

HONOLULU FIRE COMMISSION

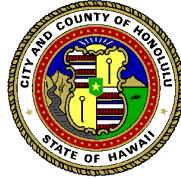
Komikina Kinai Ahi o Honolulu

CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET
HONOLULU, HAWAII 96813

Phone: (808) 723-7321 Fax: (808) 723-7397

RICK BLANGIARDI
MAYOR
MEIA



DENNIS MORTON
CHAIR
LĀLĀ

DAVID MATLIN
VICE-CHAIR
HOPE LĀLĀ

CHARLOTTE NEKOTA

BUTCH GALDEIRA

DEBBI ELENKI

MAX HANNEMANN

ARNOLD WONG

Minutes of Regular Public Meeting
Honolulu Fire Department Headquarters
Honolulu Fire Department Auditorium
Wednesday, July 17, 2024

I. CALL TO ORDER: Chair Morton called the meeting to order at 10:30 a.m.

MEMBERS PRESENT: David Matlin, Charlotte Nekota, Butch Galdeira, Debbi Eleneki and Arnold Wong.

MEMBER EXCUSED: Max Hannemann.

IN ATTENDANCE: Fire Chief Sheldon Hao (HFD), Deputy Fire Chief Jason Samala (HFD), Assistant Fire Chief Joseph Kostiha (HFD), Assistant Fire Chief Craig Uchimura (HFD), Assistant Fire Chief Kevin Mokulehua (HFD), Acting Assistant Fire Chief Chris Cabasa (HFD), Battalion Chief Alan Park (HFD), Captain Brent Dillabaugh (HFD), Damien Kahaulelio (retired HFD Battalion Chief), Kathleen Kelly (Department of the Corporation Counsel), and Nadine Murata (Commission Secretary).

Chair Morton and Fire Chief Hao both recognized and thanked outgoing Commissioner Nagamine for his service and dedication as a Fire Commissioner and presented him with a lei.

Commissioner Nagamine said a few words.

Chair Morton welcomed Arnold Wong as its new Commissioner.

II. PUBLIC TESTIMONY ON ALL AGENDA ITEMS. Chair Morton asked if there was anyone from the public who wished to give public testimony. There was none.

III. APPROVAL OF THE MINUTES OF JUNE 19, 2024. Chair Morton called for any comments or corrections to the minutes of June 19, 2024. Fire Chief Hao mentioned a minor correction to their May 2024 vacancies count for FFI, it should read 78 and not 70 and total count from 85 to 86. Commissioner Eleneki moved and Commissioner Nekota seconded. There being no further comments or corrections and with a unanimous vote in favor, the Commission approved the minutes.

IV. APPROVAL OF THE EXECUTIVE SESSION MINUTES OF JUNE 19, 2024. Chair Morton called for any comments or corrections to the executive session minutes of June 19, 2024. Vice-Chair Matlin moved and Commissioner Galdeira seconded. There being no further comments or corrections and with unanimous vote in favor, the Commission approved the minutes.

VI. REPORT OF THE FIRE CHIEF. Fire Chief Hao briefly went over workforce with the Commission. Details can be found in the June 2024 monthly report handed out at the meeting.

Fire Chief Hao mentioned currently there are 88 vacancies within the department and 31 recruits in training which will bring the department's vacancies down to 57.

Fire Chief Hao noted that the department recently hired 38 individuals on July 15, 2024.

Fire Chief Hao went over staffing costs with the Commission and mentioned that the department depends on salary savings to fund deficits.

Fire Chief Hao mentioned that the department will continue to monitor and adjust recruitment classes.

Fire Chief Hao discussed the departments projection on upcoming retirements for 2024.

Commissioner Wong asked about staffing on apparatuses.

Fire Chief Hao answered there are four people per apparatus and went over the department's Standard Operating Guidelines (SOG) with the Commission.

Chair Morton asked if Fire Chief Hao could clarify what is forklift training.

Fire Chief Hao answered depending on the type of call personnel will be utilizing the forklift to load the trailer with equipment and materials.

Assistant Fire Chief Kostihä pointed out that the rescue scene will call and ask them to palletize the trailer with resources that are needed to be transported to the scene.

Fire Chief Hao highlighted injuries on page 6 of his monthly report and mentioned that numbers have slightly decreased.

Fire Chief Hao reported injuries are due to carrying equipment and patients.

Fire Chief Hao explained how the department continues to monitor injuries and adjust its techniques.

