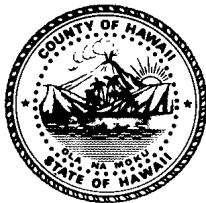


William P. Kenoi
Mayor



John M. Bertsch
Chairman

Bill Rosehill
Vice-Chairman

HAWAI‘I COUNTY FIRE COMMISSION

C/O 25 Aupuni Street #217, Hilo, Hawai‘i 96720

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REGULAR SESSION - MINUTES

September 9, 2009

AS AMENDED

**Kona Mayor’s Office Conference Room
Kailua-Kona, Hawai‘i**

CALL TO ORDER

The meeting was called to order by Chair Bertsch at 10:00 a.m.

ROLL CALL

PRESENT:

John Bertsch, Chair
Stephen Bowles
James Browne
Louis Kaoiwi
Kaloa Robinson
Bill Rosehill
Scott Stabo

Excused: Henry Pomroy, Jr.

A quorum was present.

ALSO PRESENT:

Bill Brilhante, Deputy Corporation Counsel
Tom Brandt
Kaycie Carter
Chelsea Jensen
Laurie Kaneta
Darryl Oliveira, Fire Chief
Chris Stellfox

Hawai‘i County is an Equal Opportunity Provider and Employer

Commissioners: John Bertsch, Stephen Bowles, James Browne, Louis Kaoiwi
Henry Pomroy, Jr., Kaloa Robinson, Bill Rosehill, Scott Stabo

STATEMENTS ON AGENDA ITEMS (Open to the Public)

None

Chair John Bertsch introduced newly appointed Commissioner Scott Stabo.

APPROVAL OF MINUTES

Commissioner Rosehill moved to accept the August 12, 2009, regular session minutes. The motion was seconded by Commissioner Kaoiwi and unanimously carried.

APPROVAL OF WRITTEN COMMUNICATIONS

None

CHIEF'S REPORT

Chief Oliveira welcomed Commissioner Stabo to the Fire Commission.

Budget

- FY 2010/11 Budget: Mayor's Budget directives meeting to be held on September 14, 2009. As a result of the current economic situation, the department is anticipating budget cuts. An update and overview will be provided at the October meeting.

Alternative Funding and Grants

- FEMA FY 2007 Assistance to Fire Fighters Grant: (Video Teleconferencing Equipment): Installation completed at various Fire Stations, Training Center, etc. Working with consultants from Audio Visual and Hawaiian Telcom to troubleshoot connectivity issues.
- FEMA FY 2008 Assistance to Fire Fighters Grant: (Health/wellness program) In the process of getting the lab screening and diagnostics services in place. Firefighters are presently enrolling.
- FY 2009 Assistance to Fire Fighters Fire Station Construction: Submitted grant application requesting funds in the amount of \$5 million (cap) for the Makalei Fire Station project. Received request from FEMA's Fire Station Construction Case Manager regarding follow-up inquiries on the grant submittal. The inquiries pertained to detailed budget estimates, cost breakdowns, etc.

Capital Improvement Projects

- Pahoia Fire Station: Targeting occupancy on October 1, 2009. A blessing and dedication community program will be arranged once the relocation is complete (possibly October/November).

- Administration and Support Facility: The Planning Commission approved the special use permit at its meeting on Friday, September 4, 2009. However, there was a condition that the Fire Department meet with the community in order to address the communities concerns regarding the placement of a microwave tower on the site.
- Central Fire Station: Received notice from the Hawai'i Public Housing Authority that the Housing and Urban Development Office approved the transfer of the property to the County. Chief Oliveira is waiting for the official documentation to secure the site. The property is in need of ground maintenance.
- Pohoiki Radio Relocation: In the construction phase. The target date will be provided at the October meeting.

Promotions and Hiring

- Open-Competitive Recruitment
 - Accountant IV: New Accountant Robert Belcher will be introduced at the October meeting.
- Internal Recruitments
 - Assistant Chiefs/Battalion Chiefs: Assessment Center scheduled on September 10 and 11, 2009. The positions available include two Assistant Chiefs, two Operations Battalion Chiefs, and one Special Operations Battalion Chief. Fire Commissioners are welcome to participate and observe the assessment centers with a condition that they attend the entire process.
 - Fire Hazardous Materials Specialist: Assessment Center was completed. Targeting promotion for October 1, 2009.

Emergency Operations Section

- Various Storm Systems: (Hurricane Felicia, Tropical Storm) The Fire Department and new Department Heads was able to use the current events to practice and familiarize themselves with emergency procedures. Chief Oliveira encouraged the Fire Commission to visit the EOC.
- Brush Fire-Ninole Loop: The fire destroyed a brush truck. The brush truck was a state surplus vehicle acquired from the Division of Forestry. The truck broke down in the middle of operations and the fire overran it. As a result, the department will find a replacement vehicle.
- Prescribed Burn Project: The Hawai'i Fire Department, the Division of Forestry, and the National Park Service are working in partnership with both Parker Ranch and the Department of Hawaiian Home Lands in order to conduct a prescribed burn on September 10, 2009. The 50 acre prescribed burn will be conducted behind Humuula Ranch Sheep Station. The objective is designed to aid in gorse eradication and to demonstrate Foschek (fire retardant) used for the first time in the State of Hawai'i.

