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STATE FIRE COUNCIL (SFC)  
FISCAL YEAR (FY) 2018-2019 FIRST QUARTER MINUTES

Date of Meeting: September 13, 2018  
Time of Meeting: 9:30 a.m.  
Place of Meeting: Kauai Fire Department (KFD)  
4444 Rice Street  
Lihue, Hawaii 96766

Present:

Manuel P. Neves	SFC Chair Fire Chief, Honolulu Fire Department (HFD)
Robert Westerman	SFC Vice Chair Fire Chief, KFD
Lionel Montalvo	Representative for the Department of Fire and Public Safety, County of Maui (MFD)
Darren Rosario	SFC Member Fire Chief, Hawaii Fire Department (HCFD)
Lloyd Rogers	SFC Administrative Specialist
Adam Rosenberg	Deputy Attorney General State of Hawaii (State), Department of the Attorney General (DAG)
Kilipaki Vaughn	Deputy Fire Chief KFD
Kalani Vierra	Operations Chief KFD Ocean Safety

Gary Honold

Regional Director  
National Fire Protection Association (NFPA)

I. Introduction

- A. Chair Neves called the meeting to order at 9:35 a.m.
- B. Chair Neves welcomed everyone, and an introduction of attendees followed.
- C. Approval of the SFC FY 2017-2018 Fourth Quarter Meeting Minutes

Motion: Vice Chair Westerman motioned to approve the SFC FY 2017- 2018 Fourth Quarter Meeting Minutes. The motion passed.

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

II. Old Business

A. Discussion and Possible Approval of the Proposed SFC Strategic Plan Revisions

Members reviewed and discussed the revised strategic plan.

Motion: Member Rosario motioned to approve the strategic plan as revised. The motion passed.

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

B. Discussion and Possible Approval of the Proposed SFC Bylaws Revisions

Members discussed the revised bylaws.

Motion: Vice Chair Westerman motioned to defer any action. The motion passed.

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

C. Hawaii Licensing of Emergency Medical Technicians

There were no updates since the last quarter meeting.

III. Unfinished Business and General Orders

A. SFC County/State Issues

1. Report of Member Rosario

a. Grants

- (1) The HCFD was awarded a FY18 Community Development Block Grant for \$270,000 to purchase a Wildland Brush Truck for Paradise Park.
- (2) The HCFD was awarded a FY18 Department of Transportation Safe Highways Grant for \$16,000 to purchase extrication.
- (3) The HCFD was awarded a U.S. Department of Agriculture Forestry Grant for \$100,000.

b. County Issues

- (1) The HCFD already used 50% of its FY19 overtime budget due to responses to the Kilauea eruption, brush fires, and tropical storms.

- (2) The HCFD will have its FY20 budget kickoff meeting on September 14, 2018. A directive is expected to submit a budget with a two- to five-percent reduction.
- (3) There currently is a pause in the Kilauea eruption activity. The Volcano Fire Station was relocated to Volcano Village due to the threat at the summit location. An inspection showed there was no damage to the station; however, a final inspection by the U.S. Army is pending. An anticipated move back is being scheduled on October 1, 2018.

c. Other Matters

- (1) The Hawaii Incident Management Team became well-established and added retired Federal Emergency Management Agency (FEMA) and California Forestry members.
- (2) A succession plan is in place in anticipation of key Chief Officer retirements from July to December 2018. Deputy Fire Chief Renwick Victorino retired and was replaced by Assistant Chief Lance Uchida. Assistant Chief Gantry Andrade retired and was replaced by Darwin Okinaka, who is the operations section chief. Battalion Chief Robert Perreira is the new Assistant Chief of Support Services replacing Chief Uchida.
- (3) The HCFD currently has 34 vacancies. Twenty-six in operations, four in fire communications, three in prevention, one each in administration and emergency medical services.
- (4) The HCFD's 46<sup>th</sup> Fire Fighter Recruit (FFR) training class began on August 1, 2018, with 21 personnel. Background and reference checks are being conducted for an additional recruit class scheduled to begin on October 1, 2018.
- (5) The HCFD's Fire Prevention Bureau (FPB) personnel were placed on a 24-hour shift schedule, primarily to address the growing backlog of plans review. The FPB personnel report to their office assignments until 4:30 p.m., work on plans review, then report to fire stations for emergency responses to complete their shift.

