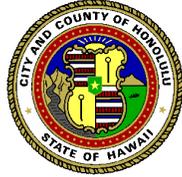


HONOLULU FIRE COMMISSION  
**CITY AND COUNTY OF HONOLULU**

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DENNIS MORTON

CRAIG NAGAMINE

Minutes of Regular Public Meeting  
Honolulu Fire Department Headquarters  
Honolulu Fire Department Auditorium  
Wednesday, November 14, 2018

CALL TO ORDER: Vice Chair Lee called the regular meeting to order at 2:02 p.m.

MEMBERS PRESENT: Stefanie Lee, Max Hannemann, Charlotte Nekota, William Hong, Dennis Morton and Craig Nagamine.

MEMBER EXCUSED: James Wataru.

IN ATTENDANCE: Fire Chief Manuel Neves (HFD), Assistant Fire Chief Scott Lawton (HFD), Assistant Fire Chief Nathan Ramos (HFD), Battalion Chief Howard Naone (HFD), Battalion Chief Keith Yasui (HFD), Battalion Chief Joseph Kostiha (HFD), Battalion Chief Paul Fukuda (HFD), Battalion Chief Daryl Evangelista (HFD), Battalion Chief Scot Seguirant (HFD), Robert Lee (HFFA), Mike Kaneshiro (HFFA), Jolyn Garidan Prieto (HFFA), Brian Ancheta (Corporation Counsel), Randy Ishikawa (Corporation Counsel), and Nadine Murata.

II. PUBLIC TESTIMONY. Vice Chair Lee asked if there was anyone from the public who wished to give public testimony. Mr. Robert Lee (HFFA) introduced himself and handouts were passed out to the Commission by Ms. Jolyn Garidan Prieto (HFFA).

Vice Chair Lee informed Mr. Lee that she will be limiting his testimony to 3 minutes as Fire Chief Neves and staff will be attending a promotion ceremony.

At 2:05 p.m. Commissioners Hong and Nagamine walked into the auditorium.

Mr. Lee briefly went over the packets contents with the Commissioners and mentioned that the papers on the left side of the folder were concerns regarding inconsistencies in the Honolulu Fire Department (HFD) promotional process and increase in the amount of non-competitive positions in the HFD bureaus.

Mr. Lee also mentioned there are also issues relating to Fire Fighter Recruit II and All-Hazards Incident Management.

Mr. Lee informed the Commission that the correspondences on the right side of the folder gives a more specific insight of the All-Hazards Incident Management Team (AHIMT).

Mr. Lee mentioned that the union has issues with the AHIMT as it asked its member to sign a contract. Mr. Lee mentioned that back in 2015 there was a similar issue and both the union and HFD had worked things out.

Mr. Lee mentioned that currently HFD has decided to move forward with the AHIMT as an individual contract and bypass HFFA. Mr. Lee indicated that HFD should have consulted with HFFA as they are the only bargaining agent for HFD.

Mr. Lee expressed his concerns with the Commission and informed them that HFFA is open to meet with the Commission on a one-on-one to go over some of their concerns.

Mr. Lee asked the Commission if HFFA may distribute materials to the Commission before its meeting and go over any issues or concerns that the Commission may have.

Mr. Lee explained his role at HFFA to the Commission.

Vice Chair Lee informed Mr. Lee if he wishes to distribute materials ahead of time the Commission will allow it.

Counsel Ancheta informed Mr. Lee that arrangements can be made through the Commission's secretary and any materials should be received 6 days prior to the Commission's meeting so the Commission may review and place said concerns onto its upcoming agenda.

Counsel Ancheta also mentioned that any information given will be placed on a public sight for the public to view.

Both Vice Chair Lee and Mr. Lee asked if there were any questions.

Fire Chief Neves asked the Commission how the department will know if the materials being published are not disclosing HFD's policies and procedures.

Fire Chief Neves mentioned that in the past HFD has seen packets where information were disclosed to the public.

Counsel Ancheta informed Fire Chief Neves that they will review before publishing.

