

CHIEF'S REPORT (02/12/2014)

- I. Introduction of new hire and promote
 - Assistant Fire Chief of Operations
 - Accountant IV
- II. Budget
 - FY 2013/2014
 - FY 2014/2015
- III. Alternative Funding and Grant
 - FY 2012 Assistance to Fire Fighters Grant application
 - FY 2012 Assistance to Fire Fighters Prevention Grant Application
 - FY 2013 CDBG Grant for Waiakea Quint
 - Capital Improvement Projects: A current overview of ongoing projects may include but not limited to:
- IV. Goals and Objectives update
 - Ocean Safety Division Meetings scheduled
 - Officers meeting
- V. Human Resources Division
 - 1) Recruitments
 - a) Internal Recruitment within the Department
 - Assistant Fire Chief – Temporary promotion effective January 16, 2014 not to exceed September 11, 2015.
 - b) Internal Recruitment within the County
 - Human Resources Assistant (temporary not to exceed September 20, 2015) – received referral list; pending interview and selection process.
 - c) Open-competitive recruitments
 - Water Safety Officer I – hired two new employees effective January 16, 2014.
 - Fire Equipment Mechanic – interviews conducted on January 27 & 28, 2014; pending selection.
 - Fire Fighter Recruit – performance agility examination scheduled on February 1, 2014. 82 applicants were scheduled; one applicant that qualified is on military deployment and will be scheduled for the agility examination upon return from deployment in May or June.

- Accountant IV – hired effective January 16, 2014.

2) Labor Relations

a) Arbitrations:

- Arbitration (WSO suspension of 10 work shifts or 80 hours) – currently providing arbitrator’s request for information to Corporation Counsel.
- Arbitration (WSO suspension of 15 work shifts or 120 hours) – currently providing arbitrator’s request for information to Corporation Counsel.

b) Grievances:

- Step 1 meeting for WSO was held on November 18, 2013. Issue involved requiring a doctor’s note for an absence of less than five consecutive days; proceeding to Step 2.

VI. Emergency Operations Division

OPERATIONS:

- 1) Filled the vacancy of the Assistant Fire Chief of Operations position on January 16, 2014.
- 2) Assisted in the coordination and development of a disaster and emergency road closure plan with HPD, CD, DOH, ACE (Army Corps of Engineers), and HFD surrounding an on-going project to locate unexploded ordinance along Waikoloa road and Queen K hwy.
- 3) 2198 Emergency Fire/ EMS calls.
- 4) HFD assisted in the coordination and development of an “active shooter” drill with HPD, DAGS, and the State Sheriff’s office. This will be an inter-agency drill that will set a base-line for actual response to an incident of this nature. The idea is to have policies, procedures, and communication protocols derive from this. Next meeting is February 12, 2014. Tentative drill site is at the State building.

VII. Support Services Division

- 1) A successful Preconstruction Meeting was held for the Aerial Fire Apparatus targeted for the Waiakea Fire Station. KME is the selected manufacturer. Estimated completion August 1, 2014.
- 2) We were also updated on the construction of two pumpers that are being built at KME with an estimated completion date of May 9, 2014. Station 9 and 15 replacements.

- 3) We continue to work with PW's on the repairs to the Ocean View Fire Station due to leaking water pipes. We are trying to coordinate with ADA upgrades to avoid costly duplication of work.
- 4) Waiting on bids for the reroofing of the Mechanic Shop from Public Works.

TRAINING BUREAU:

- 1) 42nd Recruit class returned to 40 hour schedule; attended a two week EMT Prep class to include NAEMT EMS Safety Course. They are currently attending EMT Training at KCC via EMS Training Center at HCC.
- 2) Captain Okinaka and FEO Chris Carvalho had the opportunity to visit Honolulu Fire Departments Training Bureau on January 22. They spent the day interacting with mainly the Driver Training, Recruit, EMS, and Battalion Chief of Training. The visitation was set up to allow our Training Staff the opportunity to see what the other departments are doing with regards to program management, training sessions, documentation, and record keeping. It was a valuable opportunity for our guys and they learned a lot from the experience.
- 3) Captain Okinaka assisted the EMS Bureau with another Hands Only CPR class at Waiakea High School. Approximately 80 faculty were training with the assistance of students from their Health Pathways class.
- 4) The Access database that our Training Bureau has recently started utilizing for employee records is up and running, FEO Carvalho continues to adjust the program to the Bureaus needs and has made big strides in effort to transitioning to electronic documentation. The use of the RMS system is a continuing challenge due to the minimal support from the County IT department. We still hope to one day utilize the program to its capacity and be able to document all of our departments' personnel training records on there. This is what the program was initially designed for and after visiting our respective Counties, we found that both Honolulu and Maui Fire are using it in that manner.
- 5) FEO Carvalho continues to update our Driver Training Manual and Program, we are currently about 90% complete but are moving slowly due to the addition of new procedures and requirements in the program that we'd like to ensure is structured appropriately. The goal is to have it complete and introducing it with our upcoming 43 FFR class.

