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Director of Council Services  
Traci N. T. Fujita, Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 2, 2020

Mr. David Thyne, Chief  
Department of Fire and Public Safety  
County of Maui  
Wailuku, Hawaii 96793

Dear Chief Thyne:

**SUBJECT: FISCAL YEAR (FY) 2021 BUDGET** (FS-1) (EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 8, 2020**.<sup>\*</sup> This will enable the Committee to comprehensively review the FY 2021 Budget.

*\*Date subject to change without notice.*

Overall

1. Provide recommendations for a 5% reduction of the entire departmental budget. (RH) (TP)
  - a. Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g. professional services)? For fee-funded programs/activities, would the Department seek to increase user fees? (TK)

Category "A" – Salaries and Wages

2. Provide vacancy and overtime reports for the entire Department. (RH) (TP)
3. Please provide the SR/step and dollar amount allotted for all Position titles within the Department of Fire and Public Safety and indicate which Position titles are vacant, if any. Information missing in Budget Details. (TP)

4. What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name. (RH)
5. What is CBA ATB, and is this premium pay sufficient based upon the hazards, fires, and catastrophes in the Kula community? (7-40 to 7-41 of detail, 911123A, 5215 Premium Pay, \$187,200) (YLS)
6. What are these benefits given to fire personnel? (7-63 of detail, 911412A) (YLS)
7. Please explain the need for three additional Firefighter III and one Firefighter IV for the Fire Prevention program. Please provide job description, summary of duties, and minimum qualifications for all expansion positions. (Page 243, Program Budget: Fire Prevention Program) (TP)
  - a. Please provide the justification for these positions. (AL)
8. What is your justification of the four new positions of Fire Investigator? (Budget Details, page 7-63, index code 911412A) (MM)
9. Please provide a position description and minimum qualifications for Private Secretary. (Page 221, Program Budget/Administration Maintenance Program) (TP)
10. During the COVID-19 shutdown, how are Ocean Safety Officers being utilized? (TK)

Category "B" - Operations

11. Please provide details of the expansion request of \$150,000 (Budget Details, page 7-6, index code 911008B, Sub-Object Code 6132) for a Facility Assessment Survey. What facility is this for? (MM)
  - a. Why does the Department need this? Do you need this survey for FY?. (7-6 of detail, 911008B, 6132 Professional Services, \$170,000) (YLS)

- b. Has a contract been secured? How often does this type of assessment occur? (KRF)
- 12. Please provide details of the expansion request of \$400,000 for resurfacing of Apparatus Bay. (Budget Details, page 7-6, index code 9110088, Sub-Object Code 6138) (MM) (TP)
- 13. Please provide details of your expansion request of \$200,000 for brushfire assistance. (Budget Details, page 7-52, index code 911076B, Sub-Object Code 6129) (MM) (KRF)
- 14. Please identify the increase of \$50,000 in the Annual Contract. (Budget Details, page 7-59, index code 911140B, Sub-Object Code 6112) (MM)
- 15. Please provide details of your proposed \$35,000 in "Other Services." What services will be provided? (Budget Details, page 7-59, index code 911140B, Sub-Object Code 6129) (MM)
- 16. The community has asked on numerous occasions to have alternative sites assessed, in addition to the current site. (Program Budget, page 221, index code 911008B, Sub-Object Code 6132) (MM)
  - a. Why have you refused to adhere to the community's request, especially since you have the funding to do so?
  - b. The Department and Administration should review as many options as available to them regardless of the perceived concerns. Whose decision was it to not observe or carry out the request of the public to review alternative sites?
- 17. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the travel budget increase and give an update on fund expenditures for FY20 to date. (Page 217, Program Budget: Fire and Public Safety Department Summary) (TP)
- 18. Please provide an update on FY20 investigation training. What was learned and how will it be applied? (Page 221, Program Budget 911008B-6230: Administration Maintenance Program) (TP)

19. Please provide a quarterly and final (if/when available) report for American Red Cross. (Page 4-7, Budget Details 912061B-6317 and Page 133, Program Budget: Emergency Management Program) (TP)
20. Do you foresee any reductions in the standard grants you receive due to the COVID-19 pandemic? (Page 7-81, Budget Details XXXXXX FEMA-5215 and Page 230, Program Budget: Training Program and Page 239, Fire Prevention Program) (TP)
21. HTA stated that they give Maui County \$25,000 each year. Where is this noted in the budget? (7-88 of detail, 196820 Makena Lifeguard Services, Makena Lifeguard Services, \$0) (YLS)
22. Due to a decrease in tourists and vehicles on the roads due to the COVID-19 shutdown, does the Department anticipate any decreases in costs for related rescues, especially via helicopter? (Page 232 of the Program Budget) (TK)
23. Are grants available to offset the additional costs of acquiring more PPEs for first responders, related to the COVID-19 threat? (TK)
24. What types of PPEs do Ocean Safety Officers employ during water rescues? What costs are anticipated for acquiring additional PPEs? (TK)
25. Please provide details for the expansion request of \$20,000 for travel for truck inspections. (Page 7-7 of the Budget Details, Index Code 911008B-6201) (KRF)
26. Please provide further details for the \$51,000 request for maintenance of 4 a/c units. (Page 7-10 of the Budget Details, Index Code 911012C-7036) (KRF)
27. How many additional personnel will be outfitted for \$30,000? (Page 7-13 of the Budget Details, Index Code 911255B-6051) (KRF)
28. Please explain the expansion request. Will the \$10,000 be used to purchase a mascot costume for an existing E/P to wear? If not, will this pay a vendor in a mascot costume to appear at events? How many events are anticipated where the mascot will be used? (Page 7-97 of the Budget Details, Index Code XXXXXX-7033) (KRF)

Category "C" - Equipment

29. Please provide the details of the appropriation of \$72,000 for new equipment. (Budget Details, page 7-10, index code 911012C, Sub-Object Code 7036) (MM)
30. Please provide details of your expansion request for \$70,000 for a relief apparatus equipment. (Budget Details, page 7-52, index code 911076B, Sub-Object Code 6060) (MM)
31. Department Summary: Explain the 318.1% increase in the Equipment budget from \$918,982 in FY 2020 to \$3,842,175 in FY 2021. (Page 217 of the Program Budget) (AL)
32. Training Program, General Fund: Explain the 168.3% increase in the Equipment budget from \$351,453 in FY 2020 to \$661,986 in FY 2021. (Page 224 of the Program Budget) (AL)
33. Fire/Rescue Operating Program: Explain the 594.6% increase in the Equipment budget from \$375,800 in FY 2020 to \$260,400 in FY 2021. (Page 234 of the Program Budget) (AL)
34. Does the Department have proper medical equipment to deal with COVID-19? (7-13 of detail, 911255B, 6034 Medical & Safety Supplies, \$86,825 and 6051 Safety Supplies, \$30,000). (YLS)
35. Does the Kula Fire Station need equipment to battle fire hazards created by the vast open lands? (7-32 to 7-33 of detail, 911123A, 15 EP, \$1,236,024) (YLS)
36. Within the Fire/Rescue Operations Program, what are the types and associated costs for Machinery & Equipment, \$2,610,400? (Page 234 of the Program Budget) (TK)

Capital Improvement Program

37. Is there opportunity to also expand facilities to house the Police Department there as well and is MFD open to sharing space? (CBS-6065; page 698, Capital Improvement Program: FD) (TP)

38. What triggered a reassessment of the viability of the planned location for the new Haiku Fire Station? What has changed since the land was acquired? (CBS-1002; page 699, Capital Improvement Program: FD) (TP)

Program Goals and Objectives

39. Please provide a status update on grant dollars received in FY20 to date and name grants the Department intends to apply for in FY21. (Page 219, Program Budget: Administration Maintenance Program, Goal #1.1(1)) (TP)
40. Please provide a status update on the number of OT hours in FY20 to date. (Page 228, Program Budget: Training Program, Goal #2.3) (TP)
41. Please provide a status update of workers' compensation injuries for FY20 to date. (Page 229, Program Budget: Training Program, Goal #3.1) (TP)
42. Please provide a status update for FY20 numbers for Goal #1.1(1-3) and #1.2(1-4) to date. (Page 232 Program Budget: Fire/Rescue Operation Program) (TP)
43. Please provide a status update for FY20 numbers for Goal #2.1 to date. (Page 233, Program Budget: Fire/Rescue Operation Program) (TP)
44. Please explain the steps taken upon inspection of an area that requires brush and weed abatement. (Page 241, Program Budget: Fire Prevention Program, Goal #1.2) (TP)
45. Why is there such a large increase in the number of work orders received for FY2021? (Page 233, Program Budget: Goal #3). (TP)
46. What steps are being taken that are projecting a substantial increase to the number of establishments or facilities being inspected during FY2021? (Page 241, Fire Prevention Program: Goal #1) (TP)

Chief David Thyne  
April 2, 2020  
Page 7

47. Why is there a 50% reduction for the FY2021 estimate given for meeting the 30-day plan review timeline despite the request for many expansion positions? (Page 244, Fire Prevention Program: Goal #1) (TP)
48. Training Program-Training Bureau, Key Activity Goals and Measures. Under the goal to promote professional development for incumbents, why is there a decrease from 250 in FY 2020 to only 4 in FY 2021? (Page #227 of the Program Budget) (AL)

Sincerely,



KEANI N.W. RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021bgt:200401afs01:lpcm

cc: Mayor Michael P. Victorino  
Budget Director Michele Yoshimura

Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

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April 9, 2020

Ms. Michele Yoshimura, Budget Director  
Office of the Mayor  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Yoshimura:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (BD-2) (EDB-1)**

May I please request copies of all notes used by department directors and other Administration officials to respond to Councilmembers' questions during Economic Development and Budget Committee meetings on EDB-1. This will enable the Committee to comprehensively review the FY 2021 Budget.

May I further request that you transmit your responses no later than five calendar days after the Department's review before the Committee.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Richard Mitchell at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Keani Rawlins-Fernandez".

KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021budget:200409abd01:ske

cc: Mayor Michael P. Victorino



Michael P. Victorino  
Mayor

Sananda K. Baz  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 S. HIGH STREET  
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[www.mauicounty.gov](http://www.mauicounty.gov)

April 15, 2020

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/15/20  
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair  
Economic Development and Budget Committee  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET** (BD-2) (EDB-1)

Please see attached response from Chief David Thyne, Department of Fire and Public Safety.

Should you have any questions, please contact me at ext. 7212.