Fire Chief Hao highlighted equipment on page 7 of his monthly report and informed the Commission that the new Bell 429 twin-engine helicopter is on schedule and will be delivered between February – October 2025.

Fire Chief Hao mentioned the department is currently working with the Department of Human Resource (DHR) to work on position descriptions for crew(s) who will be manning the helicopter.

Fire Chief Hao had his executive staff give their reports.

Assistant Fire Chief Joseph Kostiha- Fire Operations.

Chief Kostiha went over the department's Basic Firefighting Skills Observation Program (BFSO) with the Commission and said that this program was designed to bring companies to the training center and its motto is "3 a.m. 3 p.m.", "8 to 12", and "1 to 5" and it's held during the weekends in the month of June.

Chief Kostiha mentioned this training enables the department to observe their drills in the type of structure they're in and to see if the department is delivering the training it needs to help the fire fighters become successful.

Chief Kostiha spoke on minor hold ups for FY'24 BFSO.

Chief Kostiha discussed the department's FY'25 BFSO plan which is based on the National Fire Protection Association 17-10 (NFPA 17-10) structure.

Chief Kostiha mentioned in the initial year of the BFSO the department conducted it in a single-family dwelling, for FY'25 it will be conducted in an Open Strip Mall (OSM) in June. The definition of an OSM structure is that it doesn't exceed 3 levels and is a roofless pedestrian walkway.

Chief Kostiha briefly went over the department's FY'25 upcoming schedule:

1. July- Send out the Standard Operating Guideline (SOG) overview to field personnel
2. August/September- Computer base, forceable entry and wide area search assignment

3. October- Hands-on training related to forceable entry and wide area search as well as vector strategy and tactics assignment
4. November- Blue card command re-certification (computer training)
5. December- Red fire ground vector base
6. January- Annual Self-Contained Breathing Apparatus (SCBA) and building construction vector assignment
7. February- Apparatus Operator Annual training (AOA) on vector
8. March- Vector training on ventilation
9. April- Salvage and utilities on vector
10. May- BFSO preload on vector
11. June- BFSO delivery

Chief Kostiha re-summarized the BFSO and mentioned how this allows the department to reflect on itself on how improvements can be made.

Chief Kostiha noted that Operations and Training Bureau work together under the guidance of Assistant Fire Chief Uchimura.

Chief Kostiha discussed feedback, review, submit and post to SOG NFPA 17-10.

Chief Kostiha asked if there were any questions. There were none.

Acting Assistant Fire Chief Chris Cabasa for Assistant Fire Chief Reid Yoshida- Administrative Service Bureau.

Chief Cabasa spoke on facility, equipment and budget with the Commission.

Facilities

1. Waianae station- the department is working with the Department of Design and Construction (DDC) on its door issues and mentioned that an extractor will be installed.
2. Central station- highlighted jacks under its apparatuses.

Chief Cabasa mentioned back in 2013 the department contacted DDC to conduct a structural assessment in preparation for a new apparatus as newer models are heavier than what the stations are designed for. DDC's findings were that the structure are to be reinforced with 80 jacks.

Chief Cabasa explained between 2013 and 2020 there has been no movement, however in 2021 a shift had occurred and adjustments to jacks were made. The department currently conducts an inspection twice per year with DDC and the Department of Facility Maintenance (DFM) to see if any adjustments are needed.

Chief Cabasa mentioned that in 2013, there was talk of replacing Central fire station in 5 to 6 years but due to different projects it was still on the departments 6-year Company Inspection Program (CIP) plan to be replaced after the Wailupe fire station.

Commissioner Galdeira asked due to weight issues why is a spare apparatus being housed there.

Chief Cabasa answered it's a strategic placement of resources for backup.

Chair Morton asked if he knew of any issues regarding the Aiea fire station.

Chief Cabasa answered.

Vice-Chair Matlin asked if the Aiea Fire Station had a backup.

Chief Cabasa answered yes, a relief truck.

3. Training Center- improvements to restroom showers were completed and currently the department is working with DDC on designing its new training tower.
4. Hangar- Chief Cabasa updated the Commission on the construction of its new hangar.

Chief Cabasa mentioned the department met its goal on July 1, 2024 with its apparatus relief pull of 5 engines and 1 aerial.

Chief Cabasa noted that 2 engines will be released to the company to Station 40.

Chief Cabasa went over its twin-engine helicopter and estimated completion is September 2024.

Chief Cabasa briefly spoke on FY'26 budget based on department's needs and utilized disaster funds to purchase/replace tanker trucks for the department.

