



***Office of the Governor Elect Arnold I. Palacios
and Lt. Governor Elect David M. Apatang
Commonwealth of the Northern Mariana Islands***

Department of Fire and Emergency Medical Services (DFEMS) Transition Team Report

Team Members: Mr. Stanley C. Torres
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DEPARTMENT of FIRE and EMERGENCY MEDICAL SERVICES (DFEMS)

INTRODUCTION

The following report summarizes a list of information compiled and prepared by the DFEMS transition team members from 16 December 2022 through 3 January 2023 and submitted to the Chairman of Transition for Governor Elect Arnold I. Palacios and Lt. Governor Elect David M. Apatang.

Mission Statement:

The mission of the CNMI Department of Fire and Emergency Medical Services is to preserve life, property, and the environment through decisive action, strong leadership, teamwork, and faithful community partnership.

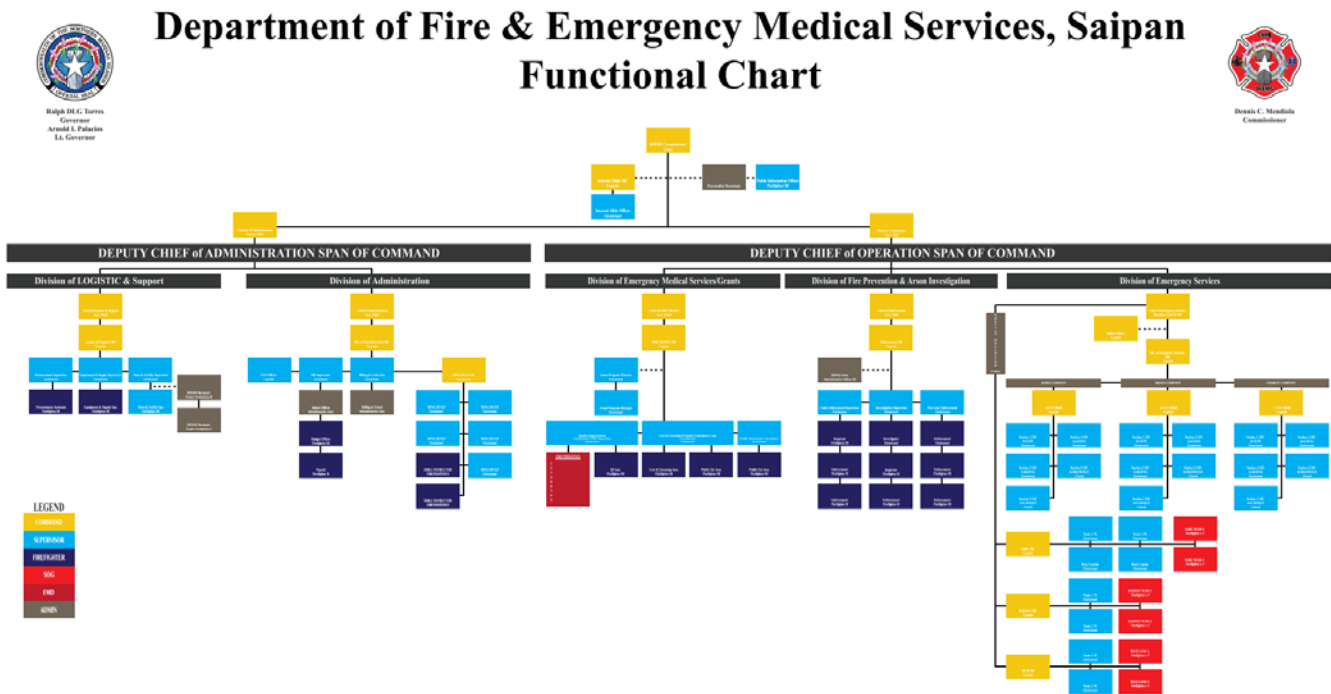
Vision Statement

We will strive to be role models in our communities and leaders in our profession. We will be answerable to those we serve, each other, and any organizations we network with. We are dedicated to providing the best public service through innovative training, education, and equipment. We will carry our department into the future through dynamic teamwork, open and honest communication, and participative decision-making throughout our organization. We are faithful to our values, and mission, and dedicated to our fire service profession. We are motivated to provide a cost-effective and efficient Fire and Emergency Medical Services Department while honoring our values and achieving our goals.

EXECUTIVE SUMMARY

The Department of Fire and Emergency Medical Services (DFEMS) was established on January 25, 2015 from Public Law No. 18-73, the "Department of Fire and Emergency Medical Services Act" transferring the fire protection and emergency medical services functions from the Department of Public Safety. DFEMS is organized into 5 major divisions: Administrative Section, Fire Operations, Emergency Medical Services, Fire Prevention Arson, and Logistics. The department has 113 personnel assigned on Saipan, 28 personnel on Tinian and 28 personnel on Rota. DFEMS personnel salary is funded from the general funds with operational costs funded by grants from various agencies. Having limited time and personnel, the transition team was able to conduct assessments to critical areas in all divisions for Saipan, Rota and Tinian. The following reports are findings that require future review and assessments from the new in-coming administration.