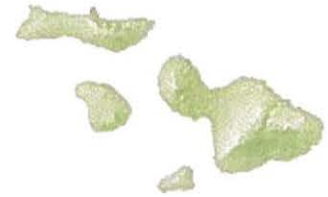
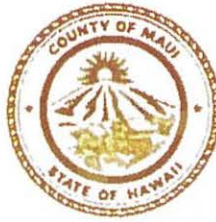
Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura".

MICHELE M. YOSHIMURA  
Budget Director

Attachment

MICHAEL P. VICTORINO  
Mayor  
DAVID C. THYNE  
Fire Chief  
BRADFORD K. VENTURA  
Deputy Fire Chief



DEPARTMENT OF FIRE & PUBLIC SAFETY  
COUNTY OF MAUI  
200 DAIRY ROAD  
KAHULUI, HI 96732

April 15, 2020

Ms. Michele M. Yoshimura  
Budget Director, County of Maui  
200 South High Street  
Wailuku, HI 96793

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, HI 96793

For Transmittal to:

Honorable Keani Rawlins-Fernandez  
Chair, Economic Development & Budget Committee  
Maui County Council  
200 South High Street  
Wailuku, HI 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR (FY) 2021 BUDGET (FS-1) (EDB-1) – REVISION III**

The Department of Fire & Public Safety has received your communication dated April 2, 2020. Please see our responses in **bold**. This revision pertains to the 5% reduction to Question # 1 only. The total 5% reduction has been revised to \$2,285,952.

Overall

1. Provide recommendations for a 5% reduction of the entire departmental budget.
  - a. Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned “external” costs (e.g. professional services)? For fee-funded programs/activities, would the Department seek to increase user fees?

The Department of Fire & Public Safety has identified the following reductions to meet the 5% requirement, which totals \$2,285,952.

D/R	Page	Item/Description	Program	Amount
D	7-16	AEDs w/ Cases (x23)	Training & Hazard Materials	\$64,400
D	7-17	Rescue Water Craft w/ Trailer and Sled	Training & Hazard Materials	\$20,000
D	7-17	Rescue Baby QCPR	Training & Hazard Materials	\$1,200
D	7-17	Adult Resusci Annie CPR Mannequins (Molokai and Lanai)	Training & Hazard Materials	\$6,000
D	7-17	Simpad Plus Reporters for 3 Adult Resusci Annie CPR Feedback Mannequins	Training & Hazard Materials	\$4,000
D	7-17	Air Condition Units – Classroom 1	Training & Hazard Materials	\$24,000
D	7-14	Fire Ground Operations (FGO) Equipment	Training & Hazard Materials	\$6,000
R	7-12	Premium Pay Related to Community Events (i.e. Keiki ID, etc.)	Training & Hazard Materials	\$29,000
D	7-6	Apparatus Garage Floors (Hana, Kahului, Kula, and Paia)	Administrative/ Maintenance	\$400,000
D	7-6	Facility Assessment (Wailuku, Paia, and Lahaina)	Administrative/ Maintenance	\$150,000
R	7-76	Portable Radios (x8)	Ocean Safety	\$21,600
D	7-75	PA Systems (Baldwin and Ho'okipa)	Ocean Safety	\$17,500
D	7-75	Roller Door (South Maui)	Ocean Safety	\$8000
D	7-63	Expansion Positions: Fire Fighter IIIs	Fire Prevention	\$202,320
D	7-62	1500 GPM Pumper (Hana)	Fire/ Rescue Operations	\$1,130,000
R	7-61	Relief Apparatus Equipment	Fire/ Rescue Operations	\$35,000
R	7-61	Air Lifting Bags (x5)	Fire/ Rescue Operations	\$26,000
D	7-61	Portable Radios (x10)	Fire/Rescue Operations	\$27,000
R	7-52	Brush Fire Assistance	Fire/Rescue Operations	\$100,000
D	7-17	Air Condition Unit – Classroom 2	Training & Hazard Materials	\$14,000
<b>TOTAL:</b>				<b>\$2,286,020</b>

D = Delete in its entirety.

R = Reduce quantity/cost.

Category "A" – Salaries and Wages

2. Provide vacancy and overtime reports for the entire Department.

**Please see the attached vacancy report, titled:**

Department of Fire & Public Safety  
FS-1, EDB-1, Dated 4/7/2020  
ATTACHMENT 1, VACANCY REPORT

**Please see the overtime report transmitted from Budget Director Yoshimura dated April 6, 2020.**

3. Please provide the SR/Step and dollar amount allotted for all Position titles within the Department of Fire & Public Safety and indicate which Position titles are vacant, if any. Information missing in Budget Details.

**Please see the transmittal from Budget Director Yoshimura dated April 6, 2020.**

4. What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name.

**This does not apply to the Department of Fire & Public Safety.**

5. What is the CBA, ATB, and is this premium pay sufficient based upon the hazards, fires, and catastrophes in the Kula community? (Pages 7-40 to 7-41 of detail, Index Code 911123A, 5215 Premium Pay, \$187,200)

**CBA refers to the "Collective Bargaining Agreement" between the Employer (County of Maui) and the Union (Hawaii Fire Fighters Association, Hawaii Government Employees Association, etc.)**

**ATB refers to "Across the Board" pay increases for an entire bargaining unit. The ATB for Bargaining Unit (BU) 11 is 2% effective July 1, 2020.**

**Budgeting for premium pay is difficult as we cannot predict future hazards, fires, and catastrophes. Estimates are based on prior year expenses with additional amounts for any contractual pay increases.**

6. What are these benefits given to fire personnel? (Page 7-63 of detail, Index Code 911412A)

**Firefighters assigned to a 40-hour bureau position are entitled to Bureau Opportunity Benefit Incentive (BOBI) per the Bargaining Unit 11 Collective Bargaining Agreement (CBA). The sections reads as such:**

## **Section 28. BUREAU OPPORTUNITY BENEFIT INCENTIVE**

Employees occupying 40-hour positions assigned to a Bureau via a regular appointment or temporary assignment for a period of fifteen (15) consecutive calendar days or longer shall qualify for a Bureau Opportunity Benefit Incentive. In addition, other Employees on designated special "40-hour assignments by approval of the Fire Chief shall qualify for Bureau Opportunity Benefit Incentive. For purposes of this section, Employees performing light or limited duty assignment on a 40-hour basis and Fire Fighter Recruits are not eligible for Bureau Opportunity Benefit Incentive.

Effective July 1, 2005, the amount of the Bureau Opportunity Benefit Incentive is \$350 per month and shall be payable during the pay period following the month in which it was earned. The Bureau Opportunity Benefit Incentive shall be in addition to the Employee's regular salary and paid in the same manner as salary in computing adjustments involving less than a full month's pay, but shall not be affected by such premiums and differentials. The Bureau Opportunity Benefit Incentive shall not be considered as part of the Employee's base pay or included in any calculations to determine pay resulting from a promotion, demotion, transfer, or other personnel movement. In addition, the Bureau Opportunity Benefit Incentive shall not be part of the Employee's base pay for purposes of computing overtime as specified in Section 21.

Covered Employees shall continue to receive the Bureau Opportunity Benefit Incentive in performance of temporary assignment to higher level positions covered by this section.

The Bureau Opportunity Benefit Incentive shall not be payable during periods of suspension and leaves without pay and shall be deducted on a prorated basis. In addition, it shall not be paid during any period of authorized leaves of absence with pay, including industrial injury leaves, which exceeds a continuous period of sixty (60) days.

The Fire Chief shall be responsible for determining the criteria and qualification necessary for Employee assignment to any of these positions. In consultations with the Union, the Fire Chief shall formulate and implement policies and procedures involving the eligibility of Bureau Opportunity Benefit Incentive.

7. Please explain the need for three additional Firefighter III and one Firefighter IV for the Fire Prevention program. Please provide job description, summary of duties, and minimum qualifications for all expansion positions. (Page 243, Program Budget: Fire Prevention Program)

In relation to HRS 132, the State Fire Code requires the Counties to perform a fire inspection at least once every five (5) years on most facilities (hotels, restaurants, industrial businesses, etc.) In addition, all public schools are required by law to be inspected on an annual basis. These requirements are not being met at this time. There are 6,000 facilities in the Maui County which requires a maintenance inspection every five (5) years. This means

each year, the Fire Fighter IIIs assigned to the Fire Prevention Bureau would need to complete 1,200 maintenance inspections alone. The annual statistics for the last three (3) years are:

<b>Fiscal Year</b>	<b>Facility Maintenance Inspections Completed</b>
<b>2019</b>	<b>370</b>
<b>2018</b>	<b>550</b>
<b>2017</b>	<b>620</b>

The three (3) additional Fire Fighter IIIs would function as Fire Inspectors and would help to achieve our goal of inspecting the 6,000 facilities in Maui County as required by law.

The job description, summary of duties, and minimum qualifications are attached and labeled as:

Department of Fire & Public Safety  
FS-1, EDB-1, Dated 4/7/2020  
ATTACHMENT 2, FPB FIRE FIGHTER III

Please see the response to Question # 8 for a detailed response in regards to the Fire Fighter IV position for the Fire Prevention Program.

8. What is your justification for the four new positions of Fire Investigator? (Budget Details, Page 7-63, Index Code 911412A)

While we are requesting four (4) total additional E/Ps in the Fire Prevention Program, only one (1) would be utilized as a Fire Investigator. This position would be formally titled as a Fire Fighter IV and would fill the role of a permanent Fire Investigator. This request will allow the Department to elevate its fire investigation program with dedicated personnel who would be required to become certified and maintain certification with consistent training.

The Department has never had a dedicated, full time investigator. Fire investigations are currently being completed by Fire Inspectors (Fire Fighter III/ Fire Fighter IVs) who's primary duties are not Fire Investigations. The Fire Prevention Bureau is currently back logged on performing fire inspections on existing facilities; due in part to their time being spent conducting fire investigations. If the Department had a dedicated Fire Investigator, the Fire Inspectors would have more time to conduct facility inspections.

It is extremely important to public safety and required under Hawaii Revised Statutes 132 to conduct proper fire investigations. The County of Maui has been experiencing a number of fires of notoriety recently and it is time to have a permanent, full time Fire Investigator who can commit to the education and training needed to be effective.

9. Please provide a position description and minimum qualifications for Private Secretary. (Page 221, Program Budget/Administration Maintenance Program)

A Private Secretary serves a personal and confidential secretary to the head of a County department; may serve a board; may supervise clerical assistant; and performs other related duties as required. It is distinguished by its responsibility for providing administrative and clerical support services to the head of a County department, including an administrative board. In this instance, a Private Secretary is not the appropriate classification for the position. Ocean Safety is a division of the Fire Department, thus the position would not be serving the head of a County department. We already have a Private Secretary to the Fire Chief.

