

## *CHIEF'S REPORT (09/12/2012)*

### I. Budget

### II. Alternative Funding and Grant

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

### **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**

## **September 12, 2012**

### **I. Budget**

- Update on budget status
  - FY 2012-2013

### **II. Alternative Funding and Grants**

- FY 2011 CDBG Grant for Pahoia Apparatus
- FY 2012 CDBG Grant for Pahoia Tanker
- FY 2012 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*

- Accountant I – Hired August 16, 2012
- Account Clerk – Selection pending.
- Fire Radio Dispatcher III
- Water Safety Officer II 3/4Time – Recruitment process initiated.
- Water Safety Officer II 1/2Time – Recruitment process initiated.
- Fire Captain (Prevention Bureau) – Recruitment process initiated.
- Fire Prevention Inspector I – Recruitment process initiated.
- Fire Radio Dispatcher II – Recruitment process initiated.

##### *b. Open-competitive recruitments*

- Fire Fighter Recruit – Pre-employment medical screening being conducted.

2) ADA

a. *Reasonable accommodations for Fire Fighter completed.*

**IV. Emergency Operations Division**

***OPERATIONS:***

- 1) Redistrict of Battalions – Company 21 added and North and South boundaries moved for Company 20 reassignment to Battalion 2.
- 2) Training of personnel
  - ICS 300/400 Training (22 personnel)
  - AC1 (HSEEP) Homeland Security Exercise and Evaluation Program Training
  - BC1C Grant writing training
- 3) New call out system at Civil Defense – changed from City Watch to Alerting Solutions INC – call out specific.

***SPECIAL OPERATIONS:***

**Hazmat**

- 1) Draft of the SOGs 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. Contract is now with Corp. Counsel for review and approval. It will then be routed to the Mayor for final approval. This will give us PID capability, wireless monitoring, and a docking system for more accurate and efficient calibration.
- 3) Working with the CST during their drills with the Kauai Fire Department regarding WMD hazmat response. We will use this information as we develop a drill for our department in 2013.
- 4) Working with Jeff Melrose (Mayor's office), CD Ben Fuata, and PGV Mike Kaleikini and Ron Quesada in developing a response and evacuation plan to PGV incidents. Visited PGV during our quarterly LEPC meeting to gain insight into their operations and potential hazards.
- 5) Sending three (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

## **Rescue**

- 1) Continuing with the signing up of clients for Project Lifesaver. New tracking devices purchased and will be utilized at our rescue stations.
- 2) Working on a list for rescue equipment requests from the Sayre Foundation for 2012. Among these are dive computers, a water rescue manikin, anchor straps, and personal micro pulleys.
- 3) New annual Rescue Drill Schedule implemented for all rescue and TA rescue personnel. Tracking all drills and dive logs to document skills covered regarding the various requirements of rescue. Drills are all being conducted as scheduled.
- 4) Held a rescue captains meeting on 8/2/12. Among things discussed were training documentation requirements and incident response needs. Concerns that occurred at recent incidents were brought up and are being addressed.

## **Ocean Safety**

- 1) Our temporary hires will be terminating their employment on August 31, 2012. However, we currently have two (2) vacant positions that are currently in the process of being filled.
- 2) Revised ACC program to include Ocean Safety and will identify skills required by USLA standards. In consultation with HGEA
- 3) We will be meeting with personnel from the Kauai Fire Department to get information on their Ocean Safety Jet Ski program and its integration into the response with the Fire Department. The Sayre Foundation has informed us that someone may be offering to donate a jet ski. However, we would need to work on our internal processes before implementing such a program.
- 4) Working on adding a new lifeguard tower at the Hapuna Beach north end. This would allow us to view the beach area fronting the Hapuna Beach Prince Hotel. There were incidents there in the past when our guards were not aware and thus had a delayed response. We are awaiting Corporation counsel for interpretation of a state law before moving forward on obtaining the necessary permits.
- 5) Four (4) lifeguard towers were vandalized and some essential equipment was taken. We have since replaced this equipment and looking at ways to make our towers more secure.

