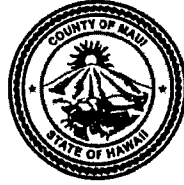


ALAN M. ARAKAWA
MAYOR



JEFFREY A. MURRAY
CHIEF

ROBERT M. SHIMADA
DEPUTY CHIEF

COUNTY OF MAUI
DEPARTMENT OF FIRE AND PUBLIC SAFETY

200 DAIRY ROAD
KAHULUI, MAUI, HAWAII 96732
(808) 270-7561
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April 28, 2017

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

APPROVED FOR TRANSMITTAL

 4/28/17
Mayor Date

For Transmittal to:

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

Dear Chair Hokama:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 27, 2017
MEETING (FS-3) (BF-1)**

Thank you for your correspondence dated April 28, 2017 regarding the Budget and Finance Committee meeting held on April 27, 2017. Here are our responses:

1. Why is the Battalion Chief (Ocean Safety) (position number FD-0329) eligible for Bureau Opportunity Benefit Incentive Pay? (MW)

All uniformed excluded management positions are provided with the same benefits as bargaining unit 11, 40-hour personnel, which includes BOBI pay.

2. Provide a breakdown of the \$35,000 appropriated for Premium Pay for the Administration Program (page 7-5 of the Budget Details). How much of this amount can be allocated to the four fire equipment mechanics proposed to be transferred to the Fire / Rescue Operations Program? (EH)

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We do not see any benefit to moving the mechanics to the Fire/Rescue Operations Program from the Administration/Maintenance Program. They work on all vehicles in the department, including the newly added Ocean Safety Bureau. Transferring the \$35,000 Premium Pay will leave Administration with \$0. As of 4/15/17, the premium pay expended for the mechanics is \$16,664.

In addition, the premium pay as indicated in the Mayor's Proposed Budget will not be sufficient. The Department's expansion request to match the average of the past 2 years is as follows:

Administration/Maintenance Program - \$82,000
Training Program - \$15,000
Fire/Rescue Operations Program - \$2,055,648
Prevention Program - \$62,000
Ocean Safety Program - \$127,410

3. Provide the total annual contract cost and duration or Helicopter Service Operations for the Fire/Rescue Operations Program based on the recent bid the Department received. (RH)

The helicopter bid for FY '18 is \$769,368. The total for the 4 year contract is \$3,267,073. This is to have Air 1 on stand-by only and does not include the actual air time charges. For FY '18, the hourly rate is \$509/hour for Air 1, and \$1,200/hour for Air 2 & 3. Based on an average of the past 3 years & this year to date, the additional expense would be approximately \$182,000.

4. How will the proposed Fiscal Year 2017 Budget amendment to move \$230,000, initially transferred from the Department of Parks and Recreation budget, Category B, Ocean Safety Program, to the Department of Fire and Public Safety's budget, Category A, Fire Rescue/Operations, impact your Department's overall operations for fiscal years 2017 and 2018? (RH)

The large balance in the Ocean Safety B-account is due to the department's attempt to have funds available to transfer to the division's A-account in anticipation of a shortage. A transfer was not necessary due to other funds being available to cover the shortage.

Honorable Riki Hokama
April 28, 2017
Page 3

The Premium Pay of \$40,000 will be needed in FY '18. For the current year, \$144,144 is budgeted. As of 4/15/17, \$231,700.36 has been expended. In actuality, the Department's requested expansion amount of \$127,410 will be needed.

5. Provide the Department's policy on the use of County equipment and personnel for non-County related events and activities. (RH)

Our participation in events like the recent Celebration of Life for Honorary MFD Firefighter Trucker Dukes are governed by the guidelines included for you. That event, as an example, incurred no overtime and all personnel on duty remained in district and available for response.

Attached for your review are copies of the Standard Operating Guideline for the following:

- a. Community Events M.A. 100.05
- b. Firefighter Funerals M.A. 100.42
- c. Honor Guard P.S. 202.02

Thank you for your consideration. Please contact my office at (808) 270-7561 regarding your availability or if you have any questions or concerns.

Sincerely,



JEFFREY A. MURRAY
Fire Chief

cc: Fire & Public Safety Commission



COMMUNITY EVENTS

M.A. 100.05

Effective Date	Total Pages	Version Number	Revision Date

PURPOSE: To provide an opportunity for the public to learn about fire and life safety. To increase public awareness of the Department's mission, activities, and programs. To provide direction on how to process and schedule department participation in community events and requests for fire station tours.

