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STATE FIRE COUNCIL (SFC)  
FISCAL YEAR (FY) 2016-2017 FIRST QUARTER MEETING MINUTES

Date of Meeting: August 25, 2016  
Time of Meeting: 9:30 a.m.  
Place of Meeting: Kauai Fire Department (KFD)  
4444 Rice Street, Suite 315  
Lihue, Hawaii 96766

Present:

Manuel P. Neves	SFC Chair Fire Chief, Honolulu Fire Department (HFD)
Robert Westerman	SFC Vice Chair Fire Chief, KFD
Jeffrey Murray	SFC Member Fire Chief, Department of Fire and Public Safety (MFD), County of Maui
Darren Rosario	SFC Member Fire Chief, Hawaii Fire Department (HCFD)
Socrates Bratakos	SFC Administrator Assistant Chief, HFD
Daryl Date	SFC Fire Prevention Committee (FPC) Member Fire Captain, KFD
Nick Hill	Fire Inspector, KFD

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Gavin Kennedy	Fire Inspector, KFD
Dane Smith	Fire Inspector, KFD
Kilipaki Vaughan	Fire Lieutenant, KFD
Adam Rosenberg	Deputy Attorney General Department of the Attorney General (DAG)

I. Introduction

- A. Chair Neves called the meeting to order at 10:05 a.m.
- B. Chair Neves welcomed everyone, and an introduction of attendees followed.
- C. Approval of the SFC FY 2015-2016 Fourth Quarter Meeting Minutes

Motion: Member Rosario motioned to approve the SFC FY 2015-2016 Fourth Quarter Meeting Minutes. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye

D. Approval of Agenda

Motion: Member Rosario motioned to approve the agenda. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye

II. Unfinished Business and General Orders

SFC Member Reports/Updates

A. Report of Member Rosario

1. Grants

- a. A 2015 Assistance to Firefighters Grant (AFG) application is being submitted to purchase self-contained breathing apparatus (SCBA) replacements. The HCFD received \$1.5 million to replace 211 units. The award is funded with 90% federal and 10% county funds.
- b. A 2015 AFG regional application is being considered to purchase a mobile air and light truck. The HCFD is working with the HFD to submit this application.
- c. A 2015-2016 Community Development Block Grant (CDBG) was used to purchase a wildland brush truck for the Pahoa District with a delivery date of August 31, 2016.
- d. A 2016-2017 CDBG grant for a wildland Class A pumper was approved with reduced funding. The HCFD is awaiting the final release of funding by the U.S. Department of Housing and Urban Development. Final bid specifications have been completed and should be posted within the next two weeks.
- e. The HCFD is in the process of applying for the following grants: Homeland Security, AFG, Volunteer Fire Assistance (VFA), Staffing for Adequate Fire and Emergency Response, and Division of Forestry and Wildlife.
- f. The HCFD is in contact with the HFD regarding purchasing the Mine Safety Appliances' current SCBA model. The HCFD will utilize funding from the Western States Contracting Alliance. Member Rosario thanked the HFD for their assistance.

2. County Issues

- a. The HCFD's FY 2017-2018 budget cycle has commenced. The County of Hawaii's budget kick-off is scheduled on September 14, 2016.
- b. The HCFD, the City and County of Honolulu's Honolulu Emergency Services Department, and the American Medical Response will attend the state's emergency medical services budget workshops.

- c. The HCFD's Capital Improvement Program (CIP) for Kawaiiani's replacement fire station is moving forward. The Kawaiiani Fire Station will be renamed the Haihai Fire Station and is expected to be completed in February 2017. The HCFD is working on retaining the old Kawaiiani Fire Station for its use.
- d. The HCFD is using their rescue watercraft (RWC) for the Ocean Safety Division program only. There are two RWCs in East Hawaii and two RWCs in West Hawaii.
- e. The plans review fees proposal submitted to the Finance Department for the fire prevention funding was denied.
- f. The HCFD's projected retirements at the end of 2016 are less than five personnel.

### 3. Other Matters

- a. The HCFD received approval to destroy 7,000 lbs. of surplus fireworks for a one-year period from the Department of Health (DOH). Destruction was completed in August 2016 by burning the surplus fireworks at a landfill.
- b. Former Mayor Harry Kim has been re-elected as Hawaii County's Mayor.

## B. Report of Member Murray

### 1. Grants

- a. A 2015 AFG application of \$480,000 was submitted for the MFD's FY 2016-2017 budget to purchase 75 SCBA units with 150 tanks. The MFD is awaiting a decision.
- b. A 2015 CDBG grant of \$675,000 was used to purchase a tanker for Kaunakakai that has been in service since July 2016.
- c. A 2016 CDBG grant of \$900,000 was used to purchase a fire truck for Hoolehua, which is currently being painted and should be in service by the end of 2016.

