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## STATE FIRE COUNCIL (SFC) FISCAL YEAR (FY) 2019-2020 FOURTH QUARTER MEETING MINUTES

Date of Meeting: May 27, 2020

Time of Meeting: 8:30 a.m.

Place of Meeting: Meeting Held by Audioconferencing Pursuant to Governor David Y. Ige's Emergency Proclamation of March 4, 2020, as amended by his Supplementary Emergency Proclamation of March 16, 2020, Second Supplementary Emergency Proclamation of March 21, 2020, Third Supplemental Emergency Proclamation of March 23, 2020, Fourth Supplemental Emergency Proclamation March 31, 2020, Fifth Supplemental Emergency Proclamation of April 16, 2020, Sixth Supplemental Emergency Proclamation of April 25, 2020, and Seventh Supplemental Emergency Proclamation of May 5, 2020, and Mayor Kirk Caldwell's Emergency Proclamation of March 4, 2020, as amended by his Supplemental Proclamation of March 18, 2020, and Second Supplemental Proclamation of May 6, 2020, and Emergency Order No. 20-10 of May 6, 2020

### Present:

Manuel P. Neves	SFC Chair Fire Chief, Honolulu Fire Department (HFD)
Darren Rosario	SFC Vice Chair Fire Chief, Hawaii Fire Department (HCFD)
David Thyne	SFC Member Fire Chief, Department of Fire and Public Safety (MFD) County of Maui
Solomon Kanoho	SFC Member Acting Fire Chief, Kauai Fire Department (KFD)

Lloyd Rogers	SFC Administrative Specialist
Adam Rosenberg	Deputy Attorney General (DAG) State of Hawaii (State), Department of the Attorney General
Gary Honold	Regional Director National Fire Protection Association (NFPA)

I. Introduction

- A. Chair Neves called the meeting to order at 8:35 a.m.
- B. Chair Neves welcomed everyone, and the introduction of attendees followed.
- C. Approval of the SFC FY 2019-2020 Third Quarter Meeting Minutes

Motion: Vice Chair Thyne motioned to approve the SFC FY 2019-2020 Third Quarter Meeting Minutes. Member Kanoho seconded the motion. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Rosario - Excused  
Member Thyne - Aye  
Member Kanoho - Aye

D. Approval of Agenda

Motion: Member Thyne motioned to approve the agenda. Member Kanoho seconded the motion. The motion passed.

Record of Votes: Chair Neves - Aye  
Vice Chair Rosario - Excused  
Member Thyne - Aye  
Member Kanoho - Aye

II. Member Reports

SFC County/State Issues

- A. Member Kanoho, Acting Fire Chief, KFD

1. Grants

- a. The KFD is closing out its Assistance to Firefighters Grant (AFG) in the amount of \$50,000 for Blue Card Command training for Fire Fighter (FF) IIIs.
- b. Peer support training donated by the Friends of KFD worth \$5,000 was cancelled in March due to the 2019 Novel Coronavirus (COVID-19) pandemic.
- c. The KFD was awarded a Department of Homeland Security (DHS) grant for \$750,000 for a new training center which will be located on the north end of the Honsador property. The two-year plan involves the metal training building purchase in the first year and site work, foundation, and building construction in the second year.
- d. An AFG grant will provide \$135,458 for a hazardous materials spectrometer, \$293,000 for an initial attack pumper, and \$29,700 for COVID-19 personal protective equipment (PPE).

2. County Issues

- a. The KFD's FY2020 budget will be decreased by \$100,000 to \$150,000 shortfall. The State suspended a fourth quarter payment for Ke'e Tower, and four full-time personnel will be laid off after June 30, 2020, with no Coronavirus Aid, Recovery, and Economic Security (CARES) Act funding.
- b. The KFD's FY2021 budget will be decreased by \$450,000 with \$1.6 million allotted for retirement pensions. The Deputy Fire Chief and a Fire Lieutenant positions were funded. The KFD is attempting to convert two Ocean Safety Officer positions from part- to full-time. Several Community Risk Reduction programs were defunded, but the Fire Prevention Bureau's (FPB) budget was utilized instead.
- c. The KFD is awaiting completion of a new tanker tender and an engine.