GUIDELINE:

- I. Consult with the Public Education Officer to determine whether the community event warrants the resources and costs required for participation.
- II. Factors to consider in evaluating the merits of an event request include:
 - A. Intent of the event (should conform with the Department's stated mission and goals)
 - B. Size and nature of target audience
 - C. Resource availability
 - D. Cost associated with the event (including staffing)
- III. In the event that there are conflicting requests, preference should be given to local governments, community service groups, and other non-profit groups.
- IV. The assigned staff will determine whether the event warrants publicity and will work with the respective PIO.
- V. The Public Education Officer will request adding the event to the Training calendar, and inform and coordinate with other members working the event.
- VI. PROCESSING AND SCHEDULING EVENTS OR TOURS
 - A. Community Event Participation and Fire Station Tour forms can be found at www.mauicounty.gov/fire. Request to participate in community events and/or requests that requires specific type of presentations utilizing department equipment or resources (ie...Extinguisher training, displays for community



events, any work requiring overtime pay, etc...) will need to be approved by the Fire Chief. Station tours or site visit to schools do not need Chief approval.

- B. All requests must be received on the proper MFD request form.
- C. Review request form and check the requested date with the training calendar. If the training calendar is open, submit for approval (if needed). After confirmation with the appropriate crew, have the Training Bureau place the event on the Training calendar.
- D. If the request needs Chief approval, email the request to Fire Office. Once approved email Captains, Drivers, Fire Training, and the BC. Crews should be given at least two work rotations to respond.
- E. Fire Prevention Bureau personnel shall log request into FPB email calendar. Posting should include date you responded to requestor, date email sent to Chief and or Crew, confirmation date for requestor, date requestor confirmed event of visit. Copies of emails and request should be included on post.
- F. Contact the requestor to schedule another date if the date is not acceptable to crews or denied by the Fire Chief.

VII. UNIFORM AND CONDUCT

- A. Department personnel that are representing the department at special events shall be in the appropriate uniform, unless authorized by the Fire Chief.
- B. Department personnel that are representing the department at special events shall be governed by the normal rules of conduct expected of members while on duty.

VIII. VOLUNTARY COMMUNITY SERVICE

- A. Departmental employees may participate in community service activities for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.
- B. Refer to the MFD FLSA Policy for further information and guidance.



FIREFIGHTER FUNERAL

M.A. 100.42

Effective Date	Total Pages	Version Number	Revision Date

PURPOSE: To guide Department actions following the death of an active or retired firefighter.

GUIDELINE:

I. NOTIFICATIONS

A. Death of an Active or Retired Firefighter or Immediate Family Member

1. Upon notification of the death of an active or retired firefighter (outside the line-of-duty), contact the Deputy Fire Chief or Fire Chief and provide the date, time, place, and cause of death, if known. The Fire Chief or designee will contact the family to offer assistance and Department participation in funeral services.
2. The Fire Chief or designee may instruct dispatch to notify all companies as follows: "It is with deep regret that we announce the death of _____ (rank and name) at/on _____ (date/time)." Company Commanders shall log the information and inform off-duty personnel. Alternatively, at the discretion of the Fire Chief, notification to the Department may be made via email.

B. Death of Immediate Family

1. Upon death of a member's immediate family, inform the Deputy Fire Chief or Fire Chief. The Fire Chief or designee will contact the family to offer assistance and Department participation in funeral services.

II. ARRANGEMENT OF SERVICES

A. Department Participation in Services

1. The Fire Chief determines the level of Department participation offered for funeral services, including use of Department personnel, vehicles, or apparatus. Family of deceased may decline Department participation.



B. Funeral Detail Officer

1. If the family of the deceased accepts Department participation, the Fire Chief or designee will appoint a volunteer to serve as Funeral Detail Officer (FDO). The FDO is the Department's point of contact with the family representative and the funeral director and is responsible for providing information on the Department's participation and protocols.
2. The FDO is also responsible for: coordinating honor guard and pallbearers; arranging an assembly location for Department personnel and a parking location for Department vehicles; coordinating seating arrangements at the ceremony and assembly of Department personnel at the gravesite; seeking police assistance if a procession to the gravesite is required; arranging with the Fire Chief for use of personnel, vehicles, and any other necessary arrangements.
3. Should a request be made for additional Department equipment (e.g. Air-1 or a rescue boat), the FDO will seek permission from the Fire Chief or designee, then make necessary arrangements, if approved.

C. A Department-wide email will be sent to notify all members of the date, time, location, and details of funeral services.