- d. A Homeland Security grant of \$50,000 is being used for Incident Management Team (IMT) training and exercises.
- e. The MFD will apply for a 2016-2017 Department of Transportation (DOT) grant to purchase Code-1 bags with equipment for each of its engines and trucks.
- f. The MFD is no longer eligible for the VFA grant.
- g. The MFD has not submitted an application for the U.S. Department of Agriculture grant for Wildland Urban Interface (WUI), as it is only valid for education and prevention items.

## 2. County Issues

- a. Two Battalion Chief (BC) positions were deleted by the Maui County Council (MCC). The MFD reassigned Assistant Chiefs for one month to cover the BC workload. The MFD developed a training process for the temporarily assigned BCs. The MFD is communicating with the MCC Chair regarding this matter.
- b. An article was published in the Maui News regarding the MFD's organization and budget issues.
- c. The MFD merged with Ocean Safety and is dealing with issues and concerns.
- d. For the MFD's FY 2016-2017 budget, \$1 million was returned to the Maui County. The MFD is working on their FY 2017-2018 budget. The MCC Chair cut 75% of the MFD's overtime pay. The MFD will be meeting with the MCC for budget amendments.
- e. The MFD's budget reaccreditation process has negatively affected the MFD, and the MFD will ask for a deferral.

## 3. Other Matters

- a. The MFD's projected retirements for this year is four to six personnel.
- b. The MFD's upcoming Fire Fighter Recruit (FFR) class commencing on September 1, 2016, will consist of 16 FFRs.

- c. The MFD's Pro Board certifications are current at this time.

C. Report of Vice Chair Westerman

1. Grants

- a. A Fire Prevention and Safety (FPS) grant of \$71,000 will be used in certifying Fire Inspectors I and II.
- b. An FPS grant of \$45,524 will be used for the Home Inspection and Smoke Alarm campaign.
- c. A 2014 AFG award of \$791,000 will be used to purchase an apparatus (\$750,000), for training (\$15,000), and shipping costs relating to the apparatus (\$26,000).
- d. A 2015 AFG application submitted on January 15, 2016, to purchase a water tender, equipment, and training was not approved.
- e. The KFD submitted an application for a WUI grant to be used for training.
- f. The KFD submitted two state grants, one from the Department of Land and Natural Resources relating to Ke'e Beach and a 2015 DOT grant for scene lighting.
- g. The 2015 CDBG grant was awarded and used to purchase an apparatus for the Waimea Fire Station, which has been deployed and is in use.
- h. A 2016 CDBG grant application was submitted and will be used to purchase a water tender.
- i. The Kauai grant committee, headed by Lieutenant Kilipaki Vaughn and assisted by a county-hired lobbyist, has been successful.

2. County Issues

- a. The KFD uses RWCs for Fire and Ocean Safety divisions, including boats and RWCs.
- b. The KFD anticipates one retirement this year.

- c. The KFD has \$80,000 remaining in its FY 2016-2017 budget. The KFD did not have to pay for overtime spiking.
- d. The KFD budget process for FY 2017-2018 has commenced.
- e. The KFD's Quint will be blessed on November 4, 2016.
- f. The KFD has been involved with the Kekaha Host Community Benefits Program regarding its Fall Prevention and Wellness program.

Motion: Member Murray motioned to form an SFC grant working group to share grant application best practices and review potential regional grants. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye

#### D. Report of Chair Neves

##### 1. Grants

Chair Neves outlined the HFD's grants as follows:

- a. The Port Security grant of \$340,000 to purchase a rescue/fire fighting boat.
- b. The CDBG application is ready for the HFD to purchase an apparatus.
- c. The computer-aided dispatch system relocation software procurement has been approved, and the HFD is currently developing the system.

##### 2. County Issues

- a. The HFD utilized approximately \$1 million of its budget to purchase equipment, including hydraulic tools, hazardous materials, monitors, sport utility vehicles, special devices tools, and the IMT for the International Union for Conservation of Nature Conference. Chair Neves discussed the IMT functions for the event.

- b. The Kovatch Mobile Equipment Corporation was awarded the bid of ten engine and two aerial apparatuses.
  - c. The HFD's FY 2016-2017 budget is similar to last year's budget. The HFD is in the process of working on the FY 2017-2018 budget.
  - d. There are no changes to the HFD's CIP budget.
  - e. The 102<sup>nd</sup> FFR Class consists of 46 FFRs and commenced on August 22, 2016. FFR classes will commence in August every year.
  - f. The HFD is in the process of promoting Fire Fighter (FF) IIs and FF IIIs later this year.
  - g. The HFD prepared a BC Assessment Center.
  - h. Rapid Intervention Team training is approximately 90% complete.
  - i. Blue Card Command is being implemented; however, the HFD's Hawaii Compliance Express (HCE) is outstanding.
  - j. The HFD is using TargetSolutions regularly for tracking purposes. Administrator Bratakos shall check on the HCE compliance.
3. Other Matters
- a. The HFD has ten RWCs.
  - b. A discussion ensued regarding the City and County of Honolulu's resolution on ocean safety functions, charter requirement, and collaboration between departments.
  - c. Leadership training for the HFD's Chief Officers and managers includes National Fire Academy classes, a Department of Human Resources Performance Level Assessment, and regular staff meeting leadership training.

