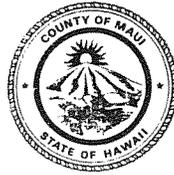


ALAN M. ARAKAWA
MAYOR



JEFFREY A. MURRAY
FIRE CHIEF

LIONEL W. MONTALVO
DEPUTY FIRE CHIEF

COUNTY OF MAUI
DEPARTMENT OF FIRE & PUBLIC SAFETY

200 DAIRY ROAD
KAHULUI, HI 96732
(808) 270-7561
Fax (808) 270-7919
Email: fire.dept@mauicounty.gov

April 20, 2018

Mr. Sananda Baz
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii, 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Alan Arakawa 4/20/18

Mayor Date

OFFICE OF THE
COUNTY COUNCIL

2018 APR 21 PM 12:51

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For Transmittal to:

Honorable Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 2, 2018 MEETING
(FS-2) (BF-1)**

I wanted to expand on the Office Operations Assistant II positions that you inquired about at our April 2, 2018 meeting. Although we did provide a response to your Committee in an earlier written reply, I left out details on the importance of these positions.

Relating to the Department's requests for an Office Operations Assistant II in the Administration/Maintenance Program and Training Program:

Administration/Maintenance Program:

This Office Operations Assistant II expansion position will manage/coordinate all aspects of the accreditation process, to include: assisting staff in resolving quality assurance and accreditation non-compliance issues and findings; monitoring measures designed to meet Commission standards; completing updates, and submitting required reports, documents, and forms pursuant to applicable accreditation regulations in accordance with department policy/procedure; maintain a standards file for primary and secondary proof of compliance; drafting, updating and maintaining department policies, and preparing the department for future re-accreditation; serve as a liaison between intra/interagency personnel, and between the

Honorable Alan M. Arakawa
For Transmittal to:
Honorable Riki Hokama
April 20, 2018
Page 2

department and accreditation bodies; coordinate accreditation projects as assigned by the Fire Chief.

Training Program:

An Office Operations Assistant II is being requested to provide clerical assistance to instructors and staff to improve productivity. This position will be assigned to certification, RMS database software, research and development, and clerical work for incumbent and recruit training. Workload has increased well past operational capabilities in the Training Bureau even with the existing Program Assistant position (FD-0296). The Program Assistant handles class/training scheduling/communication, travel planning/documentation, equipment and resource ordering/requisitions.

Incomplete and ineffective documentation systems place liability on everyone. Professional qualification certification processes need to be met properly. We currently pay overtime to higher level instructors to complete training documentation in RMS. We are currently not tracking certification as we should. We cannot keep up with the documentation with the current staffing. The Office Operations Assistant would be the nucleus to oversee the certification tracking.

Sincerely,


JEFFREY A. MURRAY
Fire Chief