Ocean Safety Division

- Report provided by Captain Chris Stellfox
- Promotions and Hiring
 - Internal Recruitment: One full time temporary position for East Hawai'i.
 - Open Recruitment: One full permanent position for East Hawai'i.
- Old Business/New Business
 - Lifeguard structures will be erected at Laaloa (Magic Sands), Spencer Beach Park, and Isaac Hale Beach Park by October 1, 2009.
 - Developing a driver training program for personnel. Once the Jet Ski Program is established both programs will be combined.
 - Junior Lifeguard Program: 25 Junior Lifeguards participated in and placed 2nd Place overall at Hawai'i's 2009 Junior Lifeguard State Championships on August 8, 2009, on Oahu.
 - Sayre Foundation Donation: Received 6 rescue boards, 6 pairs of binoculars, 4 AD's, and a surplus vehicle.

Regarding the Fire Department's Activity Report, Chair Bertsch questioned whether Ocean Safety was integrated with the **Records Management System** (RMS).

Chief Oliveira answered that the report does not involve Ocean Safety. However, the Fire Department will look into including their statistics.

Support Services Division

Fire Auxiliary Services

Communications

- Continuing to work with representatives from Raytheon, Waimana, and other various County departments to search for and identify funding sources for construction of the dispatch center and the upgrade of the County's radio system.

Training Bureau

- The 38th Firefighter Recruit Class: Graduation scheduled for September 19, 2009 at the Hilo Yacht Club. Invitations were sent to the Fire Commission.

Volunteer Section

- Report by Tom Brandt.
- Hawai'i Volunteer Fire Chief's Association meeting: Scheduled for September 12, 2009, at Station 14A Kohala Ranch, at 10:00 a.m. There will be an Election of Officers.
- Through the Volcanoes National Park, Volunteer Firefighter Sky Mullens was sent to California in order to assist with the brushfires.

New Projects/Business

- Hawai'i Fire Chief's Association Conference Update: To be held on November 19-21, 2009, at the Hilton Waikoloa Village. Registration packets will be distributed to the Fire Commission.
- Daniel Robert Sayre Foundation Awards and Recognition Dinner: Held on Saturday, September 5, 2009. Appreciation was offered to Commissioner Bowles and Bertsch for attending.
- Relocation to County Building: The Fire Administration Office will be relocating back to the County building. The move is expected to happen before Thanksgiving.

Employee/Public Relations

- Fire Prevention Week: Scheduled for October 4-10, 2009. Kick off on Saturday, October 3, 2009, at Lowes parking lot in Kona.
- Ironman Triathlon: Event scheduled for October 10, 2009.
- KTA for Bag Brigades: Event taking place at Puainako, Kailua and Waikoloa on October 3, 2009. Proceeds will go to Island United Way.
- Partnership with HPM: Public education regarding Fire Prevention.
- Adopt a School project: Envisioning each company to adopt a school in its district and perform classroom readings.

Regarding the Sayre Foundation's donations, Commissioner Bowles inquired on the length of time taken to receive donated equipment.

Chief Oliveira stated that when the Sayre Foundation purchases equipment they are not required to go through the County's procurement process. Therefore, the equipment is received promptly.

At 10:40 a.m., Chair Bertsch requested a five minute break. Commissioner Browne excused himself from the meeting.

Meeting resumed at 10:45 a.m.

Chief Oliveira conducted an overview of the Fire Department's operations. (PowerPoint presentation not available.)

Commissioner Bowles questioned whether the Island growth could be projected with Real Property Tax revenue.

Chief Oliveira stated that he would provide a report at next month's meeting.

Chair Bertsch informed the commission that he drafted a letter to be included in the Fire Commission's orientation binder. He will disseminate the letter at the next meeting for approval.

NEW BUSINESS

None.

UNFINISHED BUSINESS

None

COMMITTEE REPORTS

Chair Bertsch stated that he will reassign committees at October's meeting.

Budget & Finance (Bowles) No report.

Office Management and Staffing (Bertsch) No report.

Rules and Policies (Rosehill) No report.

Public Relations (Pomroy/Bertsch/Browne) No report.

Training and Education (Bertsch) No report.

ANNOUNCEMENTS

- The next meeting is scheduled for Wednesday, October 14, 2009, at 10:00 a.m., in the Aupuni Center Conference Room, Aupuni Center, 101 Pauahi Street, Hilo, Hawai'i.
- Set agenda for October 14, 2009, meeting.

ADJOURNMENT

At 11:08 a.m., Commissioner Kaiwi made a motion to adjourn the meeting. Commissioner Rosehill seconded the motion and it was unanimously carried.

SUBMITTED BY:

Kaycie A. I. Carter

KAYCIE A. I. CARTER
SECRETARY