We did a budget amendment to move this expansion position from the Ocean Safety Program to the Administration Program because it will serve the Department in assisting and supporting the Administrative Services in performing personnel duties to all employees in the Department including Ocean Safety personnel.

Our Ocean Safety Bureau has a support position, the Staff Services Assistant, SR-13 which functions in the Administrative Services in the Department, rather than only in the Ocean Safety Bureau, especially since the Clerk III was redescribed and promoted to the Staff Services Assistant on 7/1/2018. In this way, the position benefits and serves the entire department personnel. This position along with the Departmental Personnel Clerk and Administrative Assistant II will provide the support and serve not only Ocean Safety, but all of the personnel in the Department.

The class specification and minimum qualification is attached and labeled as:

Department of Fire & Public Safety  
FS-1, EDB-1, Dated 4/7/2020  
ATTACHMENT 3, PRIVATE SECRETARY

10. During the COVID-19 shutdown, how are Ocean Safety Officers being utilized?

In accordance with the Governor and Mayor's direction the beaches are open and various ocean activities are fully authorized (i.e. swimming, surfing, single-person canoe paddling, and stand-up paddle board, as well as fishing and spear fishing for food), most of the Ocean Safety Officers have been working their regular assignments to provide public safety to those who choose to take advantage of those options. Regular duties include public safety messaging, provision of first-aid if necessary, providing emergency search, rescue, and recovery services as needed. The Ocean Safety Officers have also been serving as the de facto "information booth" in an attempt to relay and clarify the Public Health Rules and other pertinent directives to beach goers.

The State of Hawaii, Department of Land and Natural Resources have temporarily suspended the Memorandum of Agreement for Makena Lifeguard Services. This suspension is currently limited to the fourth quarter of FY 2020. The Ocean Safety Officers assigned to Makena Beach Park are currently being utilized to fill manpower shortages or assist with important administrative projects. There are several Ocean Safety Officers that have elected to use their accumulated vacation leave to be with their families in this difficult time.



Category "B" – Operations

11. Please provide details of the expansion request of \$150,000 (Budget Details, Page 7-6, Index Code 911008B, Sub-Object Code 6132) for a Facility Assessment Survey. What facility is this for?

- a. Why does the Department need this? Do you need this survey for FY? (Page 7-6 of detail, Index Code 911008B, 6132 Professional Services, \$170,000)

The Department plans to conduct assessments on our facilities, beginning with our oldest Wailuku, Paia, and Lahaina Fire Stations. These assessments would be completed by a professional on the structural integrity and the necessary improvements that need to be done (i.e. roof repair, etc.) This type of assessment has never been conducted for our Department's facilities but has been highly recommended by other County Departments who have done this in the past.

The Department does not have an engineer or project manager which makes it difficult to monitor each of our fourteen (14) fire stations and other various facilities throughout Maui, Molokai, and Lanai. These assessments would aid us in predicting when major repairs will need to be made which will allow us to more accurately plan future budgets. It is our hope to reduce the need for emergency funds and budget amendments in the future.

- b. Has a contract been secured? How often does this type of assessment occur?

No, the Department has not secured a contract for this work yet. However, we have a preliminary cost estimate for the work we are requesting. Below is a breakdown of what the assessment will cover for each facility:

Level I

Level I is an architectural review. This service level provides a general property evaluation and identifies any areas needing further investigation by specialized consultants. Service consists of:

- Site survey and photo documentation
- Report:
  - Summary of observations with photo log
  - Assessment of conditions indicating need for intervention and/or remediation
  - Evaluation of mitigation options
  - Recommendations for further investigation by specialized consultants if necessary
  - Recommendations for remediation priorities and options

*Fee range for this service level is \$10,000 to \$20,000 per property.*

Level II



In addition to above, includes expanded review by standard building engineering structural, mechanical, and electrical consultants. This service provides a comprehensive property and system evaluation. Reports from these consultants are compiled in a single coordinated report following same outline as for Level I.

*Fee range for this service level is \$30,000 to \$40,000 per property.*

### **Level III**

In addition to Level I and II, includes developing statements of probable costs for restoring, renovating, removing, abandoning, or replacing construction and systems identified in the report. This service provides a current and future cost assessment of liabilities inherent in the property and recommends remediation priorities.

*Fee range for this service level is \$40,000 to \$60,000 per property.*

12. Please provide details of the expansion request of \$400,000 for resurfacing of Apparatus Bay. (Budget Details, Page 7-6, Index Code 911008B, Sub-Object Code 6138)

Surfaces in the apparatus bay areas of Hana, Kahului, Kula, and Paia Stations are aged and worn and have become a safety concern. Resurfacing will ensure a consistent non-slip surface and will help to mitigate trip/slip hazards in areas where personnel regularly move around expeditiously to board apparatus prior to responding to emergency incidents.

13. Please provide details of your expansion request of \$200,000 for brushfire assistance. (Budget Details, Page 7-52, Index Code 911076B, Sub-Object Code 6129)

As of March 31, 2020 the total spent for brushfire assistance provided by both government (i.e. Department of Public Works) and private agencies (i.e. Goodfellow Brothers, etc.) was \$349,436.31. This is an increase of \$260,236.31 from FY 2020.

14. Please identify the increase of \$50,000 in the Annual Contract. (Budget Details, Page 7-59, Index Code 911140B, Sub-Object Code 6129)

On July 1, 2020 the helicopter contract with Windward Aviation will increase by \$33,288. The balance is to cover the hourly rate increase from \$550 to \$572.

15. Please provide details of your proposed \$35,000 in "Other Services." What services will be provided? Budget Details, Page 7-59, Index Code 911140B, Sub-Object Code 6129)

The proposed funding will be used for helicopter services provided by vendors other than Windward Aviation during a major incident.

16. The community has asked on numerous occasions to have alternative sites assessed, in addition to the current site. (Program Budget, Page 221, Index Code 911008B, Sub-Object Code 6132)
  - a. Why have you refused to adhere to the community's request, especially since you have the funding to do so?

After going through a selection process that began around 2001, the current site was purchased in 2007 following numerous meetings with the Haiku community, Mayor, and Council.

It is the Department's full intent to look at all possibilities with regard to a new fire station in Haiku. In the interest of fiscal responsibility and process, the Department felt it appropriate to take another look at the feasibility of the current County owned property, especially because so much time and funding has already been dedicated to it over the years.

Once a complete report on this initial study is finalized, the Department plans to share the results with both County Administration and Council. The next step would be conduct assessments for alternative sites as guided by County Administration and Council. The feasibility study for the current site is taking longer than expected. However, the Department has been in communication with stakeholders regarding alternative locations to formally assess.

- b. The Department and Administration should review as many options as available to them regardless of perceived concerns. Whose decision was it to not observe or carry out the request of the public to review alternative sites?

The Department has met with the Haiku Community Association as well as individual board members of Haiku Community Association where we have been open about our efforts to first identify the costs related to developing on the current site. The Department has expressed that the current site will work for us operationally, and since it had already been purchased, our ability to build a station there in the near future would most likely be a reality vs. starting over again at a different location.

As the current Fire Chief, a founding member of the Haiku Station project since 2001, and a resident of the community for the past 30 years, I felt it best to focus on the current site before assessing alternative sites.

It is not our objective to force our will upon the communities, but more so to provide for the public safety of the communities that we are sworn to serve. If it is determined by the Mayor or County Council that it is best to move forward with locating other perspective locations, then we will absolutely do so. Our main concern with restarting the process again though, is how long it actually takes to have a fire station in the Haiku community that has been needed for many years already.

17. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the travel budget increase and give an update on fund expenditures

for FY20 to date. (Page 217, Program Budget: Fire and Public Safety Department Summary)

Departments were required to submit their budget proposals for FY 2021 in November of 2019, prior to the shutdowns related to COVID-19.

The increase of \$43,000 was proposed for Department-wide travel expenses including:

Program	Amount	Remarks
Administration/ Maintenance	\$30,000	Travel for apparatus inspection which was previously included in the apparatus contracts
Fire/Rescue Operations	\$8,000	Increase for Mechanics to travel to Molokai and Lanai for apparatus maintenance/repairs
Fire/Rescue Operations	(\$5,000)	Deletion of FY 2020 one time appropriation of Rescue Watercraft (RWC) Training
Fire/Rescue Operations Grant Revenues	\$10,000	Increase for registration/training fees for potential educational opportunities

18. Please provide an update on FY20 investigation training. What was learned and how will it be applied? (Page 221, Program Budget 911008B-6230: Administration Maintenance Program)

Ten (10) members of the Fire Ground Operations (FGO) cadre attended a Live Fire Train-the-Trainer course. The curriculum included fire behavior which is a valuable component when conducting fire investigations.

19. Please provide a quarterly and final (if/when available) report for American Red Cross. (Page 4-7, Budget Detail 912061B-6317 and Page 133, Program Budget: Emergency Management Program)

This Index Code, 912061 does not belong to the Department of Fire & Public Safety and we do not have any information on the American Red Cross.

20. Do you foresee any reduction in the standard grants you receive due to the COVID-19 pandemic? (Page 7-81, Budget Details XXXXXX FEMA-5215 and Page 230, Program Budget: Training Program and Page 239, Fire Prevention Program)

At this time, it is difficult to determine the status of grants as no one can be sure how large of an impact COVID-19 will make to the nation's economic status. For Fiscal Year 2021, we have applied for AFG, CDBG, and DOT grants.

The FEMA grants specific to COVID-19 will likely be awarded to areas with a large number of confirmed cases. We will continue to monitor the situation and apply for applicable grants when possible.

21. HTA stated that they give Maui County \$25,000 each year. Where is this noted in the budget? (Page 7-88 of detail, 196820 Makena Lifeguard Services, Makena Lifeguard Services, \$0)

The Hawaii Tourism Authority (HTA) has actually granted the Department of Fire & Public Safety, Ocean Safety Bureau a total of \$125,000 in FY 2020. These funds are not specifically allocated for Makena Lifeguard Services. While the Department does attempt to use these funds to purchase items for Makena Beach Park prior to using County funding, these funds are used to purchase pre-agreed-upon equipment items for the Ocean Safety Bureau as a whole.

