

## CHIEF'S REPORT (10/09/2013)

### I. Budget

- FY 2013/2014
  - YTD expenditure should be at 25%
  - Currently at 28%

### II. Alternative Funding and Grant

- FY 2012 CDBG Grant for Pahoia Tanker
  - Tanker arrived in Hilo on September 11, 2013
  - Training completed September 13 and 14, 2013
- FY 2012 Assistance to Fire Fighters Grant application
  - Resolution to accept funds passed Finance Committee and now goes to full Council.
- FY 2012 Assistance to Fire Fighters Prevention Grant Application
  - Resolution to accept funds passed Finance Committee and now goes to full Council.
- FY 2013 CDBG Grant for Waiakea Quint
  - Invitation for Bid opened September 30<sup>th</sup>.
  - Closing date is October 28<sup>th</sup>.

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

- Kawaiiani Fire Station replacement
  - AC Honda attended DLNR Board meeting on Oahu
  - DLNR approved land transfer.
  - Agreement being routed.

### III. Goals and Objectives update

#### IV. Human Resources Division

##### 1) Recruitments

###### *a. Internal recruitments within the Department*

- Fire/Emergency Medical Services Specialist II – Promotions effective October 1, 2013.

b. *Internal Recruitment within the County*

- Human Resources Assistant
  - Debbie Muncey hired and started September 16, 2013

c. *Open-competitive recruitments*

- Accountant IV
  - Tracey-Leigh Brosnahan hired and started September 1, 2013

2) Labor Relations

a. Arbitrations:

- a. Arbitration hearing (Termination) Arbitrator ruled in favor of employer.

b. Grievances

- a. Step 3 meeting for Fire Fighter held; Issue involved loss of compensation due to expired State of Hawai'i Medical Examiner's Certificate.
- b. Step 1 filed for FRD for written reprimand. Step 1 meeting was not held prior to extension of deadline. Fire Chief decision stands.
- c. Step 1 filed for WSO. Issue involved requiring a doctor's note for an absence less than five (5) consecutive days.

3. Classification

- a. 41<sup>st</sup> Fire Fighter Recruit Class ends IP today. Targeted date for reallocation from Fire Fighter Recruits (Temp) to Fire Fighters (Temp) is October 1, 2013.

V. Emergency Operations Division

*OPERATIONS:*

1.

*SPECIAL OPERATIONS:*

*Ocean Safety:*

- 1) Recruitment on-going for 2 new full time positions to cover the Punaluu tower on a daily basis 7 days per week. We have solicited interest for any current WSOs to transfer but have not received any requests.
- 2) There will be an Ocean Safety conference in October where 3 of our WSOs will be honored and be given a USLA award.

- 3) The Ironman has donated funding for our Ocean Safety to purchase a PA system for Hapuna beach. This will allow our WSOs to be more effective with their preventative actions.
- 4) We have begun the procurement process to purchase 5 new surveyor lifeguard towers to replace the old wooden towers in the Hilo and Puna district.
- 5) Still awaiting a reply for the consultation with HGEA allowing us to reimburse our WSOs a portion of their sunglasses cost.

Training:

- 1) The 41<sup>st</sup> FF recruit class successfully completed their criteria to be reallocated to the Fire Fighter status. The projected reallocation date is on October 1, 2013.
- 2) The 42<sup>nd</sup> FF recruit class has completed their Electrical Safety Training, Rappelling, Wildland FF, and all of their skills testing. They are now preparing for their written and skills final exam to be held in October.
- 3) FEO Chris Carvalho is currently working on driver training requirements for the driver training manual. We are also working on moving to electronic filing utilizing laser fiche and Adobe Acrobat programs.
- 4) Our department hosted another NFA 2-day Off Campus course (Incident Command for Highrise Operations) at the West Hawaii Civic Center on September 19-20. A total of 30 personnel were trained. We also conducted two days of First Responder retraining for our personnel on September 16 and 23.
- 5) The Training Bureau along with the 42<sup>nd</sup> Recruit class was invited to participate in an annual ARFF Training burn with the Keahole Airport Crash Fire Company. It was a great experience for our recruits and also opens the door for both departments to foster a better working relationship with each other.

