

ALAN M. ARAKAWA
MAYOR



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COUNTY OF MAUI
DEPARTMENT OF FIRE & PUBLIC SAFETY

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April 10, 2018

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OFFICE OF THE MAYOR

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

For Transmittal to:

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

APPROVED FOR TRANSMITTAL
 4/12/18
Mayor Date

Dear Chair Hokama:

SUBJECT: PERFORMANCE AUDIT OF THE DEPARTMENT OF FIRE & PUBLIC SAFETY (BF-136)

We have received your communication dated April 2, 2018 regarding our Department's "PERFORMANCE AND FISCAL AUDIT OF THE DEPARTMENT OF FIRE AND PUBLIC SAFETY," prepared by Citygate Associates, LLC. We have provided answers to your inquiries below.

1. *Provide a list of the current vacancies in your Department by position number and title. Also include the date the position became vacant, the anticipated fill date, and the annual salary as provided for in the budget.*

As of March 31, 2018, the Department of Fire & Public Safety had 22 vacant Fire Fighter positions. The 34th Recruit Class consisting of 22 Fire Fighter Trainees began on April 2, 2018. This recruit class will complete recruit training on September 28, 2018 and will be placed on line effective October 1, 2018 thus filling the 22 vacancies.

These Fire Fighter Trainees will remain in 9000 series positions while on the minimum one (1) year probationary period. The 9000 series positions currently assigned to the 34th Recruit Class is FD-9060 – FD-9081.

The annual salary (effective 7/1/17) for Fire Fighter Trainees is \$53,880.00 as required by the Hawaii Fire Fighters Association (HFFA) Collective Bargaining Agreement.

As of April 6, 2018, the Ocean Safety Bureau graduated four (4) Ocean Safety Officers. There is one OSO III Lieutenant vacancy (FD-437) @ Ho`okipa due to a recent retirement March 1, 2018. Recruitment to fill the position will begin shortly and filled by May 15, 2018. The annual salary for the position is \$65,700.

2. *As it relates to recruitment:*

a. *Explain your recruitment process*

If the Department of Personnel Services does not have a valid Eligible List for Fire Fighter Trainees. They will need to do public advertisements (i.e. Maui News) followed by applicant screening to ensure each applicant meets the Minimum Qualifications. The candidates who meet the Minimum Qualifications are then required to participate in a written examination conducted by the Department of Personnel Services. Candidates who successfully pass the written examination are placed on the Eligible List. Eligible Lists are typically valid for a period of two (2) years.

If the Department of Personnel Services has a valid Eligible List for Fire Fighter Trainees, the Department of Fire & Public Safety processes a requisition via NeoGov requesting candidates. The amount of candidates on the Eligible List is based on the amount of 9000 series positions available to be filled.

Upon receiving the Eligible List, each candidate receives notification that he/she is eligible to participate in the Physical Agility Test (PAT). The notification also includes a Liability Waiver, Physician Statement, Personnel History Questionnaire, etc. Candidates are typically given one (1) month to complete and submit the necessary documents.

The Department of Fire & Public Safety conducts the PAT over a 2-day period.

All candidates who successfully pass the PAT, are interviewed the week immediately following the PAT. The interview process consists of a written and oral interview, as well as a background check conducted by the Department's Internal Affairs Officer. Each interview takes approximately two (2) hours.

Selections are typically made within two (2) weeks of completing the interview process. Candidates are notified via USPS Certified Mail.

Selectees must complete a pre-employment drug test, Occu-Med Physical and Orientation prior to the start of recruit class.

b. *Provide a timeline for the current recruit class, from date of hire to date of graduation. How many recruits are in the current class? When is the next recruitment class anticipated to start and how many will be in the class?*

The 34th Recruit Class consists of 22 Fire Fighter Trainees who started on April 2, 2018. Fire Fighter Trainees who successfully complete recruit training will

graduate on September 28, 2018. Effective October 1, 2018, the newly graduated Fire Fighter Trainees will be placed on line for approximately six (6) months of on-the-job training. Fire Fighter Trainees must return to a 40-hour schedule for a period of two (2) weeks to participate in final evaluations. Upon successfully completing evaluations and his/her one (1) year probationary period, the Fire Fighter Trainees are promoted to Fire Fighter I.

The Department of Fire & Public Safety hopes to begin the 35th Recruit Class soon after the graduation of the 34th Recruit Class. At this time, it is unknown how many vacancies we will have which dictate how many candidates will be selected. At this time, the Department is aware of four (4) retirements during the calendar year of 2018.

c. Has the Department experienced difficulty in recruiting eligible candidates to fill the vacant positions? Explain.

No, the Department of Fire & Public Safety has not experienced any difficulty in recruiting for Fire Fighter Trainees, as typically, we draw anywhere from 800 - 1,000 applications. However, the results of the written examination typically disqualifies a certain amount of candidates. In addition, the Physical Agility Test (PAT) typically disqualifies a small amount of candidates. The Department of Fire & Public Safety has seen several selectees decline the offer to hire. When a notice is given to decline a position in a timely manner, the Department makes every effort to select alternate candidates.

d. Explain how the vacancies have affected the staffing levels of each station.

There are 22 recruits in the current recruit class, and there are 23 fire fighter "holes" on the fire trucks and Fire Prevention that would otherwise be serving the public directly. The holes are spread throughout the Department so staffing levels can be handled accordingly while also trying to reduce the chance of having a severe shortage in any particular station. We understand that having multiple holes on one shift would increase the chances of having a staffing shortage, resulting in overtime. We expend every effort to avoid that. There are no fire truck crews with more than one "vacancy." When the recruit class is completed, the recruits will likely report to the following, other than Fire Prevention and Haz Mat A:

Wailuku B	Hāna B	Nāpili C
Lahaina C	Lāna`i B	Kula A
Lahaina A	Ho`olehua A	Kula B
Kaunakakai A	Ho`olehua B	Wailea A
Kaunakakai B	Ho`olehua C	Wailea B
Kaunakakai C	Haz Mat A	Wailea C
Kīhei A	Nāpili B	Fire Prevention (3)

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3. *Has your Department consulted with the Department of Finance to incorporate appropriate reporting codes for the various types of premium pay to be included in the new payroll system, such as holiday, rank-for-rank, special assignment, and hold-overs?*

The Department of Fire & Public Safety has a representative on the core team for the Workday project. Our needs to report on various types of premium pay have been made clear and the Sierra-Cedar/Workday team have managed to make the necessary adjustments needed to accomplish our goals.

When Workday goes live, the Department of Fire & Public Safety will be able to report on hours/units and costs for items such as Rank-for-Rank Recall, Hold Back (post-shift overtime), Call Back (off-duty overtime or pre-shift overtime), training by course (i.e. CPR, Live Fire, etc.) and other types of overtime such as Medical Standby for community events.

Sincerely,



JEFFREY A. MURRAY
Fire Chief