When the Department submitted the budget in November of 2019, there was no confirmation that HTA would renew the contract which was set to expire on March 31, 2020. The Department received the HTA contract for signature on April 1, 2020 and will need make amendments to reflect the following:

Items	Description/Purpose	*Cost
<b>VEHICLE TRAILERS</b>		
4WD Pickup Truck Outfitted for Emergency Response	For supervisory personnel to conduct daily business as well as to respond over roadways to emergency	\$55,000
6-Wheel UTV	Transporting personnel and equipment over extended distances on the beach; towing RWC over steep and uneven beach terrain	\$20,500
14' Quad Trailer	For towing ATVs and UTVs on roadways (i.e. to and from beach parks)	\$6,000
Beach Trailers for RWC (x3)	Towing RWC over beach terrain	\$5,200
RWC + Sled and Road Trailer	Our primary tool for effecting rescues at a distance off shore, in areas not served by lifeguard towers, and when multiple victims are in need of rescue simultaneously	\$22,000
Rescue Equipment		
Rescue Boards	One of our most essential tools for conducting quick rescues near shore	\$6,500
Camera and Rescue Equipped Drones	Shark patrols and some search and rescue operations, one per district	\$9,800
<b>TOTAL:</b>		<b>\$125,000</b>

\*Costs are estimated based on the most recent quotes and best guesses.

These items would need to be included in the Department's budget since the HTA contract is done a reimbursement basis. This means the Department purchases the pre-agreed-upon items, invoices the HTA, who then issues a reimbursement check.

22. Due to a decrease in tourist and vehicles on the roads due to the COVID-19 shutdown, does the Department anticipate any decreases in costs to related rescues, especially via helicopter? (Page 232 of the Program Budget)

**Yes, if the travel restrictions continue or increase in its severity we do expect a decrease in rescue incidents.**

- 23. Are grants available to offset the additional costs of acquiring more PPEs for first responders, related to the COVID-19 threat?**

**Grants related to COVID-19 are currently available to specific states which does not include Hawaii. As mentioned, grants available through FEMA have been focused on areas with large numbers of confirmed COVID-19 cases. However, the Department's Grant Team will be ready to apply for any grants that we may be eligible to receive.**

- 24. What types of PPEs do Ocean Safety Officers employ during water rescues? What costs are anticipated for acquiring additional PPEs?**

**The Personal Protection Equipment (PPE) by our Ocean Safety Officer (OSO) during water rescues depends upon the modality of the rescue. If an OSO responds from the tower directly into the water to assist a beach goer in the shorebreak, the OSO does not wear any special PPE. If an OSO responds using a rescue water craft (RWC), they are required to wear a PFD (life vest), helmet with face shields, and wet suit. This PPE is designed to protect OSOs from traumatic injuries that can be suffered should the RWC be involved in a collision, be overturned or tossed about in the surf, as well as to provide some thermal protection and buoyancy in case they must in the water for extended periods.**

**At this time, there are no additional types of PPE required. However, we will acquire more existing types of PPE in order to bolster our current inventory of masks and disinfecting agents while ensuring we maintain an adequate stockpile of gloves and backup eye protection. The main concern is finding the appropriate items in this chaotic time as many items are on backorder for indefinite periods of time. Departments around the nation are experiencing price inflation for important PPE due to the overwhelming need to protect essential workers.**

- 25. Please provide details for the expansion request of \$20,000 for travel for truck inspections. (Page 7-7 of the Budget Details, Index Code 911008B-6201)**

**Previously to FY 2021, all travel expenses related to apparatus inspections have been built into the contracts with the vendor. Beginning in FY 2021, the Department is no longer including travel expenses, including but not limited to flight, hotel accommodations, per diem, etc., into the contracts therefore we will need to include these expenses in our annual budget.**

- 26. Please provide further details for the \$51,000 request for maintenance of 4 a/c units. (Page 7-10 of the Budget Details, Index Code 911012C-7036)**

**One of the Goals and Objectives in the Department's Strategic Plan is to develop a preventative maintenance and rehabilitation plan for the fire department's facilities. Due to consistent use, fire station air conditioning units are placed on a regular maintenance**

schedule and repaired as necessary. However, many of these units are past their estimated useful life and repair costs are no longer fiscally responsible.

Replacement of older units use a refrigerant (R22) that is being phased out by the Environmental Protection Agency (EPA) due to environmental concerns. The funds would be used to purchase air condition units as follows:

<u>Station</u>	<u>Current Unit Age (Years)</u>	<u>Cost</u>
Makawao	13	\$9,000
Lahaina	12	\$14,000
Kahului Dorm	12	\$14,000
Napili	11	\$14,000

Air conditioning units are used on a 24/7 basis to provide our firefighters with a safe and comfortable workspace during rest and rehabilitation periods while on duty. This will in turn help improve physical performance in the execution of their firefighting duties.

27. How many additional personnel will be outfitted for \$30,000? (Page 7-13 of the Budget Details, Index Code 911255B-6051)

This funding will be used to purchase Protective Personal Equipment (PPE) including jacket, pants, gloves, helmet, goggles, and hot shields for approximately 50 firefighters. These items will be issued the 36<sup>th</sup> Recruit Class or housed in our warehouse inventory to replace worn or damaged PPE.

28. Please explain the expansion request. Will the \$10,000 be used to purchase a mascot costume for an existing E/P to wear? If not, will this pay a vendor in a mascot costume to appear at events? How many events are anticipated where the mascot will be used? (Page 7-97 of the Budget Details, Index Code XXXXXX-7033)

The \$10,000 would be used to purchase a new mascot costume, Poki the Dog, for an existing E/P to wear. Sparky the Fire Fly, who represented Maui and other departments statewide was officially retired in 2016, and there is a need to bring a new personality that would continue Sparky's responsibilities in print, on screen, and in person. The Department hopes to follow Honolulu Fire Department's lead in adopting Poki the Dog as Maui's local mascot.

The Fire Prevention Bureau's mascots have played a big part in the Community Outreach Program. The fire mascots are used to help keiki focus their attention on the fire prevention messages, and symbolize the importance of fire safety in their lives. Nationwide statistics show children playing with fire set more than 20,000 fires every year (an average of almost 400 fires per week) and that fires started by children playing cause an average of 150 deaths and nearly 1,000 injuries every year.

Every year it is estimated that well over a thousand Maui keiki see and interact with the mascots at many events, including Maui's three major parades, the annual Big Fire Shows, Keiki Fest, various fire station tours, and other community events. All of these

interactions have been in conjunction with spreading vital fire prevention and safety messages.

Category "C" – Equipment

29. Please provide the details of the appropriation of \$72,000 for new equipment. (Budget Details, Page 7-10, Index Code 911012C, Sub-Object Code 7036)

The details were inadvertently left off of the Budget Details however these funds would be used to purchase six (6) ice machines for Kihei, Kula, Makawao, Napili, Paia, and Ho'olehua.

30. Please provide details of your expansion request for \$70,000 for a relief apparatus equipment. (Budget Details, Page 7-52, Index Code 911076B, Sub-Object 6060)

A relief apparatus is often used when a front line apparatus experiences mechanical issues, when a callback crew is activated due to an emergency call back due to a brush fire, or when a relief crew is activated on major holidays such as New Years.

If a relief apparatus is put in service for an extended period of time, the crews must move all of the equipment from their front line apparatus to the relief apparatus. This process takes hours to complete as all inventory needs to be documented and physically transferred from one apparatus to the other.

In the event the relief apparatus is used by an emergency callback or relief crew the crews would waste valuable time locating the appropriate equipment, documenting and physically transferring the equipment from the warehouse to the relief apparatus.

This funding would ensure our relief apparatus was equipped with all of the necessary items required to perform efficiently.

31. Department Summary: Explain the 318.1% increase in the Equipment budget from \$918,982 in FY 2020 to \$3,842,175 in FY 2021. (Page 217 of the Program Budget)

The increase has been broken down into the following Programs:

Page	Program	Amount
7-10	Administration/ Maintenance	\$136,456
7-16, 7-17	Training	\$661,986
7-61, 7-62	Fire/Rescue Operations	\$2,610,400
7-67	Fire Prevention Bureau	\$8,733
7-76	Ocean Safety	\$164,600
7-85	Fire/Rescue Operations	\$150,000
7-97	Fire Prevention	\$110,000
TOTAL:		\$3,842,175

**There are a number of changes to our requests from FY 2020 to FY 2021 that account for the increase of \$3,842,175. Some of the major differences include:**

- **Administration/Maintenance Program**
  - Refrigerators \$10,500
  - Air Conditioning Units \$51,000
  - Ice Machines \$72,000
- **Training and Hazard Material Program**
  - SCBA Cylinders \$145,200
  - SCBA Harnesses \$120,000
  - Structural Firefighting Ensembles \$185,000
- **Fire/Rescue Operations**
  - 1500 GMP Pumper Truck for Paia Fire Station \$1,130,000
  - 1500 GMP Pumper Truck for Hana Fire Station \$1,130,000
  - Relief Apparatus Equipment \$65,000
- **Fire Prevention Program**
  - Personal Protective Equipment for Expansion Position \$7,400
- **Ocean Safety Program**
  - Portable Radios \$35,100
  - ATV Quads \$32,000
  - Rescue Water Craft with Trailer and Sled \$40,000

**The Performance and Fiscal Audit of the Department conducted by an Independent auditor contracted by the County Council (Citygate Associates, LLC) recommended approximately \$2.5 million annually for fleet replacement. An additional finding also recommended that the department should have a fully equipped reserve fleet ready for immediate deployment as needed.**

**32. Training Program, General Fund: Explain the 168.3% increase in the Equipment Budget from \$351,453 in FY 2020 to \$661,986 in FY 2021. (Page 224 of the Program Budget)**

**There are a number of changes to our requests from FY 2020 to FY 2021 that account for the increase of \$310,533. The details of these requests can be found on pages 7-16 and 7-17 of the Budget Detail. Some of the major differences are detailed below.**

**In FY 2020, the Department was able to purchase eight (8) Self Contained Breathing Apparatus (SCBA) Cylinders for a total of \$10,400. In FY 2021, we are requesting to purchase 121 replacement SCBA cylinders as they have reached their estimated life usage of 15 years. This will cost \$145,200 which is an increase of \$134,800.**

**The Department purchased 20 turnouts in FY 2020 for a total cost of \$42,000. In FY 2021, the Department has requested to purchase 100 Structural Firefighting Ensembles (turnouts) for a total cost of \$185,000.00; this is an increase of \$143,000.**

**In FY 2021, our Health & Safety Bureau requested to purchase a Quantitative Fit Testing Machine for N95 Masks (\$14,000), Extractors for Kula, Paia, and Napili Fire**