3. Other Matters

- a. The next Fire Fighter Recruit (FFR) Class will begin on June 1, 2020, with five KFD recruits, three Aircraft Rescue Fire Fighting (ARFF), and

one ARFF Emergency Medical Technician (EMT). Chair Neves offered the HFD's services if certification of recruits was needed.

- b. The KFD has no N-95 masks, but has been using KN-95 masks and surgical PPE.
- c. Steven Goble is the KFD's newly selected Fire Chief and will start on July 1, 2020.
- d. The KFD revised their county fire code requirements for access roads on condominium property regime lots on agricultural land to support planning for residential housing.

B. Member Thyne, Fire Chief, MFD

1. Grants

- a. The MFD applied for a Department of Transportation (DOT) grant for ten air bag extrication systems worth \$74,555. The award decision is expected in June 2020.
- b. The MFD was awarded a Community Development Block Grant (CDBG) for a minipumper for \$267,800 and a partial amount of \$250,000 for an engine at the Hana Fire Station.
- c. The MFD is applying for an AFG grant for three extractors and three dryers valued at \$54,375.
- d. The MFD applied for a 2020 Federal Emergency Management Agency AFG-COVID-19 grant for 1,000 N-95 masks and 1,000 PPE worth \$22,000. They also applied for a Hawaii Emergency Management Agency COVID-19 grant for 75% reimbursement of COVID-19-related items.

2. County Issues

- a. The MFD's FY2020 budget contains final inspections for three new apparatuses scheduled for June 2020 pending the Mayor's approval to travel.

- b. Also for FY2020, a preconstruction meeting for another three apparatuses is pending the Mayor's approval to travel.
- c. For FY2021, all departments were instructed to decrease their budgets by five percent.

3. Other Matters

- a. The 36<sup>th</sup> FFR Class will begin on July 1, 2020, with 15 candidates.
- b. The MFD promoted 22 FF IIs effective May 17, 2020. A new FF II written examination was given on May 4, 2020, and a rescue agility test was scheduled on June 15, 2020, with interviews to follow on June 16-18, 2020.
- c. On April 1, 2020, the State Department of Land and Natural Resources suspended lifeguard services at Makena Beach. This will probably continue through FY2021. Personnel were reassigned to other locations that had vacancies.
- d. The MFD is beginning its reorganization of administrative and support personnel, which will include a review of position descriptions.
- e. The Mayor placed a hiring freeze on the county with the exception of first responders.
- f. Recruitment began for the following expansion positions, including an Information Management Technician, a Personnel Assistant I, and a Self-Contained Breathing Apparatus Technician. The MFD is requesting exemptions from the hiring freeze.

C. Vice Chair Rosario, Fire Chief, HCFD

1. Grants

- a. The HCFD was awarded chemical identifier equipment through a DHS grant and is requesting thermal imaging cameras and gas monitors in their current request.

- b. The HCFD was awarded \$37,000 for one set of extrication tools and \$16,500 for a child passenger seat education program through a DOT grant.
- c. The HCFD was awarded a State Farm grant for fire extinguisher training for \$4,800, a Factory Mutual Global grant for iPads for \$3,100, a U.S. Department of Agriculture (USDA) Wildland grant for equipment and training with a \$50,000 county match, and a West Hawaii Community Health Center grant for community paramedicine worth \$125,000.
- d. The HCFD is receiving another wildland tanker valued at \$400,000 from an anonymous donor. The preconstruction meeting is completed.
- e. The Daniel R. Sayre Memorial Foundation assisted with the purchase of thermal thermometers, masks, and Porta-Count fit testing machines for COVID-19 responses.
- f. The HCFD is applying for a USDA grant to assist in reroofing the Pahala Fire Station, an AFG Prevention and Safety Grant for a smoke alarm program worth \$25,000, and submitted a request for a funding allotment under the CARES Act.

## 2. County Issues

- a. A notice was submitted to the Director of Finance that the FY2020 budget is projected to have a \$350,000 budget shortfall.
- b. The Mayor's final budget proposal for FY2021 was submitted to the County Council on May 1, 2020. The reduced budget had no supplemental approvals, which will result in another shortfall.
- c. The COVID-19 response mitigation continues with the HCFD leading the task force on public education and assisting at testing sites. Plans are to demobilize the task force at the end of May 2020, at which time education duties will shift to the FPB.