D. Honor Guard

1. If an honor guard is used, it shall be composed of at least four members plus an officer in charge.
2. Honor Guard members shall be dressed in a clean and pressed uniform with a black funeral band over their badge, be wearing clean and polished shoes, and be groomed for duty. While on-duty at the casket, members shall wear covers (class-A caps and scarves) provided by the Department.
3. The officer in charge shall be responsible for scheduling the honor guard and for obtaining necessary equipment (funeral bands, white gloves, and covers) from the Department.
4. At all times during the viewing and prior to the funeral services, there shall be two honor guards standing at attention: one at the head and one at the foot of the casket. Honor guards will stand at attention in their assigned positions for the duration of their 15 minute duty period. Procedures for switching out honor guards at the end of each duty period shall be coordinated by the officer in charge.



E. Pallbearers

1. The pallbearers shall consist of six members plus an officer in charge.
2. The officer in charge will contact the Department's FDO and the funeral director for instructions and guidance.
3. Pallbearers shall be dressed in a clean and pressed uniform with a black funeral band over their badge, clean and polished shoes, and white gloves, and shall be groomed in a manner suitable for duty.
4. The decision on whether or not a flag will be draped over the casket will be made with guidance from the funeral director. A casket draped with a flag will have the blue field at the head of the casket over the deceased's left shoulder.
5. If the pallbearer detail is used at the grave site, the detail will receive the casket from the motor coach, carry it to the grave site on orders from the officer in charge, then step back and form up with members in rank and file. Pallbearers may or may not be instructed to remove their white gloves and place them with the casket.

III. PARTICIPATION IN SERVICES

- A. Off-duty participation in funeral services is voluntary.
- B. If attending services, dress in a clean and pressed uniform with badge covered by a black funeral band, be wearing clean and polished shoes, and be groomed for duty. Assemble at the indicated place and time.
- C. Follow all instructions from the FDO regarding protocol and etiquette. Typically Department personnel will enter the service location by rank (highest to lowest), unless otherwise specified.
- D. After the Service
 1. At the conclusion of the service, uniformed personnel will form two lines stretching from the service venue to the motor coach or apparatus, with senior officers closest to the service venue. Before the pallbearers move the casket the FDO will call the formation to attention.



2. As the casket is being moved, a final alarm may be sounded with Dispatch toning all stations and transmitting the following:
“Attention all fire personnel; this is the final alarm for _____ (rank and name).” All stations should acknowledge receipt by station number. (Note: Alternatively, the final alarm may instead be sounded at the grave site with the same procedure followed.)
 3. When the casket is loaded onto the motor coach or apparatus, the FDO will bring the formation to “at ease” and Department personnel may be dismissed.
- E. If a procession to the grave site is required, the order of vehicles will be as follows: (1) police officer for traffic safety, (2) motor coach or apparatus carrying casket, (3) family of the deceased, (4) chief officers, and (5) all other Department apparatus or vehicles. The FDO will coordinate the procession and parking at the grave site.
- F. Grave Site
1. Uniformed personnel will form two lines from the motor coach or apparatus to the place of internment. The FDO will call the detail to attention while the casket is being moved.
 2. After the casket has been moved, Department personnel will form ranks in the location designated by the FDO with chief officers in front.
 3. If the final alarm has not already been sounded, it may be done after services at the gravesite are concluded.



HONOR GUARD

P.S. 202.02

Effective Date	Total Pages	Version Number	Revision Date

PURPOSE: This manual was established to provide guidelines and set forth policy, responsibilities and procedures with respect to the participation of the Maui Fire Department Honor Guard Team at Funerals and other ceremonial occasions.

It is the mission of the Maui Fire Department Honor Guard Team to represent the Maui Fire Department at the request of the fallen or deceased members or next of kin.

To serve as a disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services for active and retired personnel and personnel who have died in the line of duty, and provide comfort and compassion for the survivors. This shall be accomplished through drilling in Military etiquette and attention to detail.

GUIDELINE:

I. FUNERAL SERVICE POLICY

- A. The Maui Fire Department Honor Guard Team was created to ensure that every member of this Department both active and retired who passes away would have the benefit of a Department funeral and assistance.
- B. It shall be the policy of the Honor Guard to:
 - 1. Plan, coordinate, and conduct all Maui Fire Department funerals when requested.
 - 2. Provide expert advice to all parties involved at complex events for the Maui Fire Department regarding Ceremonial protocol matters at the same time keeping with strict customs and traditions.
 - 3. Coordinate the Ceremonial functions at designated events.
 - 4. Perform other functions as deemed appropriate by the Honor Guard Team Leader.