**Stations (totaling \$51,000), 23 AEDs with cases (\$64,400). This is a total increase of \$74,400 compared to the requests made in FY 2020.**

33. Fire/Rescue Operating Program: Explain the 594.6% increase in the Equipment budget from \$375,800 to FY 2020 to ~~\$260,400~~ [\$2,610,400] in FY 2021. (Page 234 of the Program Budget)

**There are a number of changes to our requests from FY 2020 to FY 2021 that account for the increase of \$2,234,600. The details of these requests can be found on pages 7-61 and 7-62 of the Budget Detail. Some of the major differences include two (2) 1500 GMP Pumper Truck for Paia and Hana Fire Stations totaling \$2,260,000.**

34. Does the Department have proper medical equipment to deal with COVID-19? (7-13 of detail, 911255B, 6034 Medical & Safety Supplies, \$86,825 and 6051 Safety Supplies, \$30,000)

**The FY 2021 Budget was submitted in November 2019 prior to the COVID-19 pandemic. The proposed budget did not account for any additional Personal Protective Equipment (PPE) which we currently need to ensure minimal exposure to this pandemic. The Health & Safety Bureau is diligently working to find the appropriate equipment or find suitable alternatives. However due to the world-wide effects this pandemic is causing, we are not always able to find the appropriate equipment. If we are able to find the appropriate equipment, we are experiencing price inflations.**

35. Does the Kula Fire Station need equipment to battle fire hazards created by the vast open lands? (7-32 to 7-33 of detail, 911123A, 15 EP, \$1,236,024)

**The Department requested a tanker truck for the upcountry area however it did not make it into the Mayor's proposed budget this fiscal year.**

36. Within the Fire/Rescue Operations Program, what are the types and associated costs for Machinery & Equipment, \$2,610,400? (Page 234 of the Program Budget)

**There are a number of changes to our requests from FY 2020 to FY 2021 that account for the increase of \$2,234,600. The details of these requests can be found on pages 7-61 and 7-62 of the Budget Detail. Some of the major differences include two (2) 1500 GMP Pumper Truck for Paia and Hana Fire Stations totaling \$2,260,000.**

#### Capital Improvement Program

37. Is there opportunity to also expand facilities to house the Police Department there as well and is MFD open to sharing space? (CBS 6065; Page 698, Capital Improvement Program: FD)

**The County of Maui is currently leasing the Ho'olehua Fire Station property from the Department of Hawaiian Home Lands (DHHL). The improvements we are proposing (apparatus bay) is specifically for equipment that our Department already owns. In order**

for this property to share space with another Department such Maui Police Department, we would need to acquire more land onto this TMK from DHHL. If more property is given to our Department we would be comfortable with MPD to create a work space for them on our property.

38. What triggered a reassessment of the viability of the planned location for the new Haiku Fire Station? What has changed since the land was acquired? (CBS-1002; Page 699, Capital Improvement Program: FD)

In FY 2020, Mayor and Council allocated funds to the Department to reassess the current property as it is already owned by the County of Maui as well as other properties in the Haiku area. The Department decided to conduct a full assessment of the current property as it is already owned by the County of Maui. The results of the assessment will be shared with the Mayor and Council prior to conducting assessments on other Haiku properties. There have been some challenges in the timeline as the consultants were unable to begin the work therefore only Phase One of this project has been completed.

After further review of the original plans, the Department has downsized the future Haiku Fire Station.

Capital Improvement Program

39. Please provide a status update on grant dollars received in FY20 to date and name grants the Department intends to apply for in FY21. (Page 219, Program Budget: Administration Maintenance Program, Goal #1.1(1))

The Department has received notification of grant awards in FY 2020 but the actual funding is still being processed. In some cases, it may take several years for the Department to actually receive the funding.

The Department's Grant Team is diligently working towards increasing the number of grants that are applied for, in the hopes of receiving more awards in the future.

40. Please provide a status update on the number of OT hours in FY20 to date. (Page 228, Program Budget: Training Program, Goal #2.3)

There has been 125.25 hours of overtime in FY 2020 Training Program which can be attributed to rehab.

41. Please provide a status update for workers' compensation injuries for FY20 to date. (Page 229, Program Budget: Training Program, Goal #3.1)

Month	Fire/Admin Claims	OSB Claims
July	3	0
August	2	0
September	2	0

<b>October</b>	<b>4</b>	<b>0</b>
<b>November</b>	<b>2</b>	<b>1</b>
<b>December</b>	<b>2</b>	<b>0</b>
<b>January</b>	<b>2</b>	<b>0</b>
<b>February</b>	<b>2</b>	<b>0</b>
<b>March</b>	<b>3</b>	<b>0</b>
<b>TOTAL:</b>	<b>22</b>	<b>1</b>

42. Please provide a status update for FY20 numbers for Goal #1.1 (1-3) and #1.2 (1-4) to date. (Page 232, Program Budget: Fire/Rescue Operation Program)

As of March 31, 2020, Air 1 has reported 169.8 hours and Air 2, 3, and 4 have reported 43.1 combined total hours.

43. Please provide a status update for FY20 numbers for Goal #2.1 to date. (Page 233, Program Budget: Fire/Rescue Operation Program)

This is a new performance measure that the Department will begin on July 1, 2021. There is no existing data from previous years. This measure will allow us to determine high, medium, and low risk facilities and other areas in each district.

44. Please explain the steps taken upon inspection of an area that requires brush and weed abatement. (Page 241, Program Budget: Fire Prevention Program, Goal #1.2)

When the Fire Prevention Bureau receives a complaint from a member of the community, it is assigned to one of the Fire Inspectors (Fire Fighter IIIs) and investigated. If the property is found to be in violation of the Fire Code, a warning notice is sent to the property owner. After receiving a warning notice the property owner has a 15 days to comply with the Fire Code or make written notification to the Fire Prevention Bureau with their intent to comply.

If the property owner does not comply or establish contact with the Fire Inspector within 15 days, a follow up inspection is scheduled. If the follow up inspection finds compliance has not been attained, a Notice of Violation is issued. The property owner will have 30 days to comply with the Fire Code or make written notification to the Fire Prevention Bureau with their intent to comply.

If contact with the property own is still not established after 30 days, the Fire Inspector conducts a final inspection to confirm compliance. If the property owner is still found to be in violation, the Department will seek guidance from Corporation Counsel.

45. Why is there such a large increase in number of work orders received for FY2021? (Page 233, Program Budget: Goal # 3)

FY 2021 is the first year that the Department will be tracking the number of work orders received. It was not applicable in previous fiscal years.

The performance measure “number of work orders completed within 24 hours” has, changed slightly as it will no longer track work orders completed within a specific time period. The newly titled performance measure will track all completed work orders regardless of turnaround time.

46. What steps are being taken that are projecting a substantial increase to the number of establishments or facilities being inspected during FY2021? (Page 241, Fire Prevention Program: Goal # 1)

As mentioned in the Department’s response to Question 7, the three (3) Fire Fighter III expansion positions would greatly help the Fire Prevention Bureau to increase the amount of facility inspections each year. The Department hopes to make changes to these expansion positions to assist in keeping the turnover rate to a minimum. While the Department is in the preliminary stages of this process some of the changes we envision include:

- Retitling the position from Fire Fighter III to Fire Inspector I, while keeping the position at the same salary range.
- The current minimum qualifications related to experience for Fire Fighter III is six (6) years. The minimum qualification related to experience for a Fire Inspector I would be four (4) years.

Currently, Fire Fighter IIIs promoted to the Fire Prevention Bureau transfer to a 56-hour position when a position becomes available. This normally happens with the first year of assignment to the Fire Prevention Bureau. If/when the plan mentioned above goes into effect, it will eliminate the lateral transfer from a 40-hour to a 56-hour position.

The current number of Fire Fighter IIIs conducting inspections is insufficient. While maintenance inspections are an important part of the position, these employees are tasked with other duties including other types of inspections (i.e. certification of occupancy, brush and weed abatement, new construction, etc.) public education, follow up on community concerns/complaints, and fire investigations.

With the current staff of six (6) Fire Fighter IIIs, each employee would need to conduct 200 maintenance inspections per year. This does not include follow ups to violations found during the maintenance inspections. Nor does it account for the positions vacancies throughout a year or the other tasks these employees are responsible for.

47. Why is there a 50% reduction for the FY2021 estimate given for meeting the 30-day plan review timeline despite the request for many expansion positions? (Page 244, Fire Prevention Program: Goal # 1)

In a perfect world, the goal for this item would be 100%. However, it is obvious that the current goal of 80% will not be met for FY2020. In FY 2021, the goal was reduced by 50% to 40% as an attempt to be realistic in what could be accomplished with the current situation and staffing. The percentage of plans reviewed within the 30-days submittal period

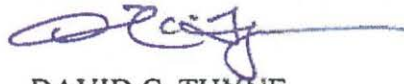
will always be low; this percentage is not an accurate description of the amount of work being done.

48. Training Program-Training Bureau, Key Activities Goals and Measures. Under the goal to promote professional development for incumbents, why is there a decrease from 250 in FY 2020 to only 4 in FY 2021? (Page 227 of the Program Budget)

The Department has made a change to the way incumbent trainings are tracked, it is now tracked by number of classes offered annually versus the number of participants certified annually. It is more efficient to track the number of courses given to promote professional development than the headcount for each class as it varies depending on the course and the agency hosting the course.

Note: Due to COVID-19 and the resulting social distancing practices all incumbent training has been postponed.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Thyne", with a long horizontal flourish extending to the right.