## 3. Other Matters

- a. The 48<sup>th</sup> FFR Class completed EMT training and were assigned to the operations schedule the week of May 18, 2020. Formal graduation

ceremonies are postponed indefinitely due to the COVID-19 restrictions.

- b. The 49<sup>th</sup> FFR Class completed the fire ground survival course and ocean safety and rescue. They are currently progressing through driver training.
- c. New hires for fire dispatchers are being evaluated at an assessment center during the weeks of May 18 and 26, 2020.
- d. Deputy Fire Chief Lance Uchida is retiring on June 30, 2020.
- e. Fire Chief Rosario rescinded his retirement due to the suspension of the Fire Commission's meetings because of the COVID-19 restrictions.

D. Chair Neves, Fire Chief, HFD

1. Grants

Chair Neves reviewed the information contained in the attached HFD grant report that was distributed to SFC members.

2. County Issues

- a. Training classes at the Charles H. Thurston Fire Training Center have been suspended, however, individual company training continues.
- b. Eleven new apparatuses are on hold, and solicitation continues for two apparatuses, two sport utility vehicles, and 11 rapid response vehicles.
- c. The HFD is awaiting final approval of its FY2021 budget by the City Council. All budget requests were fully funded.

3. Other Matters

- a. Seven FFRs graduated on May 22, 2020. The 108<sup>th</sup> FFR Class is starting on June 1, 2020, with 24 candidates, and the 109<sup>th</sup> FFR Class will begin in October 2020, with 24 FFRs.
- b. All generic promotions were completed, and there are 83 vacancies at the FF I level.

- c. The HFD is experiencing about 40-60 possible COVID-19 medical calls each day.
- d. The HFD took several steps to keep fire stations safer by having only assigned personnel work at their stations. They isolated the helicopter pilots and tender operators at the airport hangar. An additional helicopter was added for daylight hours and utilized one additional pilot on each day. Fire dispatchers were moved out of the newly opened Joint Traffic Management Center and relocated to their previous dispatch center. Cloth masks were issued to all fire personnel for nonemergency purposes. Six static electro sanitizing misters were purchased for the fire stations.
- e. The HFD is seeking approval to purchase an additional 11 rapid response vehicles to reduce fuel use and depreciation on frontline apparatuses.
- f. All ceremonies were suspended, and meetings are currently conducted remotely via video teleconferencing.

### III. SFC Quarterly Update

#### A. Status of the State Fire Code

##### Status of the NFPA 1 Fire Code, 2018 Edition

Administrative Specialist (AS) Rogers reviewed the proposed revisions to the previously approved draft State Fire Code. The Fire Prevention Committee submitted a list of concerns regarding the revisions just prior to the meeting. Members decided to defer any action until the concerns are appropriately addressed. The DAG believes the proposed revisions are nonsubstantive and would not require the administrative rules process to start over.

#### B. State Building Code Council (SBCC)

- 1. The SBCC is comprised of 11 voluntary representatives from county, State, and private industry and is administratively attached to the Department of Accounting and General Services. It is responsible for reviewing the national building codes and standards related to building, residential, energy, fire, plumbing, elevator, etc., and adopting statewide codes within two years of the publication date, which becomes the basis of



county building codes. It has never been provided funding for staff or other expenses since its formation in 2007. The SFC is a voting member.

2. The SBCC approved the State Plumbing Code on May 19, 2020, which is based on the Uniform Plumbing Code 2018 edition. SBCC Investigative Committees are in varying stages of drafting amendments to the 2018 editions of the national codes and standards.

#### C. State Training and Education

Three of the eight classes were delivered, and one class was cancelled. Two classes scheduled in April were cancelled due to the COVID-19 restrictions.

