

**APPROVED**

COUNTY OF KAUAI  
Minutes of the Fire Commission Special Meeting  
**OPEN SESSION**

Board/Commission	<b>Kaua'i Fire Commission</b>	Meeting Date	<b>September 16, 2019</b>
Location	Mo'ikeha Building – Meeting Room 2A/B	Start of Meeting: 2:13 p.m.	End of Meeting: 2:18 p.m.
Present	Chair Chad Pacheco; Vice Chair Linda Kaaui-Iwamoto; Commissioners: Jen Chahanovich, Alfredo Garces Jr., Alfred Levinthol, Michael Martinez and Thomas Nizo. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: First Deputy County Attorney Nicolas R. Courson.		
Excused			
Absent			



SUBJECT	DISCUSSION	ACTION
<b>Call To Order</b>		With a quorum present, Chair Pacheco called the meeting to order at 2:13 p.m.
<b>Announcements</b>	Next regular monthly meeting – 2 p.m. on Monday, October 7, 2019 at the Mō'ikeha Building, Meeting Room 2A/2B. Executive Session to follow.	
<b>KFC 2019-12</b>	<p>Presentation of the Permitted Interaction Group No. 2 on its recommendations relating to the selection of the semi-finalists for the Fire Chief's position. (Deferred on 8/12/2019, 09/3/2019)</p> <p>Chair Pacheco stated that at a previous meeting, the Commission voted to form a Permitted Interaction Group to investigate and develop a criteria scoring worksheet to select semi-finalists for the Fire Chief's position. He reminded the Commissioners that following the Group's report, they would be allowed to ask clarifying questions, but per the State's Sunshine Law, deliberation and decision-making could not occur until the October 7, 2019 meeting. He then invited Commissioner Nizo to present their report.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Mr. Nizo gave the Group's recommendations as follows:                      Yes or no check boxes for resumes; education, criterias' and experience.                      Areas of scoring:</p> <ul style="list-style-type: none"> <li>• Mandatory charter qualifications – score from 1-12.5 points and no than 25 total points;</li> <li>• Other desirable qualifications: #1 Bachelor's degree in fire science, fire administration, public administration, or business administration; or #2 in lieu of a bachelor's degree years of experience as a deputy fire chief, assistant fire chief, or battalion chief will be considered. Each ODQ qualification is worth 25 points; must score either 1 or 2, do not score both;</li> <li>• Critical Performance Factor - resume reflects applicant has experience in factors deemed critical for success ((Each factor is worth between 1-5 points):                         <ul style="list-style-type: none"> <li>• leadership skills</li> <li>• polices/procedures</li> <li>• planning and organization,</li> <li>• communication skills,</li> <li>• personnel management</li> <li>• Financial management</li> </ul> </li> </ul> <p>After his presentation, Mr. Nizo suggested the following changes: incorporate resume and criterias for a total of 10 points each which will total up to 100 points rather than 80 points. Ms. Ching clarified that scoring sheet is just a draft and any amendments to the Group's recommendations particularly the points should be made at the Commission's next meeting for discussion and decision-making.</p> <p>Mr. Nizo asked Mr. Courson if a motion is needed to accept the Group's recommendations to which Mr. Courson stated that it's a matter of practice rather than a legal necessity. He added that if it has been the Commission's practice, then the Chair should go ahead and call for the motion, but it's really not necessary.</p>	

SUBJECT	DISCUSSION	ACTION
	Chair Pacheco thanked Mr. Courson, then moved on to the next item.	
<b>KFC 2019-13</b>	<p><u>Presentation by Permitted Interaction Group No. 3 on recommendations regarding written and oral questions for the Fire Chief candidates. (Deferred on 8/12/2019, 09/3/2019, 09/16/2019)</u></p> <p>Chair Pacheco stated that he needs a motion to defer item KPC 2019-13. He explained that to his understanding the PIG No. 3 still needs to meet to work on the written and oral questions.</p>	Mr. Nizo moved to defer item KFC 2019-13. Mr. Martinez seconded the motion. The motion carried 7:0.
<b>Adjournment</b>	With no further business to conduct, Chair Pacheco called for a motion to adjourn the meeting.	Mr. Nizo moved to adjourn the meeting. Mr. Martinez seconded the motion. The motion carried 7:0. At 2:18 p.m. the meeting adjourned.

Submitted by: Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: Chad Pacheco, Chair

- (x) Approved as circulated on October 7, 2019
- ( ) Approved as amended. See minutes of meeting.