DAVID C. THYNE  
Fire Chief

FS-1, EDB-1, Dated 4/7/2020  
ATTACHMENT 1, VACANCY REPORT

Position ID	Position	Job Profile	Compensation Grade	Compensation Grade Profile	Location	Manager(s)	First Available	Job Requisition
P-31478	P-31478 Communications Support Technician (Unfilled)	Communications Support Technician	BU03	BU03-SR17	Kahului Fire Administrative Office	Michael Werner	3/5/2020	R-5619 Communications Support Technician (Open)
P-25673	P-25673 Fire Captain (Unfilled)	Fire Captain	BU11	BU11-SR25	Kaunakakai Fire Station	Kristopher Sakamoto	12/31/2019	R-05396 Fire Captain (Open)
P-95988	P-95988 Fire Captain (Unfilled)	Fire Captain	BU11	BU11-SR25	Kahului Fire Station	Michael Werner	1/1/2020	R-05399 Fire Captain (Open)
P-25678	P-25678 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kaunakakai Fire Station	Sean Simon	1/1/2020	R-05350 Fire Fighter I (Open)
P-25726	P-25726 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kaunakakai Fire Station	Kristopher Sakamoto	1/1/2020	R-05349 Fire Fighter I (Open)
P-25728	P-25728 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kaunakakai Fire Station	Kristopher Sakamoto	12/27/2019	R-05274 Fire Fighter I (Open)
P-25734	P-25734 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Hoolehua Fire Station	J Aaron Boswell	1/1/1900	request to fill submitted
P-25737	P-25737 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Hoolehua Fire Station	J Aaron Boswell	1/1/2020	R-5546 Fire Fighter I (Open)
P-25766	P-25766 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Lahaina Fire Station	Kaimiola Andrade	11/21/2019	R-05098 Fire Fighter I (Open)
P-25773	P-25773 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Hoolehua Fire Station	Jeremy Javier	10/1/2019	R-05102 Fire Fighter I (Open)
P-25802	P-25802 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kaunakakai Fire Station	Lokahi Herrod	1/1/1900	request to fill submitted
P-25884	P-25884 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kaunakakai Fire Station	Sean Simon	1/1/2020	R-05319 Fire Fighter I (Open)
P-25904	P-25904 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Hana Fire Station	Uilani-Manu Gomes	1/1/1900	request to fill submitted
P-25906	P-25906 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Hana Fire Station	Gale Noteslone (On Leave)	3/1/2019	R-04267 Fire Fighter I (Open)
P-25937	P-25937 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Wailea Fire Station	Tracy Nakagawa	9/1/2019	R-05108 Fire Fighter I (Open)
P-99855	P-99855 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-99856	P-99856 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-99857	P-99857 Fire Fighter I (Unfilled)	Fire Fighter I	BU11	BU11-SR17	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-25605	P-25605 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Kahului Fire Station	Thomas Gann	2/28/2020	R-5589 Fire Fighter III (Open)
P-25688	P-25688 Fire Fighter III (Position Fill: 04/05/2020, Clement Enomoto)	Fire Fighter III	BU11	BU11-SR21	Paia Fire Station	David Yoshida	1/1/1900	R-05096 Fire Fighter III (Fill Date: 04/05/2020)
P-25700	P-25700 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Lahaina Fire Station	Peter Davis	2/28/2020	R-5585 Fire Fighter III (Open)
P-25703	P-25703 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Lahaina Fire Station	Geoffrey Bogar	12/27/2019	R-05263 Fire Fighter III (Open)

P-25712	P-25712 Fire Fighter III (Position Fill: 04/05/2020, Nohea Williams)	Fire Fighter III	BU11	BU11-SR21	Kihei Fire Station	Gavin Fujioka	1/1/1900	R-5591 Fire Fighter III (Fill Date: 04/05/2020)
P-25744	P-25744 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Lahaina Fire Station	Peter Gand	8/1/2019	R-04827 Fire Fighter III (Open)
P-25763	P-25763 Fire Fighter III (Position Fill: 04/05/2020, Dane Pacheco)	Fire Fighter III	BU11	BU11-SR21	Kihei Fire Station	Michael Mullalley	1/1/1900	R-05268 Fire Fighter III (Fill Date: 04/05/2020)
P-25771	P-25771 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Hoolehua Fire Station	Jorgen Busby	3/1/2020	R-5617 Fire Fighter III (Open)
P-25786	P-25786 Fire Fighter III (Position Fill: 04/05/2020, La'akea Chang)	Fire Fighter III	BU11	BU11-SR21	Lahaina Fire Station	Timothy Herrick	1/1/1900	R-05099 Fire Fighter III (Fill Date: 04/05/2020)
P-25818	P-25818 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	MFD Waiko Baseyard	Paul Haake	2/28/2020	R-5592 Fire Fighter III (Open)
P-25824	P-25824 Fire Fighter III (Position Fill: 04/05/2020, Russell Jones)	Fire Fighter III	BU11	BU11-SR21	Napili Fire Station	Henry Patao	1/1/1900	R-05105 Fire Fighter III (Fill Date: 04/05/2020)
P-25870	P-25870 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Kahului Fire Station	Thomas Gann	3/1/2020	R-5618 Fire Fighter III (Open)
P-25871	P-25871 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Kahului Fire Station	Peter Vanderpoel	3/13/2020	R-5676 Fire Fighter III (Open)
P-25915	P-25915 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Wailea Fire Station	Maroe Smith	12/31/2019	R-05286 Fire Fighter III (Open)
P-25918	P-25918 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Wailea Fire Station	Alma Aiwohi	3/1/2020	R-5643 Fire Fighter III (Open)
P-25921	P-25921 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Wailea Fire Station	Vernon Patao	2/28/2020	R-5593 Fire Fighter III (Open)
P-26753	P-26753 Fire Fighter III (Position Fill: 04/05/2020, Richard Alcon)	Fire Fighter III	BU11	BU11-SR21	Kaunakakai Fire Station	Sean Simon	1/1/1900	R-05101 Fire Fighter III (Fill Date: 04/05/2020)
P-29545	P-29545 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Lahaina Fire Station	Reza Azman	12/27/2019	R-05267 Fire Fighter III (Open)
P-98692	P-98692 Fire Fighter III (Unfilled)	Fire Fighter III	BU11	BU11-SR21	Kahului Fire Administrative Office	Derrick Chai	1/1/1900	
P-25782	P-25782 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	MFD Waiko Baseyard	Paul Haake	1/1/2020	R-05422 Fire Fighter III (Open)
P-25819	P-25819 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	MFD Waiko Baseyard	Paul Haake	3/1/2019	R-04531 Fire Fighter III (Open)
P-25883	P-25883 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	Kahului Fire Administrative Office	Ryan Otsubo	1/1/2020	R-05421 Fire Fighter III (Open)
P-25944	P-25944 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	Kahului Fire Administrative Office	Ryan Otsubo	1/1/2020	R-05420 Fire Fighter III (Open)

P-25945	P-25945 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	Kahului Fire Administrative Office	Ryan Otsubo	1/1/2020	R-05419 Fire Fighter III (Open)
P-25946	P-25946 Fire Fighter III (Unfilled)	Fire Fighter III - 40hr	BU11	BU11-SR21	Kahului Fire Administrative Office	Derrick Chai	1/1/2020	R-05418 Fire Fighter III (Open)
P-95948	P-95948 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95949	P-95949 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95951	P-95951 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95952	P-95952 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95954	P-95954 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95956	P-95956 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95957	P-95957 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95958	P-95958 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95959	P-95959 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95961	P-95961 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/6/2019	R-05122 Fire Fighter Trainee (Open)
P-95962	P-95962 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95970	P-95970 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95974	P-95974 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95976	P-95976 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95977	P-95977 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95978	P-95978 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-95981	P-95981 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	3/1/2019	R-05123 FIRE FIGHTER TRAINEE (Open)
P-95982	P-95982 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05124 FIRE FIGHTER TRAINEE (Open)
P-95983	P-95983 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	3/1/2019	R-05125 FIRE FIGHTER TRAINEE (Open)
P-95984	P-95984 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/1/2019	R-05126 FIRE FIGHTER TRAINEE (Open)
P-95985	P-95985 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	8/1/2019	R-05127 FIRE FIGHTER TRAINEE (Open)
P-95986	P-95986 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05128 FIRE FIGHTER TRAINEE (Open)




[illegible]

P-99869	P-99869 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05167 FIRE FIGHTER TRAINEE (Open)
P-99870	P-99870 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05152 FIRE FIGHTER TRAINEE (Open)
P-99871	P-99871 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05153 FIRE FIGHTER TRAINEE (Open)
P-99872	P-99872 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05154 FIRE FIGHTER TRAINEE (Open)
P-99873	P-99873 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05155 FIRE FIGHTER TRAINEE (Open)
P-99874	P-99874 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05156 FIRE FIGHTER TRAINEE (Open)
P-99875	P-99875 FIRE FIGHTER TRAINEE (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	4/2/2019	R-05157 FIRE FIGHTER TRAINEE (Open)
P-99876	P-99876 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	1/1/1900	
P-99877	P-99877 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05158 Fire Fighter Trainee (Open)
P-99878	P-99878 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05159 Fire Fighter Trainee (Open)
P-99879	P-99879 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05160 Fire Fighter Trainee (Open)
P-99880	P-99880 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05161 Fire Fighter Trainee (Open)
P-99881	P-99881 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05162 Fire Fighter Trainee (Open)
P-99882	P-99882 Fire Fighter Trainee (Unfilled)	Fire Fighter Trainee	BU11	BU11-SR15	Kahului Fire Administrative Office	Ryan Otsubo	11/22/2019	R-05163 Fire Fighter Trainee (Open)
P-29744	P-29744 Ocean Safety Officer I (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	6/1/2019	R-04799 Ocean Safety Officer I (Open)
P-29754	P-29754 Ocean Safety Officer I (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	5/1/2019	
P-30948	P-30948 Ocean Safety Officer I-10 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05379 Ocean Safety Officer I-10 (Open)
P-30949	P-30949 Ocean Safety Officer I (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05380 Ocean Safety Officer I (Open)
P-30950	P-30950 Ocean Safety Officer I-8 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05381 Ocean Safety Officer I-8 (Open)
P-30951	P-30951 Ocean Safety Officer I-7 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05383 Ocean Safety Officer I-7 (Open)
P-30952	P-30952 Ocean Safety Officer I-6 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05384 Ocean Safety Officer I-6 (Open)
P-30953	P-30953 Ocean Safety Officer I-5 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05385 Ocean Safety Officer I-5 (Open)
P-30954	P-30954 Ocean Safety Officer I-4 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05386 Ocean Safety Officer I-4 (Open)
P-30955	P-30955 Ocean Safety Officer I-3 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05387 Ocean Safety Officer I-3 (Open)