#### D. Reduced Ignition Propensity Cigarette (RIPC) Program

1. We are awaiting the review of the draft RIPC administrative rules that were forwarded to the DAG in December 2018 and January 2019.
2. The RIPC trifold brochures continue to be distributed as a public outreach to educate retail merchants on Hawaii's RIPC law.
3. Cigarette samples for independent testing continue to be purchased to ensure only fire standard-compliant cigarettes are being sold in Hawaii. In FY2020, 300 test samples were purchased for testing. An estimated 360 cigarette samples are projected to be submitted for testing in each fiscal year from 2021 to 2026.
4. Seventy-seven retail outlets were inspected on Hawaii Island and Molokai during the first half of FY2020. Other neighbor island retail inspections will continue in FY2021.
5. Approximately 600 retail outlets were inspected on Oahu in FY2020. Many were closed due to the COVID-19 situation.
6. See Table 1 for an overview of RIPC Statistics for FY2010 to FY2014.
7. See Table 2 for an overview of RIPC Statistics for FY2015 to FY2019.
8. See Table 3 for an overview of RIPC Statistics for FY2020.
9. See Table 4 for an overview of estimated RIPC fees collected.

10. See Table 5 for an overview of brochures that were mailed to each county.
11. See Table 6 for an estimated cost of cigarette purchases, shipping, and testing costs for FY2021 to FY2026.

**Table 1: RIPC Statistics (FY2010 to FY2014)**

	FY2010	FY2011	FY2012	FY2013	FY2014
<b>Beginning Balance</b>	0	\$367,500	\$401,625	\$503,625	\$664,500
RIPC Specialist Salary	\$0	\$0	\$0	\$0	\$16,221
Office Expenses	\$0	\$0	\$0	\$0	\$0
Public Outreach	0	0	0	0	0
Outreach Expenses	\$0	\$0	\$0	\$0	\$0
Honolulu Inspections	0	0	0	0	0
Outer Island Inspections	\$0	\$0	\$0	\$0	\$0
Honolulu/Outer Island/Mainland Travel Costs	0	0	0	0	0
Cigarette Samples Purchased for Testing	0	0	0	0	0
Cigarette Purchasing, Shipping, and Testing Costs	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	\$0	\$367,500	\$401,625	\$503,625	\$648,279
Plus Fees Collected	\$367,500	\$34,125	\$102,000	\$160,875	\$33,750
<b>Ending Balance</b>	\$367,500	\$401,625	\$503,625	\$664,500	\$682,029

**Table 2: RIPC Statistics (FY2015 to FY2019)**

	FY2015	FY2016	FY2017	FY2018	FY2019
<b>Beginning Balance</b>	\$682,029	\$727,287	\$740,361	\$631,725	\$781,539
RIPC Specialist Salary	\$28,215	\$29,277	\$34,505	\$39,926	\$41,356
Office Expenses	\$1,111	\$3,676	\$1,799	\$4,569	\$3,019
Outreach Expenses	\$0	\$230	\$0	\$0	\$1,032
Honolulu Inspections/Outreach	19	505	525	141	1,087
Outer Island Inspections	0	148	281	54	0
Honolulu/Outer Island/Mainland Travel Costs	\$0	\$3,011	\$10,205	\$4,793	\$773
Cigarette Samples Purchased for Testing	70	218	172	92	198
Cigarette Purchasing, Shipping, Testing Costs	\$27,041	\$86,857	\$105,627	\$34,523	\$60,104
<b>Subtotal</b>	\$625,662	\$604,236	\$588,225	\$547,914	\$675,255
Plus Fees Collected	\$101,625	\$136,125	\$43,500	\$233,625	\$80,625
<b>Ending Balance</b>	\$727,287	\$740,361	\$631,725	\$781,539	\$755,880

**Table 3: RIPC Statistics FY2020**

	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Beginning Balance</b>	\$755,880				
RIPC Specialist Salary	\$36,609*				
Office Expenses	\$1,892*				
Outreach Expenses	\$44				
Honolulu Inspections/Outreach	677*				
Outer Island Inspections	77				
Honolulu/Outer Island/Mainland Travel Costs	\$2,618				
Cigarette Samples Purchased for Testing	300				
Cigarette Purchasing, Shipping, and Testing Costs	\$103,855 *				
<b>Subtotal</b>	\$610,862 *				
Plus Fees Collected	\$69,750				
<b>Ending Balance</b>	\$680,612 *				