DFEMS ORGANIZATIONAL CHART



ADMINISTRATION

The Fire Commissioner (an appointee) position is vacant. The current Acting Fire Commissioner is Assistant Fire Chief Jesse C. Mesa since April 2022. The Deputy Fire Commissioner the island of Tinian is Mr. Raymond T. Dela Cruz, an appointee position. The island of Rota Deputy Fire Commissioner, an appointee position, is currently vacant. The Acting Deputy Fire Commissioner is Assistant Chief Joel O. Hocog

DFEMS is not in compliance with Public Law No. 18-73, the “Department of Fire and Emergency Medical Services Act”. The law requires: The Fire Commissioner position with a salary of no less than and not exceed \$54,000 per annum; Deputy Fire Commissioners for the Islands of Rota and Tinian and each of the 5 divisions within Saipan’s DFEMS an appointee position and with a salary of no less than and not exceed \$42,000 per annum. Require compliance with National Fire Protection Association (NFPA) standards such as NFPA 1710; Standards for Fire Operations and NFPA 1000 series for firefighter certifications (National Professional Qualifications aka the Pro Board (NPQS) or the International Fire Service Accreditation Congress (IFSAC) and the National Registry Emergency Medical Technician (NREMT).

Recommendation:

1. Rewrite to amend Public Law No. 18-73 to:
2. The next Fire Commissioner should have at least a Bachelors or AA Fire Science, or any type of Emergency Management, or equivalent degree with at least 10 years of fire, emergency response and leadership experience. To include Pro Board or IFSAC Certifications Fire Officer 3, Fire Inspector 2, Fire Instructor 2, Fire Instructor 2, Firefighter 2, Hazardous Materials Incident Command.
3. Replace the 5 Saipan DFEMS divisions’ Deputy Fire Commissioners to Assistant Fire Chiefs.
4. Amend the requirement to follow NFPA firefighter certification standards and be placed into appropriate firefighting duty position descriptions. This ensures all positions are trained and receive certifications prior to being considered for promotion.

Reviewed Personal Actions for Department of Fire and Emergency Medical Services (Saipan):

1. One personnel received three With-in grade increases while the rest only received one.
2. Inconsistency on Pay level from personnel transferred to Saipan Fire from Rota Fire.
3. Discrepancies in pay of the same rank between Rota, Tinian, and Saipan Fire Fighters.
4. Reallocation to higher pay was initiated at one time.
5. No annual appraisal or evaluation program for employees.
6. Personnel Position Duty (PD's) for firefighters and civilian employees are vague.

Recommendation:

1. Amend the requirement (Public Law 18-73) to follow NFPA firefighter certification standards and be placed into appropriate firefighting duty position descriptions. This ensures all positions are trained and receive certifications prior to being considered for promotion.
2. Write new personnel Position Descriptions for all firefighter rank from Firefighter I up to Fire Commissioner, Fire Dispatchers, and civilians in administrative duties.
3. A thorough review on all personal actions for promotions and transfers and implement Department Management Instructions or Standard Operations Procedures for future promotion and transfer programs.

FINANCIAL REPORT

DFEMS Financial Audit Report
Prepared by Mr. Derek Sasamoto

	Personnel EXP	Personnel Budget	Available BAL	Operations EXP	Ops Budget	Available BAL	Notes
Commissioner	\$ 502,441.00	\$ 502,441.00	\$ -	\$ 1,310,319.82	\$ -		
Fire Prevention & Arson Investigation	\$ 496,190.00	\$ 496,190.00	\$ -	\$ 65,151.73	\$ -		
Emergency Medical Services	\$ 3,523,429.00	\$ 3,523,429.00	\$ -	\$ 336,700.04	\$ -		
Emergency Services OPS	\$ 390,605.00	\$ 390,605.00	\$ -	\$ 14,228.38	\$ -		
Logistics & Support	\$ 269,006.00	\$ 269,006.00	\$ -	\$ 360,173.73	\$ -		
Training	\$ 95,476.00	\$ 95,476.00	\$ -	\$ 3,600.00	\$ -		
Dispatch	\$ 227,832.00	\$ 227,832.00	\$ -	\$ 2,495.00	\$ -		
TTL Local Accounts	\$ 5,504,979.00	\$ 5,504,979.00	\$ -	\$ 2,092,668.70	\$ -		TTL Revolving Funds less Proj OPS EXP
Ambulance Fee Fund	\$ 9,585.69	\$ -		\$ 199,551.89	\$ 1,800,000.00	\$ 1,590,862.42	PY Carryover Bals and CY Projection
Fire Safety Code Fund	\$ -	\$ -		\$ 152,417.47	\$ 700,000.00	\$ 547,582.53	PY Carryover Bals and CY Projection
Fire Lane Fund	\$ -	\$ -		\$ 1,245.63	\$ 1,900.00	\$ 654.37	Projected Collection No PY Carryover
TTL Revolving Funds	\$ 9,585.69	\$ -	\$ -	\$ 353,214.99	\$ 2,501,900.00	\$ 2,148,685.01	Projected TTL Available for OPS
TTL BAL REMAINING (PROJECTED)							
TTL DFEMS	\$ 5,514,564.69	\$ 5,504,979.00	\$ (9,585.69)	\$ 2,445,883.69	\$ 2,501,900.00	\$ 56,016.31	\$ 46,430.62

Note: Of the \$5,504,979.00 for CY22 personnel payroll, 80% funded by the general fund and 20% is funded by ARPA.

