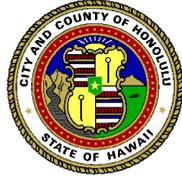


HONOLULU FIRE COMMISSION
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 9TH FLOOR
HONOLULU, HAWAII 96813
Phone: (808) 723-7321 Fax: (808) 723-7397



KIRK CALDWELL
MAYOR

JAMES S. WATARU
CHAIR

ARNOLD WONG
VICE CHAIR

DR. JOSEPH W.C. YOUNG

MAX HANNEMANN

CHARLOTTE NEKOTA

STEFANIE LEE

Minutes of Regular Public Meeting
Honolulu Fire Department Headquarters
Honolulu Fire Department Auditorium
Wednesday, May 17, 2017

CALL TO ORDER: Chair Wataru called the regular meeting to order at 1:05 p.m.

MEMBERS PRESENT: James Wataru, Arnold Wong, Dr. Joseph Young, Max Hannemann, Charlotte Nekota.

MEMBER EXCUSED: Stefanie Lee.

IN ATTENDANCE: Fire Chief Manuel Neves (HFD), Deputy Fire Chief Lionel Camara Jr. (HFD), Assistant Fire Chief Scott Lawton (HFD), Assistant Fire Chief Socrates Bratakos (HFD), Assistant Fire Chief Nathan Ramos (HFD), Battalion Chief Howard Naone (HFD), Battalion Chief Keith Yasui (HFD), Battalion Chief Paul Kato (HFD), Battalion Chief Craig Uchimura (HFD), Battalion Chief Jason Samana (HFD), Battalion Chief Jeff Sanchez (HFD), Battalion Chief Geoffrey Chang (HFD), Battalion Chief Anthony Lee (HFD), Battalion Chief John Bowers (HFD), Battalion Chief Paul Miguel (HFD), Battalion Chief Ryan Young (HFD), Battalion Chief Sheldon Hao (HFD), Battalion Chief Debbie Eleneki (HFD), Battalion Chief Paul Fukuda (HFD), Battalion Chief Damien Kahauleliu (HFD), Battalion Chief Mark Nakamura (HFD), Paul Hoshino (Corporation Counsel), Randall Ishikawa (Corporation Counsel), and Nadine Murata.

Chair Wataru amended the agenda and moved item number 10 to item number 8 so the Commission may go into executive session after the regular session.

Chair Wataru asked if there was anyone from the public who would like to provide public testimony. There was no public testimony.

APPROVAL OF THE MINUTES OF APRIL 19, 2017: Chair Wataru called for any comments or corrections to the minutes of the regular public meeting of April 19, 2017. There being no further comments or corrections the minutes were approved as circulated.

APPROVAL OF THE EXECUTIVE SESSION MINUTES OF APRIL 19, 2017: Chair Wataru called for any comments or corrections to the executive session minutes of April 19, 2017. Vice Chair Wong moved and Commissioner Young seconded that the executive session minutes. There being no further comments or corrections the minutes were approved as circulated.

APPROVAL OF THE MINUTES OF MAY 3, 2017: Chair Wataru called for any comments or corrections to the minutes of the regular public meeting of May 3, 2017. There being no further comments or corrections the minutes were approved as circulated.

APPROVAL OF THE EXECUTIVE SESSION MINUTES OF MAY 3, 2017: Chair Wataru called for any comments or corrections to the executive session minutes of May 3, 2017. Vice Chair Wong moved and Commissioner Hannemann seconded that the executive session minutes. There being no further comments or corrections the minutes were approved as circulated.

Chief Neves introduced Chief Craig Uchimura as the newly appointed Battalion Chief.

REPORT OF THE FIRE CHIEF: Chief Neves passed out this monthly report and highlighted the following:

1. 102nd Fire Fighter Recruit (FFR) Class Graduation. Chief Neves thanked Chair Wataru and Commissioners Young, Nekota, and Lee for attending.
2. 2017 Metropolitan Fire Chiefs Conference. Chief Neves mentioned that this conference was held in Orlando for large departments with 400 or more fire fighters and HFD is considered one of the largest departments in the nation. Chief Neves noted that cancer presumption and community risk reduction are common issues within the departments.
3. Meeting with Councilmember Brandon Elefante. Chief Neves mentioned that the department discussed concerned issues and Chief Neves noted that one of the issues was a direct link to the Fire Commission to have public access to agenda, minutes, and to file complaints. Chief Neves indicated that he had assigned someone to construct a link for the Fire Commission from HFD's website and the Commission's secretary will have full access to upload upcoming agendas, and minutes. Chief Neves asked if anyone from the Commission would like to participate with the construction of the website.