Chief Cabasa discussed FY'25 and mentioned procuring 6 engines and 2 towers.

Commissioner Galdeira asked about staffing at the mechanic shop.

Chief Cabasa answered currently there are 3 vacancies.

Commissioner Galdeira asked if there's a possibility of speeding up the process rather than waiting for the full design and construction, do bits and pieces.

Chief Cabasa answered DDC will only want one construction project within a fiscal year and funds need to be approved by the Department of Budget and Fiscal Services (BFS) and the CIP. Commissioner Wong asked is it a design-build or a piece meal.

Chief Cabasa answered its separate design and construction as CIP cannot support the funding for design-build.

Assistant Fire Chief Craig Uchimura- Support Services.

Chief Uchimura mentioned that its Community Relations office will be moving to its Young Street annex.

Chief Uchimura shared an event that took place with Honolulu Ocean Safety Department (HOSD).

Chief Uchimura mentioned that the department's Community Relations Office (CRO) helped HOSD create a customized life guard prayer mirroring the Fire Fighters prayer and guided them on how to set up formalities with the approval of the Fire Chief.

Chief Uchimura gave the Commission an update on the 5 inlaid sensors and informed them that installation will take place this month from the 22nd – 31st.

Chief Uchimura mentioned the department is working with Hawaiian Electric Company (HECO) to gain access to its feeds.

Chief Uchimura went over Bill 22 and mentioned that it has been deferred.

Commissioner Wong asked about drones.

Chief Uchimura answered that the department has been utilizing drones and has assisted the Honolulu Police Department (HPD).

Chief Uchimura asked if there were any questions. There were none.

Assistant Fire Chief Kevin Mokulehua- Planning and Development.

Chief Mokulehua mentioned that the department had executed a lease agreement in May for its temporary hangar site and its good for 5 years.

Chief Mokulehua discussed the relocation of the Pearl City station and indicated that the department is at the purchase sale/negotiation process and the Department of Land Management (DLM) is working with the land owner and the Department of Corporation Counsel.

Chief Mokulehua indicated that the department is pursuing a 2.5 parcel of land across from the Waialua District Park for its relocation of the Waialua station. A recent meeting was held to obtain permission to gain access to the site to conduct an environmental assessment Phase 2. If there are no issues regarding the site, DLM will initiate the negotiation and purchase of agreement.

Chief Mokulehua asked if there were any questions.

Chair Morton asked about the Wailupe station.

Chief Mokulehua said the piece of land that the department had considered was recently transferred to the Department of Parks and Recreation (DPR) and the department is currently focusing on its current site and is looking at subdividing a portion of the adjacent property which is owned by the U.S. Coast Guard. A letter of interest was sent and the department is waiting for their response.

Chair Morton asked for a motion to accept Fire Chief Hao's report. Commissioner Nekota moved and Commissioner Eleneki seconded. There being no further comments or corrections and with a unanimous vote in favor, the Commission accepted the report.

VII. Honolulu Fire Department presentation on the Incident Management Team process for emergency management by Battalion Chief Alan Park and Captain Brent Dillabaugh.

Captain Dillabaugh passed out a hand-out on the Honolulu Fire Department Incident Management Team (IMT).

Captain Dillabaugh introduced himself and mentioned that he works under the guidance of the department's incident commander Battalion Chief Alan Park.

Captain Dillabaugh gave a brief overview of what its incident team does and acknowledged Commissioner Eleneki and retired Battalion Chief Damien Kahaulelio as its founding members.

Captain Dillabaugh gave a short presentation and mentioned that it's a resource that can be activated when things get too big, and too complex, the IMT job is to get the right resources to the right place at the right time.

1. Origins & History.

- a. When California started to experience larger wild fire, they developed a system to allow multiple counties to maintain safety.

- b. When 9/11 happened there were challenges with communication to agencies. To coordinate, experiences were taken from across the country to formalize it at the Federal level and a Presidential Directive was created (National Incident Management System (NIMS)) which is a framework to allow resources management, common terminology, communication and a command and control of incidents.
- c. Extended from homeland security to all hazards which is responding beyond natural disasters and man-made events.

2. Origins & History of Honolulu IMT.

- a. It came into play in 2011 during the Asia-Pacific Economic Cooperation (APEC).
- b. Members were trained and mentors to fill its team.
- c. Deployment.
 - i. Kauai Flood and Landslide
 - ii. Hawaii Volcano eruption
 - iii. Lahaina wildfire
- d. Activated- anything large scaled.
 - i. Pro Bowl
 - ii. Blue Angels
 - iii. Covid testing and vaccination

3. What is an IMT.

- a. A structure that allows people to understand what their role is and how to interface with the rest of the team.
- b. Works under an Incident Commander.
- c. Works under Operations under Chief Kostiha.
- d. Command staff has support of the general staff that make the IMT run who are out in the field.