Of the Saipan Ambulance Fee Revolving funds, from 2021 and 2022, DFEMS spent an estimated total of \$145,000 in car rentals (\$60,00 for 2021 and \$85,015 in 2022). No justification was found for use of car rentals. Copies of the purchase orders the department provided were blurry, blank, and hard to read. The revolving fund was also used to pay for DFEMS facilities power bill, SCBA Air Refilling Cascade System, Travel, logistical supplies, equipment, and uniforms.

Rota fire personnel was temporarily assigned to the Saipan Office of the Fire Commissioner under the Internal Affairs section to undergo extensive Internal Affairs training (dates 10/06/21, 11/22/21, and 02/15/22). A total of \$12,000 (Stipend and travel).

DFEMS Saipan Paid for DFEMS Rota for construction to World Enterprises for a Total of \$42,303.00 and another \$4000 to Tamara and Seven Brother for office rental.

ALLIED PACIFIC ENVIRONMENTAL CORP. was paid \$23,467 for a Ground water monitoring and Sampling and Analysis Plan. Bomb pit for UXO detonation and disposal project that (reportedly) is hasn't been completed.

Recommendation:

1. A thorough in-depth assessment of charges, justifications, and legality of using the ambulance fee revolving fund.

PERSONNEL

Numerous fire personnel (Saipan, Rota, and Tinian) within the firefighting ranks are assigned in all divisions and all are working a 116-hour schedule. Public Law 18-73 states all firefighters shall work 24 hour shifts up to 106 hours per pay period. The transition team requested justification for the 116-hour schedule for all fire personnel regardless of duty assignment. The Acting Commissioner initiated the directive for working 116 hours per pay period regardless what division the fire personnel are assigned to.

Recommendation: Not in compliance with Public Law 18-73. Reassess the legality of this directive by the Acting Fire Commissioner if it requires the law to be amended or the Governor's Executive Order.

A Survey was conducted to approximately 70 Fire Personnel regarding leadership, morale and welfare. Majority of the department morale is very low. Majority of the submittals complained about poor leadership and poor communication from leadership down to the low-ranking file. Some of the concerns are from personnel being promoted or re-assigned to another division and still working to and getting paid 116 hours.

Recommendation:

1. DFEMS leadership should work on their communication skills to all appropriate levels within the entire department.
2. Leadership should constantly reach out to all personnel within their respective division ensuring questions, concerns and feedbacks are acted on.

Fire Prevention and Arson Investigation Division has members within their immediate family working together and one supervising the other. A possible violation of Nepotism with the OPM rules and regulations.

Recommendation:

1. Have Office of Personnel Management (OPM) review to confirm the violation and re-assign personnel to another division appropriate to their position
2. DFEMS work on a competitive type program for promotion and career progression for firefighters, emergency dispatch and administrative personnel.

Saipan DFEMS has a total 34 Fire Captains. Each of the 3 Shifts for Fire Operations have Fire Captains as Company Commanders supervising other Fire Captains assigned to fire stations. At the same time there are 3 Fire Captains assigned to work daily as Operations Commanders. There is no justification to what the Operations Commanders are responsible for when each shift already has Company Commanders.

Recommendation:

1. Saipan DFEMS appears to have an overage of Fire Captains. Reassess the departments rank and file to ensure positions are appropriately distributed to meet DFEMS operational staffing requirements.

The previous Fire Commissioner assigned 2 firefighters to the Office of Homeland Security. No information on the reason for their reassignment.

Recommendation: Request justification from the Office of Homeland Security.

Three Fire captains are assigned as Operations Command working days on a 116 hour pay period. Each shift already has 2 fire captains assigned with 1 of Fire Captain as their Company Commander.

Recommendation: Reassess the requirement for having 3 Fire Captains in operations command. It appears that there is duplicated supervision between Company Commanders and Operations Command.

Administration Division Schedule

Commissioners Office				M	T	W	Thurs	F	Sat	Sun
Chief Jesse Mesa				8-1630	0800-1630 (32.5hrs)		8-1630	8-1630	OFF	OFF
Captain Ray Borja				8-1630	0800-1630 (32.5hrs)		8-1630	8-1630	OFF	OFF
FCS Sixtus Aquino				8-1630	0800-1630 (32.5hrs)		8-1630	8-1630	OFF	OFF
FCS Nadia Saralu				0800-1630 (32.5hrs)		8-1630	8-1630	8-1630	OFF	OFF
FFIII Robert Mijoca				0800-1630 (32.5hrs)		8-1630	8-1630	8-1630	OFF	OFF
Admin				M	T	W	Thurs	F	Sat	Sun
Chief Juan Pua				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
Captain Francis Manglona				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
FCS Christine Sablan				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
FCS John Concepcion				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
FCS Albert Aldan				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
FFII William Weita Jr				8-1630	8-1630	8-1630	0800-1630 (32.5hrs)		OFF	OFF
Admin OIC Vanessa Diaz				730-1630	730-1630	730-1630	730-1630	730-1630	OFF	OFF
Admin Assistant Monarie Camacho				730-1630	730-1630	730-1630	730-1630	730-1630	OFF	OFF
Clerk III Julie Laniyo				730-1630	730-1630	730-1630	730-1630	730-1630	OFF	OFF

