


GEN.01.CD	CHIEFS DIRECTIVE: HFD MEETING CADENCE AND EXPECTATIONS	
<i>This directive expires when replaced with a newer version, or upon the removal or retirement of Fire Chief Todd. This document is to further elaborate on commander's intent, and give specifics expectations for staff on who, what, when, where, and why, specific policies, procedures, guidelines, etc should be implemented, and the manner that said instructions should be carried out.</i>		
Applicable Staff this Directive Applies to: Chief Officers, Branch and Section Leaders.		
Major policy affecting employee relations: No	Union(s) to consult: (N/A)	
Responsible for Updating: Fire Chief		

I. PURPOSE

The purpose of this directive is to define and formalize the Hawaii Fire Department's (HFD) meeting cadence, outline attendance expectations, and standardize content and deliverables. Additionally, this directive outlines the primary planning documents used by the department to align operations with the department's mission, strategic objectives, and fiscal accountability.

II. APPLICABILITY

This directive applies to all Chief Officers and designated section leads responsible for participating in and preparing materials for HFD's weekly, monthly, and quarterly meetings.

III. MEETING STRUCTURE AND DETAILS

1. Weekly Business Review Meeting

- Schedule: Every Monday
- Time: 1:30 PM – 2:30 PM
- Location: In person at Fire Admin Conference Room and on Zoom
- Participants: Required – F1, F2, AC1, AC2, Fiscal, HR, Safety, Clerical. | Optional – All other personnel through zoom.
- Facilitator: Chief's Office – F1 or F2
- Devices: Laptop or Ipad with access to wifi and Clickup / Zoom

Purpose:

Project Status Review - To review operational project updates, current initiatives, and program status. Section leads shall provide brief, factual updates and identify any emerging needs. These meetings ensure that tactical execution remains aligned with the department's broader strategic objectives.

2. Monthly Financial Review

- Schedule: First Monday of each month
- Time: 2:30 PM – 3:30 PM
- Location: In person at Fire Admin Conference Room and on Zoom
- Participants: Required – All Chief Officers | Optional – All personnel through zoom.
- Facilitator: Fiscal Section – Nikol Lonokapu
- Devices: Laptop or Ipad with access to wifi and Clickup / Zoom



Purpose:

To review section-level expenditure trends, track budget execution, and provide fiscal updates for decision-making. Each section shall receive current financial data to guide staffing, procurement, and operational prioritization.

3. Quarterly Chief Officer Meeting

Schedule: January, April, July, October

Location: As scheduled; in person and via Zoom

Participants: Required – Chief Officers, Branch Leads | Optional – All personnel through zoom

Devices: Laptop or Ipad with access to wifi and Clickup / Zoom

Purpose:

To conduct strategic-level review and planning based on current performance and upcoming needs. These meetings correspond to the planning and fiscal cycle and require formal submissions from Chief Officers in advance of each meeting. Topics in addition to those noted below will be solicited and can be submitted to fire admin. General topics include upcoming grants and or deadlines, training, policy and procedure updates, and other topics of importance.

IV. QUARTERLY MEETING DETAILS

1. January – Mid-Year Program Budget Review

- Review and finalize the Half-Year Program Budget Report. All Branch and Section Leads shall submit six month Program Budget reports one week prior to meeting.
- Accountant IV run departmental review 50% point expenditures for each section.

2. April – Strategic Planning for Next Fiscal Year

- Sayre Request Review and Submission for year.
- Prepare key planning documents for the next FY:
 - Fleet & Equipment Replacement Plans
 - MOAs/MOUs requiring renewal
 - Policies and Procedures slated for update
 - CIP submissions, training priorities, risk/safety audits, and tech needs
 - Identify gaps and prioritize proposals for alignment with upcoming budget season.

3. July – Fiscal Closeout and Annual Reporting

- F1/F2 group review and finalization of the Annual Report for Mayor's Office



- Finalize Program Budget Final FY Report. All Branch and Section Leads shall submit final Program Budget reports one week prior to meeting.
- Accountant IV run departmental review of previous fiscal years expenditures to determine where actuals exceeded or fell below projections.

4. October – Annual Budget Request Review

- Develop supplemental requests and proposed increases for annual budget submission.
- Rank and prioritize departmental needs across sections.
- Coordinate narratives and justifications with Fiscal Section.
- Legislative priorities for next session.