VOLUNTEER TRAINING:

- 1) Welcome aboard Captain Mike Ichimura who will be taking over for recently retired Captain Henry Desa as our West Hawai'i Volunteer Training Captain. At this time Captain Clyde Komatsu is orientating Mike to the position and introducing him to the volunteer personnel.
- 2) We were recently notified by Chief Michael Krug of the Catalina Fire Department that they will soon be receiving their new fire apparatus and will be able to make a donation of their old truck to the Laupahoehoe Volunteers. Donation has gone through resolution and the arrangements for shipping are completed. Hopefully be end of February.

EMS BUREAU:

- 1) Conducted two weeks of extensive EMT Prep training for our FF Recruit Class, as well as for two civilians who were enrolled in this EMT Class. During those two weeks, the NAEMT Safety Certification course was also conducted. By the end of the two weeks, all students were well prepared for class. EMT Class started on January 21st.
- 2) MICT Students will wrap up their didactic and clinical training on January 30th. Students are scheduled to enter into their next phase of training on Oahu effective February 3rd. On Oahu, they will do clinical rotations at the Queens Medical Center and Kapiolani Children's Hospital. Following the clinical rotations, students will start their internship and will complete three out five internship rotations under the guidance of the City and County of Honolulu EMS. Students are scheduled to return on June 15th to complete the last two rotations internship under the mentorship of our FMS personnel.
- 3) Our two Remount Ambulances have been shipped as scheduled. The medic units came in nearly \$9,000 under budget. The acceptance inspection is set for February 3rd. During the time of delivery, the Braun rep will also look over the next two ambulances that have been pre-identified to be remounted. This process will help facilitate and expedite our next remount project. The realized cost savings from this project is roughly \$175,000 comparatively to purchasing two brand new ambulances.
- 4) Submitted proposals and testimony in support of House Bill 1722 and Senate Bill 2348 for two additional ambulances for the district of Puna and Makalei. A strong testimony was submitted by our department and did receive favorable support in the Health Committee. We acknowledge the fact that the funding of our proposal will be challenging however, well worth the effort as our critical EMS demands of the community need to be exposed and addressed.

- 5) Conducted an EMS Bureau presentation for Hilo Medical Center during their in house "Education Week" for their medical staff. The presentation highlighted the training, qualifications and capabilities of our pre-hospital providers. The target audience was primarily nurses from different units of the hospital. The group as a whole appreciated the information and were unaware of how well trained and capable our EMS personnel are. The overall goal for these presentations is to improve inter-department relations and patient care.

PREVENTION BUREAU:

- 1) Inspector Kyle Vares and Palani Kurashige have both passed their probationary period and are now permanent Fire Inspectors.
- 2) Captain Todd instructed a three day "Introduction to Fire Investigation" class based on Kirks, 921, and NFA R206 with a practical field examination and test for our two newest investigators.
- 3) Left over fireworks from New Years was burned on the 15th as part of a fire department program to collect unused and potentially hazardous explosives.
- 4) Started process of inspection of Hilton Waikoloa, and meetings with them over phase three of the Fire Alarm upgrade. Full site inspection has been tentatively scheduled for the third week of March.
- 5) While no meetings occurred in January, state code amendments the 2012 NFPA 1 have been completed up to Chapter 18 by the state fire prevention committee.

DISPATCH:

- 1) Akimeka updating Positron information regarding district boundaries and mapping of New Saddle Road.
- 2) On January 28 we were without 911 service for 30 minutes. Intrado, the new 911 vendor for Hawaiian Telcom, experienced statewide problems and Hawaiian Tel was able to get the system back up within about 30 minutes. Intrado, Hawaiian Tel and all of the affected dispatch centers (PSAPS) will be engaging in a phone conference on Monday (February 10, 2014) to discuss the incident.
- 3) Unfortunately, two Fire Radio Dispatcher I trainees were terminated due to not passing probation; they were unable to meet minimum qualifications to move on to FRD II's. Their inability to perform dispatcher duties independently was the primary reason for their release.

AUXILLIARY SERVICES/WAREHOUSE

- 1) FASO attended “How to Handle Personality Clashes in the Workplace” Webinar. These are County hosted trainings that we are seeking to send our supervisors to attend.
- 2) Renewal of FCC License (KVC 491) for Fire Radio.
- 3) Receiving and distribution of equipment and supplies. Island-wide weekly delivery system has been successful with the EMS Bureau and Warehouse partnership. Very consistent and efficient delivery of supplies to all fire stations.

MAINTENANCE SHOP

- 1) Roof deterioration and water leak in Maintenance Shop reported. Per Public Works, walking and working on roof to do repair will cause more damage.
- 2) Mechanic Shop computer failing and continue to have connectivity issues.
- 3) Beam where electrical wire attached to building deteriorated is of safety concern.
- 4) Apparatus and equipment repair:
 - 78 total repair/ service
 - 9 service calls or trouble calls
 - 10 contracted out and tows

New Projects/Business

Employee/Public Relations