Saipan 24-hour shift schedule

[illegible]

SHIFT A	SHIFT B	SHIFT C
FC Climaco T. Laniyo	FC Cody T. Norita	FC Clinton O. Ngiraked (W)
FC Paul B. Sasamoto (H)	FC Patrick H. Ogo	FC John L. Mettao
FCS Allen M. Farley	FCS Brian S. Kaipat	FC Juan C. Camacho
FCS Robert P. Camacho (R)	FCS Juan R. Camacho	FCS Jose K. Olopai
FCS Ralph L. Magofna (W)	FCS Maynard S. Duenas (H)	FCS Lucas L. Laniyo
FCS Vincent F. Sablan (H)	FCS Richard D. Manalo (H/R)	FCS Linus L. Mizutani Jr (W/H)
FCS Elliot K. Tenorio	FCS Eric N. Taisakan	FCS Abraham S. Quitugua (R)
FF3 Allan M. Lizama	FCS Jimmy J. Pua	FCS Jacin P. Ayuyu (R)
FF3 Anthony David (R)	FF3 Dwayne M. Castro	FCS Joseph Rodriguez Jr.
FF3 Joaquin O. Castro (R)	FF3 Jesse P. Camacho (H/R)	FF3 Joaquin T. Camacho
FF3 Petrus W. Nicky (H)	FF3 DJ H. Atalig	FF3 Enrique I. Ngotel
FF3 Nipighiyong T. Laniyo	FF2 Travis S. Kapileo (H)	FF3 Jamal L. Mresbang (W)
FF2 Roman P. Camacho (W)	FF2 Kyle M. Alvarez (W)	FF2 Vincent C. Torres (R)
FF2 Kisha R. Ogo (R)	FF2 Austin Masga (W)	FF2 Jaime E. Cuellar (H)
FF2 Keone C. Macaranas (H)	FF1 Nelson B. Skerei	FF2 Francisco L. Lifoifoi (H)
FF2 Chirstopher P. Sablan	FF1 Andrew J. Kim	FF2 Jeremy R. Torres
FF1 Brent H. Borja	FF1 Mariano A. Aguon	FF1 Jack S. Rabago
FF1 Keoni B. Kaipat (R)	FF1 Rufina F. Sablan	FF1 Leon Q. Laniyo
FF1 Henry A. Lizama Jr.	FF1 Jojit B. Roque	FF1 Victor S. Igitol
FF1 Anthony Q. Repeki	FF1 Hiram C. Castro	FF1 Sidney Camacho (R)
FF1 Juan S. Ada II	FF1 Michael Ito (R)	FF1 Francisco A. Mizutani
FF1 Joseph SN. Cing	FF1 Juan Quitugua Jr.	FF1 Joseph M. Sablan
FF1 Giovonni L. Olopai	Total: 22	FF1 Moses Untalan
Total: 23	(R) Rescue	Total: 23
(H) Hazmat		(W) Wildland

Tinian Shift Schedule

ALPHA ADMIN SEC	SUN	MON	TUE	WED	THU	FRI	SAT
	OFF	0800-1900 0700-1600	0800-1900 0700-1600	0800-1900 0700-1600	0800-1800 0700-1600	0800-1800 0700-1600	OFF
BRAVO REGULAR	SUN	MON	TUE	WED	THU	FRI	SAT
		0800-1000 26 hours			0800-1100 27 hours		
CHARLIE REGULAR	SUN	MON	TUE	WED	THU	FRI	SAT
	0800-1000 26 hours			0800-1100 27 hours			
DELTA REGULAR	SUN	MON	TUE	WED	THU	FRI	SAT
			0800-1000 26 hours			0800-1100 27 hours	
ECHO REGULAR	SUN	MON	TUE	WED	THU	FRI	SAT
		0800-1700 9 hours		0800-1700 9 hours		0800-1900 11 hours	0800-0800 24 hours

ALPHA		FPAI		SARU		HAZMAT		ADMIN SECTION	
CMND4	RDC R. Dela Cruz	LIMA6	*FCS H. Cabrera	FXT17	*FFIII A. Reyes	FXT45	*FFII J.Repeki	ECHO15	AOI Elaine Dela Cruz
CMND10	AFC A. Dosalua	FXT17	FFIII A. Reyes	LIMA12	FCS J. Pangelinan			ECHO00	Admin Asst.-Vacant
CHRLIE4	FCPT M. Cruz	FXT37	FFII J.Manglona	FXT79	FFI J. Cabrera	EMS REPRESENTATIVE		FXT38	**FFII R.Lizama
FXT41	FFII A.Cabrera		FFII H.King, Jr.	LOGISTICS & SUPPORT		LIMA12	FCS J. Pangelinan		J. R. Dona-WIOA
				LIMA11	*FCS J.R. Santos				