III. APPROVAL OF THE MINUTES OF OCTOBER 17, 2018. Vice Chair Lee called for any comments or corrections to the minutes of the regular public meeting of October 17, 2018. Fire Chief Neves mentioned that there were minor corrections on page 2, under Report of the Fire Chief, under Fires second paragraph. Fire Chief Neves indicated that month should be changed to day and on page 4 under Assistant Fire Chief Scott Lawton, 4<sup>th</sup> paragraph engines should be changed to apparatuses. Commissioner Nekota moved and Commissioner Nagamine seconded, there being no further comments or corrections the minutes were approved as adopted.

IV. APPROVAL OF THE EXECUTIVE SESSION MINUTES OF OCTOBER 17, 2018. Vice Chair Lee call for any comments or corrections to the executive session minutes of October 17, 2018. Commissioner Hannemann asked for clarification on a statement made in one of the paragraphs. Vice Chair Lee informed Commissioner Hannemann that any concerns he may have can be discussed in executive session.

Commissioner Nekota moved and Commissioner Nagamine seconded, there being no further comments or corrections the minutes were approved.

V. REPORT OF THE FIRE CHIEF. Fire Chief Neves passed out copies of his monthly report for September 2018 and highlighted the following:

1. Fires. Fire Chief Neves went over several fire incidents. Fire Chief Neves mentioned that the first incident took place in Kailua with 11 units staffed with 41 personnel and the cause of the fire was undetermined due to lack of specific evidence found in the area of origin.

Fire Chief Neves mentioned that the second incident took place at Luakaha Street with 10 companies and 39 personnel and the cause of the fire was due to vapors from a leaking propane tank which was ignited by an electrical water heater. There were 2 fatalities and damages were estimated at \$550,000 to the structure and \$120,000 to its contents.

Fire Chief Neves mentioned that the third incident took place at Puuhale Road with 10 units and staffed with 39 personnel. The cause of fire was determined that it was accidental due to an arcing in an electrical outlet. Damages were estimated be \$154,000 to the structure, \$15,000 to its contents and total property loss was estimated to be \$169,000.

Fire Chief Neves mentioned that the fourth incident took place at Kamaaha Loop with 7 units staffed with 23 personnel. The cause of the fire was due to an electrical failure in a lamp. Damages were estimated to be \$30,000 to the structure and \$10,000 to its contents. The total property loss for this incident was estimated to be \$40,000.

Fire Chief Neves mentioned that the fifth incident took place at Brokaw Street with 9 units and 28 personnel. The cause of the fire was determined to be intentional and the case was handed over to the Honolulu Police Department (HPD) for further

investigation. Fire Chief Neves indicated that the owner was arrested and charged with first-degree arson. Damages were estimated to be \$610,000 to the structure and \$30,000 to its contents. The total property loss for this incident was estimated to be \$640,000.

2. Equipment Status. Fire Chief Neves informed the Commission that there were seven frontline and two auxiliary apparatuses that are out of service.
3. Vacancies. Fire Chief Neves indicated that there are 116 vacancies within the department. Fire Chief Neves gave the breakdown for the following: 40 for Fire Fighter I, no vacancies for Fire Fighter II, 63 vacancies for Fire Fighter III, and 5 vacancies for Fire Captains.

Commissioner Hannemann asked Fire Chief Neves if he could produce a 12 month timeline for the Commission so they may see how vacancies fluctuates within the department.

Commissioner Hong asked Fire Chief Neves why the vacancy for Fire Fighter III is so high.

Fire Chief Neves answered that the department has worked its way from the Battalion Chiefs to Captains and in today's promotion half of the Fire Fighter III's will be promoted.

4. Injuries- Report of Industrial Injury or Illness (ISWC). Fire Chief Neves went over the injury list with the Commission as well as the loss of time incidents.
5. Grievances. Fire Chief Neves went over the October grievance with the Commission and explained that the department deals with six different unions and mentioned that number 11 is the Hawaii Fire Fighters Association (HFFA).

Fire Chief Neves gave the breakdown for the following: 3 grievances in Step 1, 1 grievance in Step 2, 3 grievances that are closed and 16 pending grievances.

The Fire Chief also reported on the following:

1. During the month of October, HFD received 6 complimentary correspondences, and 3 complaints that was responded to. Details are in the monthly report.
2. Fire Chief Neves mentioned a promotion ceremony for Fire Fighter IIIs at 5 p.m. on November 14, 2018, at the Charles H. Thurston Fire Training Center.