\*= Estimate

**Table 4: Estimated RIPC Fee Collection**

<b>Fiscal Year</b>	<b>RIPC Renewals</b>	<b>X Fee</b>	<b>Expected Revenues</b>
2021	539	\$375	\$202,125
2022	150	\$375	\$56,250
2023	179	\$375	\$67,125
2024	539	\$375	\$202,125
2025	150	\$375	\$56,250
2026	179	\$375	\$67,125

**Table 5: RIPC Brochures Mailed (By County)**

	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Oahu County	385	134			
Hawaii County	131	0			
Maui County	117	0			
Kauai County	52	0			

**Table 6: Anticipated RIPC Testing Costs FY2021 to FY2026**

Fiscal Year	Test Facility	No. of Tests	Cost Per Test	Cigarette Purchases and Shipping and Handling	Total Estimated Costs
2021	Global	6	\$5,600	\$625	\$37,350
	Essentra	6	\$9,540	\$625	\$60,990
	Enthalpy	6	\$6,500	\$625	\$42,750
<b>Total</b>			<b>\$21,640</b>	<b>\$1,875</b>	<b>\$141,090</b>
2022	Global	6	\$5,600	\$625	\$37,350
	Essentra	6	\$9,540	\$625	\$60,990
	Enthalpy	6	\$6,500	\$625	\$42,750
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	Enthalpy	6	\$6,500	\$625	\$42,750
<b>Total</b>			<b>\$21,640</b>	<b>\$1,875</b>	<b>\$141,090</b>
2025	Global	6	\$5,600	\$625	\$37,350
	Essentra	6	\$9,540	\$625	\$60,990
	Enthalpy	6	\$6,500	\$625	\$42,750
<b>Total</b>			<b>\$21,640</b>	<b>\$1,875</b>	<b>\$141,090</b>
2026	Global	6	\$5,600	\$625	\$37,350
	Essentra	6	\$9,540	\$625	\$60,990
	Enthalpy	6	\$6,500	\$625	\$42,750
<b>Total</b>			<b>\$21,640</b>	<b>\$1,875</b>	<b>\$141,090</b>
<b>Cumulative Totals</b>			<b>\$129,840</b>	<b>\$11,250</b>	<b>\$846,540</b>

E. Fire Protection Systems Administrative Rules

SFC staff fielded several questions on the administrative rules. To date, 80 applications have been submitted and 68 were recommended for approval to the HFD. The SFC is communicating with the county FPBs on implementation and approval procedures. Counties must also incorporate license fees in their respective county fire codes.

F. Youth Fire Prevention and Intervention Program

Members were provided with several reporting forms used by other states to record data resulting from fires which were determined to have started by youth under age 18, including the National Fire Incident Reporting System Module 11. Module 11 is an optional tab that is linked to fires that are determined to be intentional, under investigation, or undetermined after an investigation. It can be used whether or not the fire was intentional and confidential or personal information is or is not disclosed. A description of what each county is using to report intentional and juvenile-set fires was also provided. AS Rogers explained that the purpose of compiling data on youth-set fires was to permit the analysis of juvenile fire setting trends, including intervention strategies. Since every county's fire prevention personnel has trained in counseling youth after being identified as a fire setter, it would be advantageous that the data be compiled in a consistent manner. It was also recommended that each Fire Chief discuss the issues with their appropriate personnel and provide comments and recommendations for compiling data at the next meeting.

IV. 2020 Legislative Session Update

Members reviewed the summary of the bills for the suspended 2020 Legislative Session. AS Rogers discussed Senate Bill 146, which proposed to authorize the SFC to use the RIPC special fund for statewide fire-related programs and hire additional staff. The Chairs for the House Finance and the Senate Ways and Means Committees were requested to consider moving this bill forward when and if the session is resumed.

V. Unfinished Business

A. NFPA Codes and Standards Update

There was no update.

B. Conferences and Meetings

Members reviewed the list of upcoming conferences, most of which were cancelled and rescheduled for FY2021 due to the COVID-19 situation.

C. Other Unfinished Business

There was no unfinished business.

VI. New Business

There was no new business.

VII. Next Quarterly Meeting

The dates and times for the next meeting will need to be determined.

VIII. Adjournment

The meeting was adjourned at 10:45 a.m.



MANUEL P. NEVES  
Chair