BRAVO		CHARLIE		DELTA		ECHO	
LIMA6	LT. H. CABRERA	FXT17	SGT. A. REYES	LIMA12	LT. J. PANGELINAN	LIMA11	LT. J.R. SANTOS
FXT36	FFII D.Reyes	FXT37	FFII J.Manglona	FXT39	FFII C.King	FXT44	FFII H.King, Jr.
FXT46	FFII J.Sablan	FXT43	FFII M. Atalig	FXT 00	FFI R. Lazaro, Jr.	FXT45	FFII J.Repeki
FXT80	FFI A.Cruz	FXT76	FFI M.Cruz, Jr.	FXT92	FFI W. Cing, Jr.	FXT82	FFI S. Palacios Jr.
		FXT79	FFI J. Cabrera				

Rota Shift Schedule

Week 1	Sun/04-05	Mon/05-06	Tues/06-07	Wed/07-08	Thurs/08-09	Fri/09-10	Sat/10-11
ALPHA	OFF	1000-0700	OFF	1000-0700	OFF	OFF	0700-0700
CHARLIE	0000-0700	OFF	0700-0800	OFF	0700-0800	OFF	OFF
BRAVO	0700-0700	OFF	OFF	OFF	OFF	0700-0700	OFF
DELTA	OFF OFF	0700-1800 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	OFF OFF
ADMIN	OFF	0730-1630	0730-1630	0730-1630	0730-1630	0730-1630	OFF

Week 2	Sun/11-12	Mon/12-13	Tues/13-14	Wed/14-15	Thurs/15-16	Fri/16-17	Sat/17
ALPHA	OFF	OFF	1100-0700	OFF	1100-0700	OFF	OFF
CHARLIE	0700-0800	OFF	OFF	OFF	OFF	0700-0700	OFF
BRAVO	OFF	1000-0700	OFF	1100-0700	OFF	OFF	0700-0000
DELTA	OFF OFF	0700-1800 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	0700-1730 0730-1630	OFF OFF
ADMIN	OFF	0730-1630	0730-1630	0730-1630	0730-1630	0730-1630	OFF

BLUE/RED – 106 Hours Admin: Lunch Time: 1130 H-1230 H

PURPLE/BROWN – 80 Hours

DELTA COMPANY		STATION 7			
STATION 8	ADMINISTRATION	ASSIGNMENT	ALPHA COMPANY	BRAVO COMPANY	CHARLIE COMPANY
AFC Ron Ogo	Dep. Steve K. Mesngon	ENGINE/RESC.	FF3 Joseph Omar	FF1 Thomas Manglona III	FF1 Brandon Cabrera
Captain Clint Barcinas	Laralyn Atalig	ENGINE/MED	FF1 Felis Atalig	FF1 Marnecia Hocog	FF1 Austin Maratita
FCS Robert Manglona	Jasmine Ogo	ATTEN/ASSIS	FF1 Robert Ulloa	FF1 Colby Ogo	FF1 Drey Apatang
FF3 Danny Quitugua	Tonica Atalig	ATTEN/ASSIS			
FF3 Jeffrey Taitano	Piona Quitugua				
FF2 Max Muna					
STATION 7					
AFC Joel Hocog	FF1 James Manglona II				
FCS Victorino Mendiola	FF1 Odie Joe Taitano				
FF3 Christopher Hocog	FF1 Dwayne Blas				
FF2 Gary M. Toves Jr.	FF1 Johmar Untalan				
FF1 Raccine Hizon					
FF1 Leo Mereb					

LOGISTICS DIVISION

The division of logistics secured approximately \$6.56M from various agencies grant programs to purchase wildland vehicles, personal protective equipment, self-contained breathing apparatus, repairs and maintenance on vehicles and equipment, and fire Stations renovations. Bottom line, logistics help keep DFEMS in operation.

A concern was brought up that vendors have not been paid since the year 2018. These vendors have provided medical supplies, office supplies, and other day-to-day operations for the department. Maintaining and sustaining our inventory.

Vehicle maintenance is a critical part in ensuring our firefighting apparatus are in service in order to response to any fire and emergency medical emergencies. Currently vehicle maintenance is contracted out to maintenance and repair vendors which take time due to contract procurement procedures with high costs and the department needs good auto and fire truck trained mechanics to run diagnostics to understand issues with DFEMS vehicles. This would save the department's high costs in repairs and maintenance services of all DFEMS' fleet. DFEMS reported that they announced two positions for two mechanics and did state the applicant's salary, approximately \$25,000, but nobody is interested due to a very low salary bracket.

DFEMS Logistics list of all expenses

DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES
DIVISION OF LOGISTICS AND SUPPORT

NMHC COMMUNITY DEVELOPMENT BLOCK GRANT.