Chair Wataru asked Chief Neves if public complaints would come directly to the Commission. Chief Neves answered, "Yes".

4. Meeting with the Honolulu Emergency Services Department. Chief Neves noted that the department is working on collaborating with HPD and Ocean Safety to construct a public safety building. Commissioner Nekota asked if finances were discussed with Developers. Chief Neves indicated that the department has some financial strategies and is currently working with City Administration.

The Fire Chief also reported on the following:

1. During the month of April, HFD received 3 complimentary correspondences, and no complaints.
2. Chief Neves informed the Commission of a Commendation Ceremony on June 15, 2017, at the Charles H. Thurston Fire Training Center at 10 a.m. Chair Wataru asked about civilians. Chief Neves mentioned that there are some.
3. Chief Neves had each member of the executive staff give a brief description of their section's recent activities

Chair Wataru asked about the Keiki Fire House event. Chief Neves mentioned that the grant received from the insurance company went to the rewrapping of the Keiki Fire House with fire safety messages posted inside from a contest from Zippy's.

Chair Wataru asked about the department's public relations on the Keiki Fire House. Chief Neves mentioned that on the HFD's website and go to fire prevention to request a station visit.

Deputy Fire Chief Lionel Camara Jr.- Chief Camara updated the Commission on the FY 2017 budget regarding two resolutions submitted to the City Council. Chief Camara noted that the first resolution was a transfer of \$200,000 from operations salary to mechanic shop's salary due to monies sitting in provisional accounts which were not released at the end of the year.

Chief Camara explained to the Commission that the mechanic shop not only repairs HFD's equipment but also HPD's equipment.

Chair Wataru asked if HFD bills HPD or if it's a courtesy and if HPD should have its own mechanics. Chief Camara explained that HFD does bill HPD for parts and HPD does not have a heavy equipment facility. Chief Neves explained that it helps HFD's budget as the department helps other city agencies as well as the State.

The second resolution that Chief Camara explained was a transfer of \$150,000 from operations salary to operation current expense. Chief Camara noted that the department met with the union to discuss the hiring of a consultant to repair the sewer line at the Kalihi Kai station in addition to a failed smoke test.

Chair Wataru asked how involved is HFD in the renovation process? Chief Neves noted that the Department of Facility Maintenance makes the decision and a liaison within the department tracks all facility repairs and keeps the department informed.

Assistant Fire Chief Scott Lawton- Administrative Services. Chief Young reported for Chief Lawton and mentioned that the department has purchased a second set of turnouts for its personnel and the department will be receiving it by the end of the fiscal year.

Vice Chair Wong asked if the department is prepared for the upcoming wildfire season and if it has enough funding for overtime pay. Chief Neves indicated that the department has the funds.

Assistant Fire Chief Socrates Bratakos- Support Services. Chief Bratakos explained leadership training for Captains and explained that it's a week long process. Chief Bratakos also indicated that the department conducts a similar training for the Battalion Chiefs where legal, ethics, IT, and legislative issues are reviewed.

Chief Bratakos noted that the department also receives three free delivery classes from the National Fire Academy a year. Chief Bratakos mentioned that the department has students from the Pacific Leadership Academy which is a program put together by the federal executive board and run by the office of personnel management. Programs are conducted for federal leaders and HFD hosts the class with national instructors and graduate school credits are given to participants. Chief Bratakos noted that HFD personnel have participated and half of the department's management has gone through training.

Chief Bratakos also indicated that the department engages in the Department of Human Resources classes and a senior city managers' seminar every quarter.

Assistant Fire Chief Nathan Ramos- Planning and Development. Chief Ramos reported that the department continues to work with the Department of Emergency Management with HFD's grant programs. Current programs are rehabilitation trailer, equipment for hazardous materials program, and equipment rescue operations with, total funding of \$350,000.

