss Fall Prevention Pilot Project. Timelines were established with the go live date for home fall assessment inspection be conducted June 1st

- 3) Conducted make up IST on new AED for all (3) shifts. Just a handful of companies still need the IST. Goal is to put the Zoll AED in service May 1st.
- 4) FF Ryan Kreps successfully passed the National Registry Skills exam on Oahu on April 15th and is awaiting receipt of his permanent State MICT licensure.
- 5) MICT Class successfully passed the MICT 150 and 160 curriculums and is currently in the MICT 200 portion of their training. The class is scheduled to start their clinical rotation in Hilo on May 13th before moving to Oahu on June 2nd.
- 6) Attended the Hawaii EMS Information System (HEMSIS) conference on Kauai with State EMS Officials and all EMS providers and stakeholders on April 18th to 20th.

TRAINING BUREAU:

- 1) We have a new vacancy in the Training Bureau, the Fire Apparatus Trainer position has been vacated by FEO Monn-el Kim who has returned to the Operations Division as of April 1st, 2012. The position has been opened for recruitment without success, and then opened for Temporary Assignment which is currently being evaluated for efficiency. I have been maintaining both positions in the Training Bureau since then.
- 2) Volunteer Captain Henry DeSa and I attended 2 driver training classes in Blue Springs, MO delivered by VFIS at the Central Jackson County Fire Protection District training facility from April 13-15, 2012. It covered Emergency Services Trailer Operations & Safety, and Emergency Vehicle Driver Training. Both were Train the Trainer courses, which means we are certified instructors and able to deliver these classes to, and certify, our department personnel. I feel it will be really beneficial for our department due to our increasing number of trailers that our department utilizes (with the lack of a structured trailer operations course) and recent vehicle collisions that have occurred involving department vehicles.
- 3) The Hazardous Materials Technician class has commenced, the Chemistry portion started April 16 and concluded on April 27. The Tactical portion is scheduled for June 4-15. We have 24 HFD, 5 Kauai Fire, and 1 HPD personnel attending.
- 4) We have 7 personnel attending an ICS 300 & 400 course offered by the State Airports Division from April 25-27 and April 30 –May 1. Also we were offered the opportunity to host our own FEMA sponsored ICS 300 & 400 courses through the Pacific Regional Disaster Preparedness Center and State Civil Defense. I am currently working with PRDPC on setting these courses; we are planning to offer 3 classes, two in Hilo and one in Kona. Pending space availability, we'd like to open it up to multiple agencies that potentially may require the certifications in their duties.
- 5) Continuously updating all Departments Training Reports and Certifications, bringing all records on file up to date. Working with AC-1 and operations BC's to have all Company Officers and Supervisory FEO's send in copies of all

training reports in a timely manner and any new licenses and certifications for their personnel to the Training Bureau as they receive them to make sure our records are current and maintained properly. That in turn will ease the development of course scheduling and personnel attendance for future training, and will be available if we need to provide documentation for any type of event or incident that may occur.

VOLUNTEER TRAINING BUREAU:

- 1) FF1/FF2 Certificates
- 2) First Aid Cards
- 3) Award \$ for Vols. squared away with April
- 4) Henry driver training class in Missouri
- 5) Continue training with Vols.

PREVENTION BUREAU:

- 1) Smoke detector and Bullex grant projects in full swing. 39 smoke detectors in 8 homes were installed and 44 persons were trained using the Bullex FE trainer.
- 2) Completed the update of our HFD County website. Upon review, not all info was inputted. Followed up, revised and inputted more. More is still needed.
- 3) Merry Monarch Pau. Dodged another bullet. Am now working with P&R, HPD, DLNR, Mass transit, County roads, Lehua Jaycees, Classic Car Club, Hilo BBQ cook-off, Island wide canopy and tents, and State highways on the upcoming 4th of July festivities.
- 4) Assisted both Building and Electrical departments to finalize their public information packet in relations to PV systems.
- 5) Met with LEPC chair, Silva and DOH hazmat safety division lead, Simmons to correct the unsafe hazardous materials storage practices at various Big island schools. Hazardous sites were identified and in-district fire companies were notified.
- 6) At the stage where DOH is writing a policy to Chief Kubojiri to approve. HPD to implement upon agreement. New language to include HPD to respond to non-emergency rubbish fires and open burning after normal work hours and DOH to respond during normal work hours. HFD to “assist” if violators are unable to extinguish. Still much to be done.

DISPATCH:

- 1)

AUXILLIARY SERVICES/WAREHOUSE

- 1)

MAINTENANCE SHOP

1)

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.hawaiiemrun.com.

VII. Employee/Public Relations

- 1) Community CPR instruction
- 2) 4th of July Fireworks support