Motion: Vice Chair Westerman motioned to adjourn the meeting for lunch at 12 p.m.  
The motion passed.



Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye

The meeting reconvened at 1 p.m.

E. SFC Administrator's Report

- a. FPC Member Date provided a status report on the 2015 National Fire Protection Association (NFPA) 1 adoption process. The FPC reviewed all chapters for comparison to the current amendments and is reviewing all major changes.
- b. A discussion ensued regarding fireworks retail sites which lack current NFPA standards and options, including status quo or "empty packages." The discussion continued relating to state standards or home rule.
- c. A discussion ensued on the update of medical marijuana codes submission and requirements. The HFD, the HCFD, and the KFD have met with the DOH. The issues included zoning, occupancy type, access/egress, security, and fire code enforcement.
- d. Administrator Bratakos provided a report to the SFC on a discussion with the Building Industry Association (BIA) regarding residential sprinkler laws, standards, and education. The SFC and the BIA will be exploring potential compromises for the upcoming 2017 Legislative Session.
- e. The development of the Fire Fighter's Safety Guide (FFSG) is completed, with Honolulu taking the lead. The FFSG is in the process of being printed.
- f. Administrator Bratakos discussed developments relating to community risk reduction planning, the Honolulu Online System for Emergency Services Occupancy Risk Matrix, and the NFPA 1730 study on Fire Prevention Bureau (FPB) staffing.
- g. Underwriters Laboratories workshops on code standards are being planned for all four counties.
- h. The SFC successfully renewed contracts for its four staff positions for FY 2017. Contracts for those who are vested in the state retirement system

and work an average of 20 hours or more per week are for 89 days and resubmitted quarterly.

i. Statuses of the County Fire Codes

Honolulu	Effective November 19, 2015
Kauai	Effective May 9, 2016
Maui	Effective July 1, 2015
Hawaii	Under review by the Mayor's office

j. State Building Code Council (SBCC)

- (1) Amendments for the structural and nonstructural components of the 2012 International Building Code administrative rules have been completed. Comments were received from the Legislative Reference Bureau and will be incorporated before forwarding to the DAG for review.

The 2012 International Residential Code is being reviewed by the Structural Engineers Association of Hawaii.

- (2) The 2015 International Energy Conservation Code and the 2014 National Electric Code are awaiting release of funding from the Department of Business, Economic Development and Tourism to conduct a joint public hearing.
- (3) The SFC continues to support the SBCC by meeting, providing draft agenda/minutes, advising on producing uniform statewide building code amendments for county adoption, and creating administrative rules for the State Fire Code.

k. Statewide Training and Education

(1) FY 2016 Two-Day Off-Campus Classes

Six of the nine two-day classes have been delivered; three in Honolulu, one on Maui, and two on Hawaii. An additional class is scheduled for Honolulu and Hawaii. One class was cancelled on Maui.

(2) FY 2017 Two-Day Off-Campus Classes

Six classes have been approved; three on Honolulu, two on Hawaii, and one on Kauai. Maui can select two and Kauai one more during the 2<sup>nd</sup> semester course call period in September 2016.

I. Reduced Ignition Propensity Cigarette Program (RIPC) Update

- (1) A draft of the RIPC Administrative Rules is currently being reviewed by the SFC Deputy Attorney General.
- (2) The total certification fees collected since the inception of the RIPC program in 2009 are \$939,750
- (3) The total RIPC fees collected in calendar year 2016 are \$10,875.
- (4) More than 540 retail site inspections have been conducted within the four counties. Nonfire standard compliant cigarettes were found in two retail establishments, which involved cigarettes that were manufactured prior to the Hawaii RIPC law enactment.
- (5) A total of 369 cigarette brand/styles have been purchased from various retailers for independent RIPC testing. The purchase cost is more than \$12,400, including shipping and handling.
- (6) Independent testing was conducted for a total of 369 brand/styles at an approximate cost of \$128,000.
- (7) The current RIPC Special Fund balance is approximately \$710,000.

m. FPC

On July 6-7, 2016, the FPC completed its review of the 2015 fire code by updating the 2012 fire code amendments. The FPC's next meeting is scheduled on September 22-23, 2016, in Honolulu, and the significant 2015 changes will be reviewed.

n. Fire Protection Systems Administrative Rules

The administrative rules are currently under review by the DAG. The next step is the Small Business Regulatory Review Board hearing.