2. Report of MFD Representative Montalvo

County Issues

- a. Chief Montalvo represented the MFD on behalf of newly selected Fire Chief David Thyne. He reported that Brad Ventura will be the new Deputy Fire Chief effective October 1, 2018.
- b. A recruit class will be graduating at the end of September, and a new class is slated to begin soon. The MFD is trying to fill all vacancies by the end of the year.
- c. The MFD will be obtaining a new brush truck, and the current outlook for the budget is good.
- d. There were two large brush fires, one in Kihei and the other in Lahaina, that were near plantation homes surrounded by vacant sugar cane land. Strong winds were a major factor in the fire spread.

3. Report of Vice Chair Westerman

a. Grants

- (1) The KFD's FY16 Assistance to Firefighters Grant is utilizing \$21,800 for smoke detector purchases and an installation program.
- (2) The KFD's FY17 budget is utilizing \$57,296 for Blue Card Command training. The water tender proposal was not approved. In a phone interview with grant representatives, the KFD submittal did not survive the initial review due to the recent age of the current water tender. They highly recommended frequently logging in to the grant site.

b. County Issues

- (1) Vice Chair Westerman thanked the HFD, the MFD, and the HCFD for their assistance with the Incident Management Team (IMT) information and training.

- (2) The KFD's FY20 budget was approved with a small reduction.
- (3) The KFD received a FY18 invoice for \$2.3 million from the State Employees Retirement System. The KFD budgeted only \$1.64 million, so the county finance department had to use funds from other accounts. It was estimated that next year's amount and shortage will be similar.
- (4) Thirteen candidates graduated in the KFD's 28<sup>th</sup> FFR class.
- (5) The KFD and the county is still recovering from the April flood and Tropical Storm Lane. Overtime was used to stand up additional apparatuses.
- (6) The KFD utilized the National Association of State Procurement Officials to purchase an engine for Station 3.
- (7) The KFD added a lifeguard tower through the Kauai Lifeguard Association and converted personnel from part time to full time. The KFD continues to negotiate with the State for a contract and a memorandum of agreement for funding for lifeguard services at Ke'e Beach.
- (8) The Kauai Fire Commission is in the process of selecting a new Fire Chief. The KFD is also accepting applications to fill an Assistant Chief's position following his retirement.
- (9) Deputy Fire Chief Vaughn solicited the other fire departments to jointly apply for a regional grant for IMT training. The grant period opens on September 23, 2018.
- (10) After January 2019, the KFD will have an estimated ten vacancies. One challenge is that many current fire fighters do not have enough years of service to qualify to drive and operate an apparatus.

#### 4. Report of Chair Neves

##### County Issues

- a. The HFD currently has 90 vacancies. When sick, vacation, and other leaves are factored in, there is a daily manpower shortage.

- b. The current FFR class has 40 candidates remaining from the original 50 candidates. The next FFR class is scheduled to begin in two weeks, and an anticipated 30-50 personnel retiring by the end of the year.
- c. The HFD promoted 50 Fire Captains and is interviewing 60 Fire Fighter Ills.
- d. The City and County of Honolulu has asked for a reduction in the next budget.
- e. The new Hauula Fire Station is under construction with completion expected by the end of 2019.
- f. Completion of the Honolulu Joint Traffic Management Center, which will include the Fire Communication Center, is expected by mid-2019.
- g. The recent tropical storms have resulted in improved action plans for the HFD. Additional companies, including an extra rescue company and rapid response vehicles to assist with debris or landslide clearances, were initiated. Each fire station was used as a zone reporting station to provide islandwide updates on the impacts of the storm. The HFD is also planning on assessment teams to evaluate various target hazards, such as obstructed streams or roads.

Motion: Member Rosario motioned to adjourn the meeting at 12 p.m. The motion passed.

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

The meeting reconvened at 1:13 p.m.