P-30956	P-30956 Ocean Safety Officer I-2 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05388 Ocean Safety Officer I-2 (Open)
P-30957	P-30957 Ocean Safety Officer I-1 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05389 Ocean Safety Officer I-1 (Open)
P-30987	P-30987 Ocean Safety Officer I-5 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05390 Ocean Safety Officer I-5 (Open)
P-30988	P-30988 Ocean Safety Officer I-4 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05391 Ocean Safety Officer I-4 (Open)
P-30989	P-30989 Ocean Safety Officer I-3 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05392 Ocean Safety Officer I-3 (Open)
P-30990	P-30990 Ocean Safety Officer I-2 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05393 Ocean Safety Officer I-2 (Open)
P-30991	P-30991 Ocean Safety Officer I-1 (Unfilled)	Ocean Safety Officer I	BU14	BU14-SR15	Wailuku Fire Ocean Safety	Cary Kayama	1/17/2020	R-05394 Ocean Safety Officer I-1 (Open)
P-29784	P-29784 Ocean Safety Officer II (Unfilled)	Ocean Safety Officer II	BU14	BU14-SR17	Wailuku Fire Ocean Safety	Cary Kayama	1/1/1900	
P-29741	P-29741 Ocean Safety Officer III (Unfilled)	Ocean Safety Officer III	BU14	BU14-SR19	Wailuku Fire Ocean Safety	Cary Kayama	1/1/1900	
P-31476	P-31476 Self-Contained Breathing Apparatus (SCBA) Technician (Unfilled)	Self-Contained Breathing Apparatus (SCBA) Technician	BU03	BU03-SR15	Kahului Fire Administrative Office	Michael Werner	3/4/2020	R-5608 Self-Contained Breathing Apparatus (SCBA) Technician (Open)

CSC-PD 143

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  POSITION DESCRIPTION		Dept: <u>Fire &amp; Public Safety</u> Div: <u>Administration</u> Section: <u>Health &amp; Safety</u> Physical Location: <u>Wailuku</u>	
1 Pos. No. <u>FD-0291</u> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	2 PRESENT CLASS <u>Fire Fighter III</u>	SR: <u>21</u>	
3 Incumbent's Name: _____			
4 Action Requested:    Initial Allocation ( <input type="radio"/> )    Reallocation ( <input type="radio"/> )    Description Only ( <input checked="" type="radio"/> )    Redescription-Review ( <input type="radio"/> ) Recommended Allocation. CLASS: <u>Fire Fighter III</u> SR: <u>21</u>			
5 Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved). DM No. <u>437</u>			
6 Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
see attached documentation			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN    Initial Alloc ( )    Realloc ( )    No Change ( <input checked="" type="checkbox"/> )    Other _____			
CLASS: <u>5A.008 Fire Fighter III</u>		SR: <u>21</u>	
See Audit Rpt No <u>2013-171</u>		Study By <u>JA</u> Alloc Notice No _____	
Non-Comp Exam Req: Date Admin _____		Pass ( ) Fail ( ) Score _____	
EFFECTIVE DATE: <u>2/4/13</u>		APPROVED: <u>James T. Ainsworth</u> DATE: <u>2/4/13</u>	

<b>7. Supervision Received</b> (Give name and title of immediate supervisor)	
Name: _____	Title: <b>Fire Captain</b>
<b>8. Responsibilities of the Position:</b>	
a. Supervisory Responsibilities (List names, titles and nature of supervision given)	
<u>Name</u>	<u>Title</u>
<u>Nature of Supervision</u>	
b. Other Responsibilities (Describe responsibilities not shown in 8 or 8a):	
c. Tools and Equipment (List tools and equipment used or operated):	
d. Hazards, Hardship, etc (List and describe any unusual working conditions):	
e. List Licenses or Certificates Held <small>Possess motor veh opera lic valid in the State of HI and any other lic req'd by law, current State of HI Dept of Transp Med Exam cert, current 1st Resp or 1st Resp Refresher cert, and current AHA CPR Cert.</small>	
<b>9. CERTIFICATE OF EMPLOYEE:</b> I certify that the statements above are accurate and complete.	
Signature of Employee: _____	Date: _____
<b>10. Statement of Immediate Supervisor</b>	
a. Comment on the statements made by employee (Indicate exceptions or additions):	
b. Describe the nature and extent of supervision you exercise over this position:	
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):  Graduation from high school and six years of fire fighting experience in the Maui Fire Department, or any equivalent combination of training and experience.	
d. License and/or Certificates Required:	
<b>11. CERTIFICATE OF IMMEDIATE SUPERVISOR:</b> I certify that the statements above are accurate and complete.	
Signature of Immediate Supervisor: _____	Date: _____
<b>12. CERTIFICATE OF DIVISION HEAD:</b> I certify that I have reviewed the statements above and that they are accurate and complete.	
Signature of Division Head: _____	Date: _____
<b>13. Statement of Department Head:</b>	
a. Indicate and comment on any inaccuracies or disagreements:	
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above:	
<b>14. CERTIFICATE OF DEPARTMENT HEAD:</b> I certify that the statements above are accurate and complete.	
Signature of Department Head: 	Date: <b>1-11-13</b>

**Position Description**

Maul County Department of Fire and Public Safety

Section: Health and Safety Bureau

Pos. No. FD-0291 (HS3 or MO)

Present Class: Fire Fighter III

SR 21

**Duties of the Position:**

Manages the department's Medical Supply system through procurement, inventory and dispensing of emergency medical supplies and equipment that meet the scope of practice for the Emergency Medical Responders. 40% a,b

Manages the department's Fire Ground Rehabilitation Program through the development of guidelines, procedures and necessary equipment. 10% a,b

Responds to emergencies when directed to establish and operate Fire Ground Rehabilitation services in support of personnel; maintains the apparatus assigned to the HSB so that they are in good working order and ready to respond to emergencies at all times. 10% a,b

Assumes TA responsibilities during the absence of the Captain. During an emergency response, may fill the position of Safety Officer or Assistant Safety Officer. May assume a position within the Incident Command System at large incidents. 10% a,b

Manages the department's Infection Control Program through the establishment and maintenance of guidelines, delivery of education, maintenance of specified records, and procedures for the disposal of bio-waste materials. 5% a,b

Manages the department's Wellness Fitness Program through participation with, and support of, the department's designated Wellness Fitness Program Director. 5% a,b

Manages the department's Critical Incident Stress Management (CISM) program through participation with, and support of, the department's designated CISM Program Director. 5% a,b

Researches current national laws, codes and standards to assist in establishing operational standards of the department. 5% a,b

Performs other duties as directed. 10% a,b

**Applicable Standards:**

29 CFR 1910.1030, *Occupational Exposure to Bloodborne Pathogens*

NFPA 1581, *Standard on Fire Department Infection Control Program.*

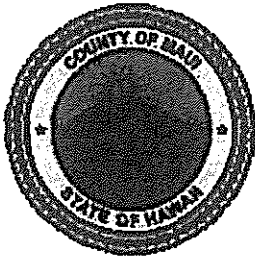
NFPA 1583, *Standard on Health Related Fitness Programs for Fire Department Personnel.*

NFPA 1584, *Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises*

NFPA 1521, *Standard for Fire Department Safety Officer*

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program (Chapter 12)*

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# FIRE FIGHTER III

Class Code:  
5A.008

Bargaining Unit: Hawaii Firefighters  
Association (HFFA)

COUNTY OF MAUI  
Established Date: Jan 15, 1987  
Revision Date: Jan 19, 2016

## SALARY RANGE

\$5,923.00 Monthly

### DUTIES SUMMARY:

Performs difficult and responsible fire fighting assignments in a specialized line, support, or inspectional activity area; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from that of the Fire Fighter II in that the Fire Fighter III performs difficult firefighting assignments in a specialized line, support or inspection activity area; whereas the Fire Fighter II performs moderately difficult firefighting assignments in a specialized line, support or inspection activity area.

This class differs from that of Fire Fighter IV in that the Fire Fighter III performs difficult firefighting assignments in a specialized line, support or inspection activity area; whereas the Fire Fighter IV performs the most difficult and responsible firefighting assignments in a specialized line, support or inspection activity area.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

(Positions in this class are subject to rotation to any one of the following assignments:)

Fire Apparatus Operator: Drives a pumper, aerial ladder truck, or search and rescue apparatus to the scene of a fire or emergency; spots the apparatus to most effectively lay and connect hoses, raise ladders, or deploy rescue boat and other gear; regulates pumps to assure adequate water pressure; operates ladder mechanism for effective firefighting or rescue work; establishes radio communications post and operates auxiliary power equipment during search and rescue work; hikes mountainous terrain packing rescue equipment; fights fire when instructed to or when apparatus is not being used; administers first aid to injured persons; revives drowning victims or persons

overcome by fumes and smoke using resuscitating methods and apparatus; maintains truck apparatus and equipment in operating readiness by fueling, checking tires and battery and making minor repairs and adjustments; keeps equipment performance log and reports need for servicing and repair; performs salvage and cleanup work such as removing debris, loose beams, flooring, excessive water and furnishings from buildings; operations all other equipment assigned to the fire station; participates in and performs other duties applicable to fire company and station operations.

Fire Prevention Inspector II: Independently inspects schools, institutions, public buildings, care and nursing facilities, day care centers, assembly areas, hotels, residences, and business and storage buildings and structures to ascertain the presence of fire hazards or violation of fire prevention, safety, and building codes, regulations, laws and ordinances; inspects the adequacy of fire protection facilities, fire fighting equipment and fixtures, and whether safe effective means of evacuation are provided for; reviews construction plans and specifications for compliance with fire prevention and safety codes, regulations and laws prior to the issuance of a building permit; inspects manufacturing, processing and storage activities for proper installation and handling of volatile and flammable materials; advises property owners and occupants on correcting fire hazards through structural changes, installation of fire protection equipment or through changes in practices; trains and functionally supervises fire suppression personnel in assigned companies in conducting and fulfilling company level inspection program requirements; reviews inspection reports and advises on problems encountered by such personnel; conducts inspections in cooperation with other government agencies engaged in enforcing public health and safety requirements; may investigate the origin and cause of fires, to include collecting evidence, interviewing witnesses, obtaining expert observations, taking photographs and measurements, and making sketches; advises property owners, tenants and others on, and participates in, planning, organizing, and demonstrating fire prevention and safety methods and practices, to include the formation of fire brigades, evacuation and escape plans, and use of fire fighting equipment; keeps records and prepares reports of fire prevention and investigation activities; issues citations for violations; issues certificate of occupancy; testifies at hearings and in court; informs the public regarding fire prevention and safety by speaking before groups and conducting demonstrations; may assist in instructing and supervising other department personnel in fire prevention inspections; and studies fire department rules and regulations and reads literature to keep abreast of latest developments in the field.

HAZMAT: Drives the HAZMAT van/emergency response apparatus and establishes command and communications post at the scene of emergency; operates radio telephone and computer, relays information to Fire superiors and other agencies such as Police, Civil Defense, State Health Department, etc.; assists in coordinating the establishment of the decontamination facilities for all personnel at the incident site; maintains van and equipment in operating readiness by fueling, checking tires and battery and making minor repairs and adjustments; maintains specialized equipment and supplies in HAZMAT van; keeps equipment performance log and reports need for servicing and repair; participates in drills and classroom training and instructs fire personnel on HAZMAT equipment and apparatus; participates in hazardous material inspections of industrial, institutional and commercial facilities; participates in fighting fires, salvage and clean up after fires, hazardous materials incidents and other related incidents; may operate all other equipment assigned to fire station; relieves and represents Fire Captain in latter's absence; participates in and performs other duties applicable to fire company and station operations.