3. Fire Chief Neves mentioned an upcoming commendation ceremony at 10 a.m. on November 29, 2018, at the Charles H. Thurston Fire Training Center.
4. Fire Chief Neves had each member of the executive staff give a brief description of their section's recent activities.

Assistant Fire Chief Scott Lawton- Administrative Services. Chief Lawton discussed safety within the department.

Chief Lawton indicated that safety awareness was started by Battalion Chief Jeff Hooker and mentioned that fire services does not have a tool to evaluate safety within its department.

Chief Lawton mentioned that the Fire Service Organizational Culture of Safety Program is out of Dextral University and they created this survey to assess fire safety culture.

Chief Lawton indicated that Dextral University has received a grant from FEMA and has partnered with the fire fighters safety department organization to initiate this survey to 500 fire departments across the nation.

Chief Lawton mentioned to date 460 departments have participated with a total of 35,437 people taking his survey.

Chief Lawton said that Chief Hooker will be attending a conference in Philadelphia next month to learn how to interpret this survey.

Chief Lawton mentioned that HFFA was also offered an opportunity to participate in this program.

Chief Lawton briefly went over survey scores with the Commission and noted that this information was also shared with HFFA.

Commissioner Hong said he was pleased to hear this kind of information.

Fire Chief Neves briefly went over HFD's partnership with Honolulu Community College (HCC) science program and mentioned that the HFD has finalized its fire fighter recruit 2 grant with the Department of Human Resource (DHR) and indicated a written test date has been posted already for the month of January 2019.

Commissioner Hong asked Fire Chief Neves if high school seniors are informed about this program by their counselors.

Fire Chief Neves mentioned that it can be presented in future career presentations.

Chief Lawton mentioned a trailer has been converted into a modular classroom/office space for fire investigators at the Nuuanu Fire Station.

Chief Lawton also indicated that a second trailer at East Kapolei will mirror off the first one.

Chief Lawton mentioned that this will free up space where investigators were currently located and the free space at Aiea Fire Station will soon house EMS and the Kalihi Kai Station will be converted into an extractor room for turnouts.

Fire Chief Neves mentioned that the department has outgrown its training site and the department are trying to find creative ways to train its personnel.

Fire Chief Neves indicated that HFD has been looking at Mililani Tech Park as a central hub for training. The department currently has partnered with other first responder agencies from the State, Federal, County level.

Assistant Fire Chief Nathan Ramos- Planning and Development. Chief Ramos mentioned that the department will be filling in its Planner 5 position in the Planning and Development Division.

Chief Ramos said Michelle Haruno will transition from another city agency to its Planner 5 position on November 16<sup>th</sup> and mentioned that this position will assist with grant programs.

Chief Ramos said grant program supports its procurement on its equipment purchases and training for personnel.

Chief Ramos indicated that the department has already received \$2.8 million dollars from this grant and the department was recently awarded a \$50,000 grant from the Department of Transportation which will help towards purchasing battery powered equipment for the department's apparatuses.

Commissioner Nekota asked what department.... Federal, State.

Chief Ramos answered, State.

VI. EXECUTIVE SESSION: Annual Evaluation of the Fire Chief. Commissioner Nekota moved and Commissioner Nagamine seconded that the Commission go into executive session regarding the evaluation of the Fire Chief "to consider the hire, evaluation, dismissal, or discipline of an officer or employer 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 these matters [HRS Sec. 92-5(a)(4)]. The Commission went into Executive Session at 2:35 p.m. and the regular public meeting reconvened at 3:22 p.m.

VII. ANNOUNCEMENT: The next Commission meeting will be held on Tuesday, December 19, 2018, at 2 p.m. in the Honolulu Fire Department Auditorium.

VIII. ADJOURNMENT: There being no other business Commissioner Hong moved and Commissioner Nekota seconded that the Commission end its meeting. It was adjourned at 3:23 p.m.

Respectfully submitted by: Nadine Murata, Secretary.

APPROVED:

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STEFANIE LEE, Vice Chair