## B. SFC Update

### 1. Status 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

2. State Building Code Council (SBCC)

- a. The SBCC is comprised of 11 voluntary representatives from State, county, and private industry and is administratively attached to the Department of Accounting and General Services (DAGS). It is responsible to review the national building codes and standards related to building, residential, energy, fire, plumbing, elevator, etc., and adopt statewide building codes, which become 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.
- b. The amendments for the structural and nonstructural provisions for the International Building (IBC) and Residential Codes (IRC) 2012 editions, were approved by the SBCC as the State codes. The sprinkler requirement for one- and two-family dwellings in the State Residential Code was retained. This means that within one year all State projects, primarily those under the Department of Hawaiian Home Lands and the Hawaii Public Housing Authority, will be required to install fire sprinklers. The former SBCC Chair is working with the DAGS and the Hawaii Emergency Management Agency to use a reimbursable FEMA grant to fund the adoption of administrative rules for the 2012 IBC/IRC.
- c. The National Electrical Code (NEC), 2017 edition, was approved by the SBCC without any amendments and the Uniform Plumbing Code (UPC), 2012 edition, was also approved with amendments on August 21, 2018.
- d. The Small Business Regulatory Review Board informed the SBCC that it will not hold hearings on the approved State building codes since their statute does not require it when no administrative rules are being adopted. The SBCC believes that the current code review process and open public meetings with a wide range of stakeholders allow for sufficient exposure and input from small businesses.



- e. The investigative committee's review of the structural provisions for the IBC 2018 edition are 90% completed. The committee for the nonstructural provisions is planning to keep all the 2012 IBC amendments for the 2018 edition. Proposals for electric vehicle (EV) charging stations in building infrastructure for parking garages are being discussed. National forecasts project an increase in the sales of EV vehicles.
  - f. The county building codes adoption are in varying degrees of progress on the 2012 UPC, 2014 NEC, and the 2015 International Energy Conservation Code. Some contractors do not like new provisions that increase construction costs, which translates to less homeowners qualifying for loans and less homes being built.
  - g. The SFC continues its support of the SBCC by attending monthly meetings, providing draft agenda/minutes, advising on producing uniform statewide building code amendments for county adoption, and creating administrative rules for the state fire code.
3. Statewide Training and Education
- a. FY 2018 Two-Day Off-Campus Classes  

Eight of nine classes were delivered statewide, with one class cancelled for Honolulu.
  - b. FY 2019 Two-Day Off-Campus Classes  

Six of nine classes have been approved, including four for Honolulu and two for Hawaii County. Kauai can have two picks for the next semester and Maui has elected not to have any classes.
4. Reduced Ignition Propensity Cigarette (RIPC) Program
- An RIPC Administrative Rules draft continues to be reviewed by the DAG. This latest draft includes possible penalties and the process following a failed independent RIPC test.

Table 2. Expenses-Tested/Cost-Fees Collected (FY2010-FY2017)

	FY2010	FY2011	FY2012	FY2013	FY2014
Salary	\$0	\$0	\$0	\$0	\$16,923
Office Expenses	\$0	\$0	\$0	\$0	\$0
Brands Tested/Cost	\$0/\$0	\$0/\$0	\$0/\$0	\$0/\$0	\$0/\$0
Travel Costs	\$0	\$0	\$0	\$0	\$0
Inspections Conducted	0	0	0	0	0
Fees Collected	\$361,500	\$34,125	\$102,000	\$159,750	\$33,750
	FY2015	FY 2016	FY 2017	FY 2018	TOTAL
Salary	\$28,616	\$31,533	\$36,243	\$11,591	\$ 124,906
Office Expenses	\$ 1,111	\$ 2,286	\$ 3,120	\$0	\$ 6,517
Brands Tested/Cost	100/ \$27,041	244/ \$103,307	260/ \$90,245	46/ \$11,448	650/ \$ 232,041
Travel Costs	\$0	\$ 3,011	\$ 4,701	\$ 441	\$ 8,153
Inspections Conducted	19	415	793	73	1300
Fees Collected	\$112,875	\$136,125	\$43,500	\$46,125	\$1,029,750

5. Fire Protection Systems Administrative Rules

The rules were approved and became effective July 30, 2018. This will require individuals, who perform inspection, testing, and maintenance testing of fire extinguishers, fire protection systems (water/other), fire alarm systems, and private fire hydrants, to obtain third-party certification and submit it with a completed application to the county fire departments. Upon successful review, they will notify the individual and issue a certificate of fitness (COF) and collect the fee. This should be

incorporated into the county fire code. Current system's license holders will be valid until the expiration date. Those license holders who have one year or less will be allowed one year to obtain the COF.