Training and Research Assistant: Researches current techniques and tactics



appurtenant to fire fighting by attending classes and seminars; conducts classroom and practical training in all aspects of fire fighting principles and techniques including fire apparatus operation, driver training, pump, ladder and auxiliary equipment operations; proper use hoses and nozzle stream application; proper usage and application of ground ladders; operation, maintenance, and usage of self contained breathing apparatus; and techniques in building search and rescue, forcible entry, and ventilation; participate in developing departmental training programs and makes recommendations for improvement of identified areas of program deficiency; evaluates individual progress of trainees in program; assists in overseeing the recruit and newly promoted employee training programs; plans and schedules various initial and re-certification courses; compiles and maintains all records of the training program; and assists in establishing operational standards of the department.

**Medical Specialist:** Reviews, budgets, purchases and distributes medical supplies and equipment; maintains current inventory records; coordinates annual medical examinations such as physicals, TB testing, HazMat medical baseline testing; maintains records of Hepatitis B inoculations and immunity counts; maintains the Infectious Disease/Blood Borne Pathogens program; maintain Medical Surveillance program for HazMat exposures; develop and maintain health and wellness programs; maintains confidential medical information/records for the department; schedules and may perform various types of medical related training for certification and re-certification including Medical First Responder, CPR, Automatic External Defibrillator (AED), Infectious Disease/Blood Borne Pathogens, and Blood Pressure Screening; keeps up-to-date on various issues related to the department and the medical field; represents the department at various meetings involving medical agencies; reviews and complies with all required OSHA, NIOSH, HIOSH, and other applicable safety mandates; and performs minor repair and maintenance to medical equipment.

**Fire Apparatus Trainer:** Conducts classroom and practical training in all aspects of fire apparatus operation, including driver training, principles and techniques of emergency response, and operation on pump, ladder, and auxiliary equipment; participates in developing departmental programs and makes recommendations for improvement of identified areas of program deficiency; evaluates individual progress of trainees in program, identifies problem areas requiring special attention and directs efforts towards attaining improvement; administers program in accordance with applicable State Motor Vehicle Safety and fire department regulations; conducts road tests; maintains departmental driver records; investigates and ascertains causes of departmental vehicle accidents and apparatus failure/malfunction and prepares appropriate reports/recommendations; attends fleet safety conferences, seminars, and other training.

This is an amendment to the specification for the class, FIRE FIGHTER III, approved January 15, 1987, amended November 1, 1991, and March 1, 2002, effective April 1, 2007.

APPROVED: March 30, 2007

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** (1) Graduation from high school and six years of fire fighting experience in the Maui Fire Department, or (2) any equivalent combination of training and experience.

For Fire Apparatus Trainer assignment only: In addition to the foregoing, fire fighting experience shall have included or be supplemented by one year of experience and training of sufficient scope and quality to show demonstrated competence in the operation of firefighting vehicles.

License Requirement: Possession of a motor vehicle operator's license that is valid in the State of Hawaii and any other license required by law; a current State of Hawaii Department of Transportation Medical Examiner's certificate; a current First Responder or First Responder Refresher certificate; and a current American Heart Association Cardiopulmonary Resuscitation Certificate.

For Fire Rescue assignment only: In addition to the foregoing, possession of a current Maui County Department of Fire and Public Safety Ocean Rescue Training Certificate or equivalent accredited certifications; a basic SCUBA Diving Certificate, National Fire Academy Certificates of Achievement for "Chemistries of HAZMAT" and "HAZMAT Tactical Considerations" or equivalent accredited certifications and a Hazardous Materials First Responder Operations Certificate prior to the completion of probation (these certificates must be maintained on a current basis thereafter).

For HAZMAT assignment only: In addition to the foregoing, National Fire Academy Certificates of Achievement for "Chemistries of HAZMAT" and "HAZMAT Tactical Considerations" or equivalent accredited certifications and a Hazardous Materials First Responder Operations Certificate (these certificates must be maintained on a current basis thereafter).

For Fire Apparatus Trainer assignment only: In addition to the foregoing, possession of a National Safety Council Defensive Driving Course Instructor's Certificate or comparable driver training certificate prior to the completion of probation (this certificate must be maintained on a current basis thereafter).

Knowledge of: principles and practices of supervision; firefighting and lifesaving principles, practices, methods and operations; the purposes, uses, operation and care of assigned equipment, including heavy motorized equipment as applicable; principles of hydraulics and mechanics, as related to pumping apparatus and aerial ladders; first aid principles, practices and techniques; breathing apparatus and resuscitation equipment; fire safety, prevention and inspection principles, practices, methods, procedures, codes, rules and laws; geography of the County of Maui and the location of streets and thoroughfares; traffic laws and ordinances; departmental rules, regulations, policies and operating procedures; principles and practices of human and public relations.

For Fire Rescue and HAZMAT assignment only: In addition to the foregoing, chemistries of hazardous materials; principles, practices and procedures for identifying, handling and containing hazardous materials; the purposes, uses, operation and care of assigned HAZMAT equipment; and safety and decontamination practices, rules and regulations.

Ability to: plan, lay out, supervise and coordinate the work of others; apply firefighting, lifesaving, and fire prevention principles, practices, techniques, tools and equipment to actual situations; operate assigned equipment skillfully and safely, including heavy motorized equipment as applicable; work at heights as required; withstand sustained physical exertion and perform arduous work under adverse conditions; swim and implement water rescue techniques; analyze firefighting, emergency and fire safety situation and adopt an effective course of action; read and understand technical

materials; understand and follow oral and written instructions; keep records and prepare clear and concise reports; establish and maintain good working relationships, and deal tactfully and effectively with others.

For Fire Rescue and HAZMAT assignment only: In addition to the foregoing, apply hazardous materials principles, practices, techniques, tools and equipment to actual situations, ability to identify hazardous materials, perform level A or B entry work, and operate assigned HAZMAT equipment skillfully and safely.

**Health and Physical Condition:**

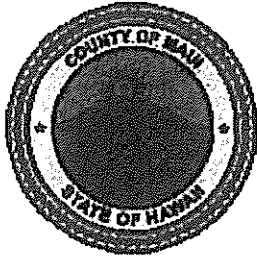
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper by the County of Maui for performance of the duties.

Physical Effort Grouping: Heavy

Special Working Conditions: irregular hours, shift and weekend work, and exposure to hazardous and obnoxious conditions as required.

This is an amendment to the minimum qualification specification for the class FIRE FIGHTER III, which was approved on January 15, 1987, amended November 1, 1991, June 1, 1998, November 5, 1999, March 1, 2002 and November 1, 2005, April 1, 2007 effective November 20, 2013.

APPROVED: November 20, 2013



# PRIVATE SECRETARY

Class Code:  
1D.001

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI  
Established Date: Jan 1, 1986  
Revision Date: May 26, 2016

## SALARY RANGE

\$4,029.00 Monthly

### DUTIES SUMMARY:

Serves as personal and confidential secretary to the head of a County department; may service a board; may supervise clerical assistant; and performs other related duties as required.

#### Distinguishing Characteristics:

This class is distinguished by its responsibility for providing administrative and clerical support services to the head of a County department, including an administrative board.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

Receives personal calls using tact, diplomacy and applying an extensive knowledge of the department's functions and operations; receives telephone calls and provides information on departmental functions, rules and regulations and routes calls to the department head or appropriate subordinates according to the nature of the call and discretionary judgment as to the disposition of the call; reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action and routes those which require executive attention or are of special interest to the executive for consideration; organizes matters being presented for executive attention by locating and attaching all pertinent and available material and data necessary for consideration of the matter; maintains files for the convenience of the executive; gathers and assimilates information and other data required by the executive from files and other sources; accepts and adjusts appointments for the executive and provides background of matters to be considered before meetings; relays instructions of the executive to operating units of the department and prepares intra-departmental memoranda for such purposes; makes all necessary arrangements for

meetings including time and space requirements and the notification of persons to attend; may take and transcribe dictation for the executive's correspondence and reports; may attend board hearings and take minutes; may prepare minutes of hearings for distribution; arranges for and/or coordinates clerical and stenographic services to meet fluctuating workloads of the executive's office.

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** (1) Graduation from high school and five years of progressively responsible typing, stenographic and clerical experience; or (2) any equivalent combination of training and experience.

**Knowledge of:** secretarial principles and practices; office practices and procedures; grammar, punctuation, spelling and word usage; office machines and equipment; principles of practices of supervision; basic organization of County government.

**Ability to:** plan, organize and carry out a very broad and complex range of secretarial functions; understand and carry out oral and written instructions; learn and interpret rules and regulations; lay out, assign, and supervise the work of a group of clerical and stenographic employees; compose correspondence; keep matters confidential; deal tactfully and effectively with others; screen files and correspondence to determine priority on matters for attention; work under pressure; understand government structure and organization with respect to interagency, chief executive, legislative, and community relationships .

**Health and Physical Condition;**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

**Physical Effort Grouping:** Light

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986

## EDB Committee

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**From:** Wendy Nathan <Wendy.Nathan@co.maui.hi.us>  
**Sent:** Wednesday, April 15, 2020 6:48 PM  
**To:** EDB Committee  
**Cc:** Shirley Blackburn  
**Subject:** Re: FY 2021 Budget (FS-1)(EDB-1) Revision III  
**Attachments:** BD-2 (FS-1) EDB-1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find the revised response from the Budget Director relating to Department of Fire and Public Safety (FS-1) (EDB-1). I inadvertently left out the two attachments.

Thank you,  
Wendy

**WENDY K. NATHAN | BUDGET SPECIALIST | BUDGET DEPARTMENT, OFFICE OF THE MAYOR | COUNTY OF MAUI**  
**TEL: (808) 270-8239 | EMAIL: WENDY.NATHAN@CO.MAUI.HI.US**

>>> Shirley Blackburn 4/15/2020 5:34 PM >>>  
Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to Department of Fire and Public Safety, Chief David Thyne, (FS-1) (EDB-1) Revision III

Mahalo,

**Shirley L. Blackburn**

Budget Specialist

County of Maui

Office of the Mayor

[shirley.blackburn@co.maui.hi.us](mailto:shirley.blackburn@co.maui.hi.us)

(808) 270-7516