TOOL AND APPLIANCES	\$80,000.00
PERSONAL PROTECTIVE EQUIPMENT COMPLETE SET 158 (Helmet, Shroud, Gloves, Coats, Pants, Boots)	\$540,00.00
Two HIGH POWER WATER PUMP	\$14,000
TWO WATER-CRAFT (JETSKI) SEARCH AND RESCUE, AND	\$131,000.00
TWO WILDLAND TRUCKS WITH SKID PUMP 18 HP FIRE SUPPRESSION	\$280,000
Total =	<u>\$1,045,000</u>

HSEM GRANT FUNDS

10- COMPLETE SET OF SELF-CONTAINED BREATHING APPARATUS	\$100,000.00
DFEMS FIRE BOAT REPAIR	\$35,000.00
Total=	<u>\$135,000</u>

PURCHASED BY Office of Grants OGM

25-COMPLETE SETS SELF CONTAINED BREATHING APPARATUS/40 TANKS	\$230,000.00
100 WITH FACE MASK.	
ALL-IN-ONE BREATHING AIR COMPRESSOR SYSTEM	\$123,000.00
Total=	<u>\$353,000.00</u>

PURCHASED BY DFEMS FUNDED

30-SETS COMPLETE PERSONAL PROTECTIVE EQUIPMENT	<u>\$92,000.00</u>
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NOTE: - PENDING PROJECTS

NMHC CDBG APPROVED FOR KOBLERVILLE FIRE STATION EXTENSION	\$63,000.00
MEDICAL SUPPLIES	\$13,000.00
Total=	<u>\$76,000.00</u>

<u>PUBLIC ASSISTANCE</u>	<u>APPROVED</u>	<u>BIDDING</u>	<u>PROCESS</u>
	<u>COMPLETED</u>		
25 SETS OF SELF-BREATHING APPARATUS	90%		\$200,000.00
25 SETS OF PERSONAL PROTECTIVE EQUIPMENT	90%		\$130,000.00
34 SETS OF PORTABLE RADIOS WITH COMPLETE ACCESSORIES	90%		\$230,000.00
5 SETS OF BASE RADIOS	90%		
Total=			<u>\$560,000.00</u>

DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES 10%

HAZARD MITIGATION ROOF HARDENING FUNDED FEMA

	PHASE ONE IN	
SUSUPE FIRE STAION ROOF HARDENING	PROCESS	<u>\$3,000,000.00</u>
KAGMAN FIRE STATION ROOF HARDENING PHASE ONE IN PROCESS		

DFEMS RENOVATED THIS 13th BLOCK BUILDINGS:

BUILDING #1340 DIVISION OF PREVENTION AND ARSON INVESTIGATION		
BUILDING #1342 OFFICE OF COMMISSIONER		
BUILDING #1348 DIVISIO OF EMERGENCY MEDICAL SERVICE		
BUILDING #1361 DIVISION OF ADMINISTRATION		
OFFICE OF HISTORIC PRESERVATION WORKING ON REIMBURSEMENT		<u>\$200,000.00</u>
COOPERATIVE FIRE PROTECTIVE PROGRAM		\$30,000.00
FORESTRY GRANT		<u>\$118,008.00</u>
	Total=	<u>\$148,008.00</u>

AMBULANCE REVOLVING FUND

JDE ACCOUNT NUMBER #1953

MUNIS ACCOUNT NUMBER#1403210002

2022-2023 EXPENSES

**YEAR-TO-DATE
EXPENSES****\$642,588.00****FIRE PREVENTION REVOLVING FUND**

JDE ACCOUNT # 3563

MUNIS ACCOUNT #1401210015

2022-2023 EXPENSES

**YEAR-TO-DATE
EXPENSES****\$302,766.14**

TRAINING DIVISION

The DFEMS transition team requested for DFEMS Annual Training Plan, Training Schedule and training reports. No information was turned in.

During the fire stations visits, the transition team ask numerous firefighting personnel about the departments training program. There is no in-house (fire station) daily training program or schedule distributed the training section. There is no type of training to further their (fire personnel) skills such as Driver Operator or Hazardous Materials Technician certification course(s). Some firefighters stated that they were told they can't train on driving the fire truck because they are assigned to the ambulance.

Transition team ask DFEMS leadership why they don't take advantage training at the Saipan Airport Pacific Region ARFF Training Center (PRATC) and was told that it cost too much because the PRATC will charge DFEMS a training fee of \$300 per firefighter per training session.

Recommendation:

1. Conduct further assessment on DFEMS training program compliance IAW Public Law No. 18-73 meeting NFPA fire service training certification requirements (Pro Board/IFSAC fire certifications).
2. Allow fire personnel to receive training according to their rank and position no matter where they are assigned too. The training division should prepare annual training plan and schedule and record monthly training to in-house firefighting recurrence training.
3. DFEMS should take advantage of Saipan Airport PRATC to get their firefighting personnel trained and certified in Pro Board firefighter certifications.
4. Work with the Commonwealth Ports Authority, Saipan Airport PRATC on an MOA or MOU to partner in all firefighting training locally and regionally. DFEMS should be able to access and conduct training at PRATC, a \$14M fire training facility, funded by FAA for local and regional airport firefighters.