Vice Chair Wong asked about a solar pv system aside from a generator for the stations during the hurricane season. Chief Camara explained that the department has made a request to the Department of Design and Construction.

Chief Neves noted that each station has an emergency generator which is checked monthly and its own fuel supply. Chief Neves indicated that stations will continue to be running during an outage.

Chief Neves mentioned a grant that the department is using will turn stations into safe havens for the community in the event of an emergency.

Chief Ramos explained that the current grant of \$90,000 will replace the front and back doors of the Wakiki Fire Station.

Chair Wataru asked if the department has found a replacement for the grant position. Chief Ramos mentioned that the department is working with the Department of Human Resource and a posting is scheduled for this Sunday.

Chief Neves indicated that the department brought back their retired Planner 5 on a part time basis until the department can find a replacement.

X) Report of the Permitted Interaction Group Regarding Criteria to be used in the Evaluation of the Fire Chief:

Chair Wataru explained to Chief Neves that the Commission decided to update the evaluation form and he had appointed Commissioners Wong, Hannemann, and Nekota to a Permitted Interaction Group (PIG) to work on criteria. This is the first time the full Commission has seen the form, and any approval could not be given until the next Fire Commission meeting.

A handout of draft evaluation form was passed out and Vice Chair Wong explained to Chief Neves and to the Commission that the PIG's discussions were held electronically and the group looked at other stations in the state and the nations and how they conducted their evaluation. Vice Chair Wong noted that this criteria is made up with information obtained from different locations.

Vice Chair Wong mentioned that after reviewing, corrections should reflect that the report per the Charter should be made to the Fire Commission and not the City Council, and that the Fire Chief is not the Chief Executive Officer but the Chief Administrative Officer of the Honolulu Fire Department. Also included will be the responsibilities of the Fire Commission as established by the Charter.

Vice Chair explained the criteria and the rating system. Vice Chair mentioned that it still needs to be tweaked and it is still open for discussion.

Chair Wataru asked about the general questions and if each one will have its own scoring system. Vice Chair Wong indicated, "Yes" and explained it to the Commission.

Commissioner Young asked if this system is the same as the old. Vice Chair explained that a Permitted Interaction Group was formed and a new criteria was created.

Vice Chair explained that the Commission will be using this new criteria to evaluate the Fire Chief on the next evaluation.

Chair Wataru indicated that the Commission had discussed this last year due to the amendment of the Charter with the increase of its members to the Fire Commission.

Chief Neves asked about the approval of the criteria. Chair Wataru indicated that it would take a month to adopt and asked Chief Neves if he had any concerns.

Counsel Ishikawa noted that the criteria could be effective for the calendar year 2017 evaluation.

Chief Neves noted that it looked a bit different and will review with comments at the next meeting. Commissioners Nekota and Hannemann indicated that the questions are the same, and that it's just a little more specific.

Chair Wataru asked Counsel about the approval of the criteria from the Permitted Interaction Group. Counsel Ishikawa went over the process and indicated that the minimum requirement is three meetings but the Commission can adopt at any time at or after the third meeting.

Vice Chair Wong asked Chief Neves if there are any changes, he could bring it up at the next meeting.

Counsel Hoshino asked the Commission if review by the Department of Human Resources could be provided.

Counsel Ishikawa asked about contacting the City's Human Resources Department. Counsel Hoshino indicated that he could do a follow up and his contact is Masa Arakaki.

EXECUTIVE SESSION- Complaint to Conduct of the Fire Chief and Annual Evaluation of the Fire Chief:

Vice Chair Wong moved that the Commission go into executive session on both matters "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 these matters [HRS Sec. 92-5(a)(4)]. The motion passed unanimously. The Commission went into Executive Session at 1:58 p.m. and the regular public meeting reconvened at 3:12 p.m.

ANNOUNCEMENT: The next meeting will be held on June 21, 2017, at 1:00 p.m., at the HFD auditorium.

ADJOURNMENT: There being no other business the meeting was adjourned at 3:12p.m.

Respectfully submitted by: Nadine Murata, Secretary.

APPROVED:

JAMES WATARU, Chair