F. Conferences and Meetings

1. SFC Fire Chiefs plan to attend the Hawaii Fire Chiefs Association's 38<sup>th</sup> Annual Conference on November 10-13, 2016, in Kapalua, Maui.
2. A Hawaii County representative will attend the International Association of Fire Chiefs WUI Conference on March 21-23, 2017, in Reno, Nevada.
3. A Hawaii County representative will attend the Fire-Rescue Med Conference on May 20-24, 2017, in Henderson, Nevada.
4. BC Robert Perreira of the HCFD will attend the NFPA Conference and Expo on June 4-7, 2017, in Boston, Massachusetts.
5. FPB personnel will attend the Hawaii Association of County Building Officials Conference on May 17-19, 2017, on Kauai.

III. Adjournment

Motion: Member Murray motioned to adjourn the meeting at 2:45 p.m. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye



MANUEL P. NEVES  
Chair

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STATE FIRE COUNCIL (SFC)  
FISCAL YEAR (FY) 2016-2017 FIRST QUARTER MEETING MINUTES

Date of Meeting: August 26, 2016  
Time of Meeting: 8:30 a.m.  
Place of Meeting: Kauai Fire Department (KFD)  
4444 Rice Street, Suite 315  
Lihue, Hawaii 96766

Present:

Manuel P. Neves	SFC Chair Fire Chief, Honolulu Fire Department (HFD)
Robert Westerman	SFC Vice Chair Fire Chief, KFD
Jeffrey Murray	SFC Member Fire Chief, Department of Fire and Public Safety County of Maui
Darren Rosario	SFC Member Fire Chief, Hawaii Fire Department
Socrates Bratakos	SFC Administrator Assistant Chief (AC), HFD
Nick Hill	Fire Inspector, KFD
Dane Smith	Fire Inspector, KFD

Kilipaki Vaugh	Fire Lieutenant, KFD
Adam Rosenberg	Deputy Attorney General State of Hawaii (State) Department of the Attorney General (DAG)
Ronald Kouchi	Senator State Senate, Kauai County
Derek Kawakami	Representative House of Representatives, Kauai County
Dee Morikawa	Representative House of Representatives, Kauai County

I. Introduction

A. Chair Neves called the meeting to order at 8:30 a.m.

B. Chair Neves welcomed everyone, and an introduction of attendees followed.

II. Review of the August 25, 2016, Meeting Notes

Administrator Bratakos reviewed the August 25, 2016, meeting notes.

III. New Business

A. Meeting with Kauai County State Legislators

Senator Kouchi and Representatives Kawakami and Morikawa were in attendance and participated in discussions on the 2017 legislative bills relating to the SFC's upcoming issues.

Senator Kouchi indicated that the SFC must identify problems and strategies and recommend solutions. Collaboration and discussions are good approaches to have in order to get everyone involved to talk to the Senate President and the 2017 Legislators.

B. Discussion of the 2017 Legislative Bills

A discussion ensued regarding the upcoming 2017 legislative bills, which include residential fire sprinkler systems, fireworks, and other bills.

C. SFC Statewide Programs

1. The Proposed Administrative Rules for Licensing Individuals to Conduct Inspection, Maintenance, and Testing of Fire Extinguishers, Fire Protection Systems, and Fire Alarm Systems are currently being reviewed by the DAG.
2. The Proposed Administrative Rules for the Reduced Ignition Propensity Cigarette Program is currently being reviewed by the DAG.
3. Fire/Life Safety Educational Initiatives

Administrator Bratakos discussed the Mililani Mauka First Responders Tech Park.

4. A Hawaii Fire Data Collection/Analysis

National Fire Incident Report System (NFIRS) data requests from other counties should be forwarded to AC David Thyne (MFD), Battalion Chief Kazuo Todd (HCFD), and Captain Darryl Date (KFD). A discussion ensued on further collaboration on the need for NFIRS data.

5. State Fire Marshal/SFC Discussion

A discussion ensued regarding the long-term goal for the SFC, including reverting the SFC to a State Fire Marshal's office, training, inspection of state facilities, and payment of county fire department services by the state.

D. Fire Prevention Week (October 9-15, 2016) Proclamation Signing

Scheduled on September 23, 2016, at 10 a.m. in Governor David Ige's Office.

E. Next Quarterly Meeting in Honolulu

SFC staff shall provide potential dates.

IV. Adjournment

Motion: A motion was made by Member Murray to adjourn the meeting at 11:35 a.m. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Westerman - Aye  
Member Murray - Aye  
Member Rosario - Aye



MANUEL P. NEVES  
Chair