### C. Discussion of 2019 Legislative Bills

#### 1. Proposed Hawaii Revised Statutes (HRS) 132 Revisions

Members discussed draft bills related to HRS 132 revisions, including a bill for the SFC to hire full- or part-time personnel in lieu of an Administrator or Administrative Assistant and removing the requirement to adopt administrative rules for the state fire code.

#### 2. Proposed HRS 132C Revisions

Members discussed a draft bill to revise HRS 132C that would authorize the SFC to use the RIPC special fund to hire additional personnel to accomplish the administrative duties of the SFC, including statewide community fire education, safety, and prevention programs. The bill would also propose to clarify independent testing criteria and penalties for noncompliance.

#### 3. Fire Sprinklers

Members discussed draft bills for a residential sprinkler income tax credit, repeal of the law to prohibit counties from requiring sprinklers in one- and two-family dwellings, and a resolution for a task force to study costs to install sprinklers in one- and two-family dwellings.

#### 4. Fireworks

Members discussed draft bills to amend HRS 132D to limit the use of consumer fireworks, increase the display permit fee, and housekeeping measures.

#### 5. Other Bills

No other bills were discussed. The DAG was asked to review and provide any comments to the proposed bills before the next SFC quarterly meeting.

#### D. Conferences and Meetings

1. Hawaii Fire Chiefs Association's 40<sup>th</sup> Annual Conference on November 14-18, 2018, at the Grand Hyatt Resort and Spa in Koloa, Kauai

Vice Chair Westerman provided an overview of this year's conference whose theme is "Ka Wehe Ana O Ke Alaula," which means "Opening a Pathway to Dawn, Transcending Tradition Towards a New Frontier." There will be a Chief's Edge preconference seminar to provide executive leadership principles. Keynote presenters include Dr. Ed Racht, Chief Bobby Halton, National Fire Academy Superintendent Tonya Hoover, and the NFPA's Bruce LeCair. Topics will cover emergency medical response, fire service training, group purchasing, the NFPA's guide to community health care programs and the NFPA standard for an active shooter/hostile event response.

2. Report on the 2018 National Association of State Fire Marshals Conference

The conference was held in Park City, Utah, and Chair Neves provided an overview. Issues presented included fire marshals and the future of the fire and emergency services; safety education for people with intellectual and developmental disabilities; active shooter events; understanding and mitigating fire fighter fatigue, stress, trauma; and the cancer epidemic. It also included energy storage systems, school safety and security, construction site fire safety, mobile refueling services, and side-by-side fire sprinkler burn demonstrations.

#### E. Other Matters

Chair Neves discussed the HFD's implementation of active shooter incident training. It was labor-intensive with 14 instructors providing training to 1,100 fire fighters.

#### IV. Adjournment

Motion: Vice Chair Westerman motioned to adjourn the meeting at 2:45 p.m. The motion passed.

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



MANUEL P. NEVES  
Chair

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STATE FIRE COUNCIL (SFC)  
FISCAL YEAR (FY) 2018-2019 FIRST QUARTER MINUTES

Date of Meeting: September 14, 2018  
Time of Meeting: 8:30 a.m.  
Place of Meeting: Kauai Fire Department (KFD)  
4444 Rice Street  
Lihue, Hawaii 96766

Present:

Manuel P. Neves	SFC Chair Fire Chief, Honolulu Fire Department (HFD)
Robert Westerman	SFC Vice Chair Fire Chief, KFD
Lionel Montalvo	Representative for the Department of Fire and Public Safety, County of Maui
Darren Rosario	SFC Member Fire Chief, Hawaii Fire Department
Lloyd Rogers	SFC Administrative Specialist
Adam Rosenberg	Deputy Attorney General State of Hawaii, Department of the Attorney General
Kilipaki Vaughn	Deputy Fire Chief, KFD
Daryl Date	Fire Captain, KFD
Jeremy Albano	Fire Inspector, KFD

John Cornell	Fire Inspector, KFD
Gary Honold	Northwest Regional Manager National Fire Protection Association
Edward Doi	Engineer Kauai County, Department of Water (DOW)
Michael Hinazumi	Engineer Kauai County, DOW
Leolynne Escalona	Code Enforcement Officer Kauai County, Department of Public Works Building Division
Dee Morikawa	State Representative Hawaii State Legislature
James Tokioka	State Representative Hawaii State Legislature

I. Introduction

- A. Chair Neves called the meeting to order at 8:34 a.m.
- B. Chair Neves welcomed everyone, and an introduction of attendees followed.
- C. Approval of Agenda

Motion: Member Rosario motioned to amend the order of the agenda to have Item II. D. Meeting with Kauai County Water Officials and Legislators before Item II. A. SFC Administrative Staff. The motion passed.