## V. **Support Services Division**

### ***EMS BUREAU:***

1. Our 12<sup>th</sup> annual EMS Run event was held on July 29<sup>th</sup>, 2012 at Liliuokalani Park in Hilo. It was our largest event ever with 960 plus participants in attendance. Proceeds for this year's event are to benefit Hospice, Big Island Chapter and the Greg Cameron Scholarship Fund. An after action review was conducted on August 15<sup>th</sup> and areas for improvement was identified for next year's event.
2. On August 22<sup>nd</sup>, facilitated an ambulance spec committee meeting to go over the bid proposal sent in from Braun North West Ambulance Company. A pre-construction meeting phone conference was conducted on August 23<sup>rd</sup> to discuss the differences between the bid specs and the proposal. The new medics are to be assigned to Pahoa and Honokaa.
3. EMS Bureau personnel attended a Stroke and STEMI conference sponsored by the Queens Medical Center on August 10<sup>th</sup> at the Hapuna Prince. Hilo Medical Center highlighted the importance of EMS and the pre-hospital interaction as a vital piece to the success of the STEMI pilot project.
4. The NAEMT Class is moving forward as scheduled. Outside agencies who have expressed interest in attending the first ever NAEMT Safety Class in the State are; AMR, C&C of Honolulu, KCC, PTA Fire, National Park Service, Maui Fire, Honolulu Fire and Fed Fire. So far, a combined total of 30 students have signed up for the class.
5. On August 3<sup>rd</sup>, participated in the Mentor feedback and "Grand Rounds" review with the Interns and KCC faculty. The students conducted case review and presentations with feedback being provided by Inst James Gray and other KCC faculty. Retired Chief Oliveira was also present and was formally introduced to the class as an adjunct KCC Instructor. His role and position were discussed and his contact information was provided to all students. No major issues were disclosed at this meeting.

### ***TRAINING BUREAU:***

1. We assembled a group of potential Driver trainers for the new Tankers that we received from Honolulu Fire and went out on the road to familiarize with the trucks. These trucks are Manual transmission vehicles, something that our department doesn't have many of anymore and Training that majority of our personnel (mainly one that were hired within the past 10-15 years) did not receive while in recruit class and throughout their career here at HFD. Once the Trainers are familiar with all the aspects of operating the truck we will create a Training Program and start training our personnel for use and integrate the vehicles into our daily emergency operations.

2. Continuous engagement in researching, coordinating, and implementation of various continuing education training, and electronic documentation for training in our Department.
3. Continue to work on preparations for the upcoming Fire Fighter recruit class. Finalized the schedule, updated Recruit Procedures Manuals, and acquired all the texts and manuals needed for the class. Finalized Trainers for specialized training topics, in the selection process for 2 Recruit Training Officers to be temporarily assigned to the Training Bureau to assist with core instruction and management of the class.
5. We hosted our second ICS 300 and 400 courses sponsored by the Pacific Regional Disaster Preparedness Center (PRDPC) from August 28-31 in Kona. We trained 36 personnel from various agencies majority HFD but also HPD, PTA Fire, and National Parks Service. It was held at the West Hawaii Civic Center.

***VOLUNTEER TRAINING BUREAU:***

- 1) Passing out first aid kits for Volunteer Apparatus
- 2) Volunteer officers' mtg. at 7B (Kaiminani Dr) Wayne Krug was elected as Volunteer Fire Chief.
- 3) DOH Burn Ban pamphlets to be distributed to each volunteer company.
- 4) Meeting with contractors on the Pahala/Naalehu Sheds. on August 23rd.
- 5) Continue integrate training with paid and vols.

***PREVENTION BUREAU:***

- 1) BC Andrade attended meetings for the Western Region Fire Code Development Committee (WRFDC), Aug 8-10 in Seattle and the State Fire Council's FPC, Aug 22-23 on Oahu. 9 code proposals at the WRFDC and completed the agenda for the FPC. Inspector Todd is attended the NFPA 1 overview course in Virginia on Aug 29-31.
- 2) We are completing the smoke detector program. We are at 90 percent of distributing all battery operated smoke detectors. We are in the process of exchanging the remaining hard wired ones for battery types as we have had minimal requests for those installs.
- 3) We are continuing our "high hazard" inspections which include Hazmat storage facilities, hotels, apartments, assembly occupancies, and restaurants with commercial hood suppression systems. Approx. 25 percent complete.

- 4) Conducted a complete inventory of two Fireworks storage sites in Kona. Thunder fireworks and Rodney Freitas.
- 5) Received instructional briefing and ipads from Inspector Todd.

***DISPATCH:***

- 1) Two new Dispatcher I start their new position.
- 2) DPW completed Fire Dispatch reasonable accommodations. Knockdown walls, add walk ramp, change out dispatch bathroom door and change basin.
- 3) Dispatchers start EMD recertification.

***AUXILLIARY SERVICES/WAREHOUSE***

- 1) FASO conducting department inventory.
- 2) Monitoring FRESH system.
- 3) Sent out request with cost of items for purchase of equipment for warehouse cache.
- 4) Reviewing and preparing for station visitation for the safety semiannual check list.
- 5) Visited by Merrick Hee and David Hertirich to go over MSA inventory and provide cost of equipment to help up keep SCBA serviceable.

***MAINTENANCE SHOP***

- 1) Mechanic Shop still having connectivity issues with computer.
- 2) Recalling of Mechanic Shop personnel due to back log of vehicles needing repairs.
- 3) Apparatus and equipment repairs: 76 total repair/service, 16 service or trouble calls, and 5 contracted out tows.