Volunteer:

- 1) We added 4 new volunteer personnel, 2 each for east and west Hawai'i.
- 2) Updated the volunteer information on the RMS. Laurine Carvalho conducted training on this for our volunteer Captains.
- 3) Volunteer 7A has shut down their operations effective September 17, 2013. They were the first volunteer station on the island. Their equipment was retrieved and will be issued to some of the other volunteer companies.

- 4) The volunteer division proposed SOG along with the new district boundaries were submitted to Chief Rosario for review and approval.
- 5) Continuing to conduct driver audits for the volunteers in East and West Hawai'i on a biannual basis. Completed HPP, Kalaoa, and Pa'auilo.

VI. Support Services Division

*EMS BUREAU:*

- 1) 300 Keaau High School students were trained in the Hawai'i Fire Dept's Hands Only CPR program in the month of September. Keaau High School is the first High School on Hawai'i Island to express interest in having their entire student body trained in Hands Only CPR. Several more training sessions have been scheduled to accommodate their intent. Waiakea HS, Hilo HS, Konawaena HS, and Honokaa HS have all committed to doing the Hands On program this school year. About 1000 people throughout Hawai'i Island have been trained thus far.
- 2) Our first HFD Child Passenger Safety (CPS) Inspection Clinic was done on September 28<sup>th</sup> at the Central Fire. The 42<sup>nd</sup> Fire Recruit Class was the first ever recruit class to undergo the CPS Technician training. Our department now has 14 additional CPS Technicians. During the clinic, 16 Child Passenger seats were inspected, 14 of which were found to be installed incorrectly. 14 families left the Fire Station that day, safer than how they arrived. 8 more clinics will be scheduled throughout the island between the months of Oct 1<sup>st</sup>, 2013 to Sept 30<sup>th</sup>, 2014.
- 3) Met with Fire Admin to discuss the vision and direction of the EMS Bureau. Community outreach projects, EMS Operations, EMS Training, MICT Recruitment and expanding the scope of practice were discussed and supported at the meeting.
- 4) Assisted with EMS Standby for the 20<sup>th</sup> annual KWXX Ho'olaulea. Well over 15,000 people were in attendance. The Unified Command system integrating HPD, HFD/EMS, CD and event organizers worked as designed in providing for a successful event.
- 5) EMS Bureau personnel participated in an East Hawai'i Chronic Homeless Issues task force meeting facilitated by the Prosecutors Office. Chronic homeless or "Super Users" of the EMS system was one topics of discussion. Potential software solutions are currently being looked at to help track and monitor this particular group and help these patients get the proper services that they need.

*PREVENTION BUREAU:*

- 1) BC Andrade attended the bi-annual meeting for the Western Region Fire Code Development Committee (WRFCDC), September 23-24 in Alaska; submitted 17 new code proposals (14 of which passed through committee).
- 2) BC Andrade attended the Alaska State Fire Conference September 25-27.
- 3) Conducted fire and life safety oversight on the EK Fernandez County fair in both East and West Hawai'i.
- 4) Conducted fire and life safety oversight on the Downtown Hilo Ho'olaulea. Estimated 1500 attended.
- 5) Ongoing preparations for the Fire Prevention Week event at Hilo Bayfront on Oct 5, and in Kona on Oct 26.
- 6) Ongoing preparations for the Junior Firefighters safety guide program for our 17,000 K-6 graders.
- 7) Conducted 106 Inspections, 75 Plans review, 5 Pub Ed training, and 5 Fire investigations.

*DISPATCH:*

- 1) Finalize Vacation Policy.
- 2) After installation of Intrado System, initiate monthly 911 statistic input report to Akimeka for State 911 reporting .

*AUXILLIARY SERVICES/WAREHOUSE*

- 1) Initiate Annual Safety Checklist

*MAINTENANCE SHOP*

- 1) Working with DPW and Council Member Onishi on roof replacement project

New Projects/Business

- Hawai'i Fire Chiefs Association Conference

Employee/Public Relations