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

## II. Unfinished Business

### A. Meeting with Kauai County Water Officials (KCWO) and Legislators

Members and the KCWO reviewed the estimated water costs and facility reserve charges (FRC) that the SFC provided to them. Although there are several variables in estimating the costs, the average water department charges, which includes the design, a 5/8" meter drop fee, installation, backflow preventer, and the FRC, is approximately \$29,295. The KCWO explained that the design fee includes the design costs for the laterals leading up to the water meter and the meter and pipe installation. The lateral fees include the costs for materials and labor. The backflow preventer costs include the equipment and annual maintenance cost. The FRC charge, which is significant at \$21,175, includes the cost of building new wells (source), new tanks (storage), and new main lines (transmission). Only the backflow preventer cost, which was calculated to be \$500, would be the difference between a home that had a residential sprinkler system and one that did not.

Members and the KCWO were joined by a representative from the Kauai County Planning Department and two Hawaii State Representatives. They reviewed the water meter and sprinkler head specification sheets along with a few residential sprinkler contractor estimated costs.

Information was reviewed for a 100-unit, single-family home project that had five different designs ranging from 780 to 1,760 square feet. This project was being planned in Kapolei for the Department of Hawaiian Home Lands, and two contractors were solicited to submit proposals to install a residential sprinkler system in each unit. One contractor estimated a cost of \$5.10 per square foot (s.f.) for the smallest unit to \$5.59 per s.f. for the largest unit. Compared to the total cost to build each unit, the sprinkler system would be 5.10% for the smallest to 4.49% for the largest residence. The second contractor's estimate ranged from \$7.82 to \$5.97 per s.f., and the sprinkler system would amount to 2.82% to 3.15% of the total cost to build each unit.

Two contractors, one based in Kauai and the other based in Honolulu, who would do work on Kauai, were asked to provide residential sprinkler cost estimates. The Honolulu contractor's estimates ranged from \$17.95 to \$13.32 per s.f. The Kauai contractor's estimates were from \$5.32 to \$5.14 per s.f. Compared to the total cost to build each unit, the sprinkler system would be 5.53% to 5.59% for the Honolulu contractor and 1.71% to 2.18% for the Kauai contractor. The



estimates for the sprinkler installation included costs for the water meter, design, permit fee, installation, and profit margin.

B. SFC Administrative Staff

Members briefly discussed the current and future SFC staff positions and the potential for a future State Fire Marshal's Office.

C. SFC Grant Working Group Update

Members reviewed the working group members and the assistance that can be shared for grant submittals.

D. SFC Statewide Programs

Update on Proposed Administrative Rules for Licensing Individuals to Conduct Inspection, Maintenance, and Testing (IMT) of Fire Extinguishers, Fire Protection Systems, and Fire Alarm Systems

The rules became effective on July 30, 2018. Five certificates of fitness are required for individuals who conduct IMT of fire extinguishers, water and other fire extinguishing systems, fire alarm systems, and private fire hydrants. An application, certification from a third-party organization, and the fee shall be submitted to the county fire department. Upon approval, the licensed individual will be able to conduct IMT in any county.

III. New Business

A. Youth Fire Prevention and Intervention Program (YFPIP)

Information was reviewed on the YFPIP which the HFD will be implementing to address youth that are determined to be involved in fire setting behavior. The HFD will be partnering with the Hawaii Interagency State Youth Network of Care (HI-SYNC), which is a group of professionals from child-serving agencies and organizations who work collaboratively to improve child wellness. The HI-SYNC services are available on every county and will assist the fire service when it is determined that the involved youth need services beyond its expertise in fire education counseling. The county fire departments will be invited to participate and will forward all information on the program when it is finalized.

A. Other New Business

No other new business was discussed.

B. Next Quarterly Meeting

The next quarterly meeting will be in December 2018 in Honolulu. The dates will be mutually determined.

IV. Adjournment

Motion: Vice Chair Westerman motioned to adjourn the meeting at 11:40 a.m.  
The motion passed.

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



MANUEL P. NEVES  
Chair