4. IMT Responsibilities.

- a. Each section has positions underneath the section Chiefs to help manage those sections to get those sections done.

5. How does an IMT work.

- a. Delegation of authority.
- b. Give a specific objective.
- c. Letter of expectation, to delegate the authority to make sure instructions are given.
- d. Use a process to develop an Incident Action Plan (IAP). Objectives driven, process reliant, and resource dependent works from the local level up.

6. The IMT Planning Process.

- a. Incident event, notification, assessment.
- b. Meetings are held to make sure who needs to be there.
- c. After meetings are held the Incident Action Plan comes into play. This plan is briefed to anyone who is on the scene, it allows for accountability and ability to make sure that everyone is safe.
 - i. Developed during the department's first round of COVID testing.
 - ii. In partnership with the Surgeon General office.
 - iii. Successful partnership with the Honolulu Police Department (HPD), and the Emergency Medical Service (EMS).

Captain Dillabaugh mentioned that there are 25 – 30 members that are on the incident management team from HFD who are activated ready and 30+ who are currently in class.

Captain Dillabaugh discussed briefly on the department's informal plan which is a 5 – 15-year plan. This plan can turn 24 personnel into a type 3-team who could manage an incident for 2 – 3 weeks.

Captain Dillabaugh mentioned there are challenges across the country as fire season is now year-round.

Captain Dillabaugh briefly touched on response time, price increase, and maintaining credential members.

Captain Dillabaugh said Oahu has a good type 3-team system and it has enough to support other counties.

Captain Dillabaugh asked if there were any questions.

Commissioner Eleneki re-summarized the City's emergency response model with the Commission.

Commissioner Eleneki mentioned should DEM get stood-up then they start to bring in all the agency heads from all departments and agencies and then an emergency operations plan is communicated and agency heads go back to their departments and carry it out.

Commissioner Eleneki briefly touched on boots-on-the-ground, incident response (single response), emergency response (multi company, multi-agency), and DEM with the Commission.

Commissioner Eleneki mentioned the presence of the IMT is an operational presence that keeps the team together.

Chair Morton asked what kind of event would activate a response.

Captain Dillabaugh answered if its too big for an agency to handle on their own. This is a challenge across the country on how the emergency management system works as the system takes a while to work and the system is already 24 hours is behind.

Commissioner Wong asked about buy in.

Deputy Chief Samala answered to have the other departments provide its support and allow other members to participate. The majority of the Honolulu IMT is HFD IMT and the issues are staffing.

Chair Morton asked if there were any questions. There were none.

VIII. Honolulu Fire Commission's 2023 Annual Report.

Commissioner Nekota moved and Commissioner Galdeira seconded that the Commission go into executive session meeting on this item to "consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities" with regard to this mater [HRS Sec. 92-5(a)(4)]. By unanimous vote, the Commission went into executive session at 11:48 a.m. and the regular public meeting reconvened at 11:52 p.m.

Chair Morton thanked Commissioner Galdeira for preparing the Annual Report.

IX. Citizen Complaint Alleging Employment Discrimination, Retaliation and Lack of Invitation to Testing.

Commissioner Nekota moved and Vice-Chair Matlin seconded that the Commission go into executive session meeting on this item to “consider the hire, evaluation, dismissal, or discipline of an officer or employee... where consideration of matters affecting privacy will be involved” [HRS Sec. 92-5(a)(2)] and to “consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities” with regard to this matter [HRS Sec. 92-5(a)(4)]. By unanimous vote, the Commission went into executive session at 11:53 a.m. and the regular public meeting reconvened at 12:05 p.m.

Chair Morton mentioned that the Commission has approved the drafted letter and will be sending it to the complainant.

X. ANNOUNCEMENT: The next monthly Commission meeting will be held on Wednesday, August 21, 2024, at 10:30 a.m. in the Honolulu Fire Department Auditorium.

XI. ADJOURNMENT: There being no other business, Commissioner Nekota moved and Commissioner Galdeira seconded that the meeting be adjourned. By unanimous vote, the meeting was adjourned on July 17, 2024 at 12:05 p.m.

Respectfully submitted by: Nadine Murata, Secretary.

APPROVED:

DENNIS MORTON, Chair