FIRE PREVENTION and ARSON INVESTIGATION DIVISION

Fire Prevention section has 13 Fire Inspectors and are all certified in Arson Investigation. The division is divided into 3 sections: Prevention, Investigation, and Fire Code Enforcement.

Recommendation: Assess current staffing. Re-assign excess fire personnel to Fire Operations to correct fire engines staffing requirements.

DISPATCH

DFEMS dispatch center is staff by civilian personnel. The dispatch center old and is equipped with regular computers, base station radio, and 911 telephone system.

Recommendation: Upgrade to the next generation 911 system that can provide emergency fire and police dispatch to Saipan, Rota and Tinian. Guam has a program (that charges a "911" fee to all communication devices to fund their 911 system) that may work for the CNMI.

COMMUNICAITONS:

Government Cell phones:

Saipan: 41 personnel have government cell phones. Average monthly cost is about \$3000.00 (\$36,000 per year).

Tinian: No info

Rota: No info

Recommendation: Reduces the numbers of cell phones to DFEMS leadership only. Utilize funds to other critical areas.

Handheld Motorola portable radios:

Saipan: Ambulances, Wildland Brush Trucks and Fire Engines are assigned 2 portable radios.

Rota: No Info

Tinian: No info

Recommendation: Portable radios is a critical life safety communication equipment firefighting and rescue operations. All fire engines require at 4 portable radios for each of the crew member. Redistribute portable radios within DFEMS or purchase additional ones.

FIREFIGHTING APPARATUS and VEHICLES

Assigned Major Firefighting Vehicles:

Fire Station 1: Saipan Susupe/ 1 ambulance and 1 HazMat/Rescue (pick-up truck).

Note: Regular HazMat/Rescue truck completed repairs but hasn't been placed back in-service.

Fire Station 2: Saipan Garapan/ 1 ambulance and 1 Fire Engine

Fire Station 4: Saipan Kagman/ 1 ambulance and 1 Fire Engine

Fire Station 5: Saipan Koblerville/ 1 ambulance and 1 wildland brush truck

Fire Station 6: Tinian/ 1 ambulance, wildland brush truck and 1 Fire Engine

Fire Station 7: Rota/ administrative building

Fire Station 8: Rota/ 1 ambulance and 1 Fire Engine

Tinian Fire Engine was originally purchased for Saipan but was diverted to Tinian by the previous Fire Commissioner.

Fire Engines on Saipan are poorly equipped. Some don't have the minimum required (four sets) Self Contained Breathing Apparatus (SCBA) for firefighting operations. Rescue firefighting tools and equipment (costing over \$100k) is stored on the back of a Toyota Tacoma pick-up unprotected from the environment elements.

Fire Engines are currently staff with 2 firefighters at Fire Station 2 and Fire Station 4. This practice risks the safety and lives of the fire engine crews by limiting firefighting and rescue procedures when arriving at emergency scenes.

Recommendation: Reassign firefighters from other divisions that have excess fire personnel back to Operations.

Recommendation: Saipan should have at least 4 Fire Engines strategically located throughout the island. Information received but not confirmed, that the CNMI Government is already in the process of purchasing a 3rd Fire Engine for Saipan. A smaller type Fire Engine appropriate for the island of Tinian should be purchased and return the Fire Engine originally intended for Saipan. A Hazardous Material response truck is located at Fire Station 1, that have completed maintenance repairs, should be immediately placed back into service and use for all HazMat and firefighting rescue tools and equipment.

Saipan DFEMS painted 9 of their Tacoma Pick-up truck red, costing the department \$42,000.

Recommendation: DFEMS should consider, in the future, using funds to purchase critical items such as PPE's and firefighting rescue tools and equipment,

There are no proper procedures and or forms for daily inspections and reporting vehicle discrepancies on firefighting truck, ambulances, and rescue trucks. There is no priority in ensuring DFEMS firefighting apparatuses, ambulance, and support vehicles are kept in full operation.

Recommendation: Have management established an SOP in proper daily inspection of all DFEMS firefighting apparatus and rescue vehicles. Utilizing proper vehicle inspection forms and reporting procedures to upper management and maintenance personnel. Training all firefighting personnel in proper vehicle inspections.

FIRE STATIONS

The Department of Fire and Emergency Medical Services has 8 fire stations: 5 on Saipan, 1 on Rota, and 1 on Tinian. All fire stations operate continuously 24 hours a day, 365 days a year. Fire Station 1 is located Susupe village, Fire Station 2 in Garapan, Fire Station 4 in Kagman village, and Fire Station 5 in Koblerville village, Fire Station 6 on the island of Tinian and Fire Station 7 (Administrative office only) and 8 on the island of Rota.

- Fire Station 1 (Susupe) Fire station overdue for renovations due to severe leaking and damaged from super typhoon Yutu
- Fire Station 2 (Garapan) The Garapan fire station has been recently renovated.
- Fire station 4 (Kagman Fire Station) The Kagman fire station has gone through numerous renovations.
- Fire Station 5 (Koblerville) Station 5 has been recently given back to the fire department by FEMA. The station was acquired by FEMA during the recovery of typhoon Yutu and was used as the logistical location during the recovery effort. The station was renovated by FEMA and is slowly recovering back to fit the needs of the Fire personnel to function as a fire station.
- Fire stations computers are not working properly and needs to be replaced.
- No information on Tinian and Rota fire stations.
- NOTE: All fire stations are limited on adequate living (sleeping) and space and accommodations for female firefighters.