II. NOTIFICATION

- A. All requests to Honor Guard members will come from the Fire Chief via the Assistant Fire Chief of Support Services (F4).
- B. When it is learned that one of our active or retired members has passed away, it is the responsibility of the Assistant Chief of Support Services (F4) to provide assistance to the family upon request.
 - 1. F4 will appoint an Honor Guard Detail Officer to accompany him at the Initial Meeting with the family representative. The Honor Guard Detail Officer plays a leading role to ensure all activities requested by the family are executed with the utmost respect for customs and tradition.
 - 2. The Initial meeting will involve calling the family contact person to confirm the family request and to clarify the timely events and how the Honor Guard Team will integrate standard fire service customs and courtesies with those activities.
 - 3. After the Initial meeting, F4 and the Team Leader will agree on the amount of Honor Guard Members needed to execute the assignment in a professional manner. The Honor Guard Leader will then choose each participant based on a rotational schedule. For high profile events, each member shall be chosen in this order skill first, rank second and third by seniority. However, if the level of skills is equal the traditional order will be followed by rank first and seniority second.
 - 4. Team leader will inform the Honor Guard members and request for availability. The members who are chosen will be selected based on maintaining good standing with the organization and an established rotation.
 - 5. Team Leader will inform F4 once members confirm participation.
 - 6. A second meeting may be necessary to coordinate with other participants such as funeral director, church representatives, military personnel, bagpipe players, "Mikioi" MFD fire truck escort with driver, Maui Police Department, etc.
 - 7. A final meeting will be called by the Team Leader to ensure "The Plan" is current. Last minute changes will be address and all parties will be informed.



- C. F4 will determine the highest level of participation the Department can provide.
- D. All Honor Guard members must have current contact information and equipment list on file.
- E. Funeral Procedures:
 - 1. Every service is different and the type of service rendered will be at the recommendation of the Honor Guard Team Leader with approval of the deceased next of kin, funeral director or Church representative. Service rendered will be only as requested.
 - 2. The official in charge of the Honor Guard Team shall be the Honor Guard Team Leader (TL). The TL is responsible for the proper functional execution of commands to the various elements of the Honor Guard. TL shall have general responsibility for the following:
 - a. Shall issue all commands for the Honor Guard.
 - b. Shall confer with the coordinator or contact person regarding the time of arrival and other information regarding assigned details.
 - c. Arrange for sufficient personnel to assist.
 - d. If directed, will confer with the Church Representative, Funeral Director and next of kin.
 - e. Designate an assembly point near the site of detail. He/She will inspect the uniform of members and brief them on proper procedures.
 - 3. The Honor Guard shall consist of the following:
 - a. Honor Guard Team Leader
 - b. Honor Guard Members
 - 4. Honor Guard will set out to perform the following tasks:
 - a. Establish a point of contact.



- b. Conform to the wishes of the next of kin and/ or official in charge at the Church and burial site.
- c. Other tasks as requested or required.

III. PROTOCOL

- A. All Honor Guard personnel attending any type of funeral or memorial service shall be in Class A uniform to include: cap, Class A jacket, white cotton gloves, black patent leather shoes, white long sleeve shirt with black tie and dress pants.
- B. All Honor Guard members will remain uniform in appearance.
- C. All flags will be treated with dignity and respect.
- D. The National Colors will always be treated with the highest regard.
- E. Flag used for ceremony will always be folded properly and properly stored. National Colors are never to be permitted to touch the ground. "Remember to treat the National Colors with the respect and dignity it deserves."

IV. PUBLIC SERVICE EVENTS

- A. If the public should need the Honor Guard to perform in community events, the Team will be ready to provide the service upon approval by the Fire Chief.
- B. It is the intent of the Honor Guard to continue a tradition of providing these services, as a professional courtesy, to those individuals and organizations that have supported the Maui Fire Department and the Fire Service.
- C. The Honor Guard has a distinguished reputation by providing and supporting, color guards, ceremonies, parades, dedications, memorials, conferences, inaugurations and all related events.

V. ROLES AND RESPONSIBILITIES OF MEMBERS

- A. All Honor Guard Members:
 - 1. Carry traditions to their highest standard.
 - 2. Provide funeral and public service events in accordance with Honor Guard customs and courtesies.



B. Honor Guard Team Leader:

1. Takes orders from the Fire Chief via Assistant Chief of Support Services (F4).
2. Provides services requested by the public.
3. Provides direction and recommendation on how to best provide services requested.
4. Follows strict guidelines in regards to custom and courtesies during funerals and public events.
5. Ensure team members are promptly dressed and positioned in a timely manner for all events.