Recommendation: Fire stations require continuous maintenance repairs and upgrade in order to meet NFPA Health and Safety and fire service quality of life standards to include accommodations for female firefighters. Continue working with local and federal grants to funds projects.

DFEMS FINANCIAL REPORT SUMMARY 2022

Here is the summary to our meeting last week regarding DFEMS. At this meeting we took a detailed look at DFEMS' finances in terms of where is the money going and how much money and where is it coming from. As you know we went over each of DFEMS' 7 Division and 3 revolving fund accounts. Thus, we covered all DFEMS' sources of expenses and revenues.

As you can see in the attached file, **first page**, this covers all DFEMS' Divisions and shows how each contributed to the total costs and resources of the entire DFEMS universe. What this first page shows is that DFEMS, as a universe (all Divisions and funding sources) spends:

1. **72% of all of its money on Personnel** ensuring the CNMI has firefighters and EMTs who respond to life and property saving events
2. **9% on Repairs and Maintenance** for its fleet of fire trucks, ambulances, and firefighting equipment. Just these two Cost categories make up **81% of all DFEMS costs out the door**.
3. **3% on Operational Supplies** which is DFEMS' firefighting supplies, for example, which I just call "firefighting stuff" for short.
4. **2% on fuel and lubrication** for DFEMS fleet of vehicles such as ambulances and fire trucks.
5. **1% on Utilities**. You cannot have a fire department and EMS response organization without power and water. Moreover, their CUC cost is only 1% of total cost so they are spending reasonably on utilities.
6. **1% on Communications**. Firefighters and EMS response organizations need to be able to communicate effectively. This is for radio equipment, internet, phones, etc. **Again, expense appears very reasonable as Communication only makes up 1% of all costs for DFEMS**.
7. **4% on Professional Services**. DFEMS utilizes the services of an **outside Billing Company in order to bill for its ground ambulance services which is closely monitored by CMS**. DFEMS also utilizes an external party for its **firefighting response management system** (I forgot exact name) which tracks vital statistics and response data for DFEMS which is also now required to be reported and maintained by CMS' new Ground Ambulance Data Collection System which CNMI DFEMS is responsible for.

All these identified costs above make up over 92% of all of DFEMS costs. As can be seen by the data, their expenses are not only reasonable but they are necessary for the operation of a firefighting and EMS response organization. We have to keep in mind our CNMI firefighters at all government agencies, God Bless Them, serve the dual roles of Firefighter and EMS/EMT not just firefighting.

Adding in the necessary costs of administration such as printing and photocopying, firefighter/EMS/CPR trainings and recertifications and licenses, cleaning services, for example, we are now at 96% of all costs. At least 96% of all DFEMS expenses goes directly into supporting and continuing their operations.

Thus, we can now see where the money is going. Page 2 of the attached file is a summary of resources and expenses.

As can be seen on **Page 2 of the attached file**: Total Personnel Budget for DFEMS from general fund appropriations is **\$5,504,979**. This includes \$1.1 million in ARPA funding. This is the projected amount of DFEMS' salary expense for FY 23. You can see there is a small expense for salaries (OT) in the ambulance revolving fund.

DFEMS has \$0 appropriations for Operations from the General Fund. Thus, they rely on their 3 revolving fund accounts for operational support. **Total projected Operations expense for DFEMS for FY 23 is \$2,445,883.69.** Total projected Revenues from DFEMS revolving accounts: **\$2,501,900 (includes prior year carryover).** This **only leaves cushion of \$46,430.62 for any contingencies.** DFEMS has high value capital equipment such as their firetrucks and ambulances. A breakdown or major repair is just one example of an unanticipated expense that may arise. Or a new vehicle could be a necessity.

DFEMS projected \$2.5 Million Revolving Fund Revenue: Through reconciliation efforts with CNMI DOF, we were able to identify about \$525k and \$800k in DFEMS' fire safety code and ambulance fee revolving funds, respectively, from prior FY 21 and 22 carryover funds. The additional revenue in the projection comes from current projected FY 23 revolving fund revenues.

Thus, for FY 23 DFEMS is projected to spend \$7,960,448.38 on personnel and operations. Due to the data presented we now know where these expenses will go (personnel, repairs, fuel, etc.) for FY 23 given we now know DFEMS' historical spending trends and considering current needs. We not only see where DFEMS' money will go, but we now also see where DFEMS' money will come from.

To conclude, we can see that DFEMS spends its money reasonably on operations and personnel in order to fulfill their mandate of Saving Lives and Property. We see where DFEMS gets its resources and it is my opinion that these revolving funds must be preserved and maintained for DFEMS use according to the law which is to continue and further the operations of DFEMS. These funds also do not have fiscal year limitation and are not subject to further appropriation, which is to the benefit of DFEMS.

