

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>FIRE COMMISSION</b>	Meeting Date:	<b>October 5, 2020</b>		
Location	Teleconference via Microsoft Teams	Start of Meeting:	2:00 p.m.	End of Meeting:	2:42 p.m.
Present	Chair Alfredo Garces. Vice Chair Jennie Chahanovich. Commissioners: Linda Kaauwai-Iwamoto, Alfred Levinthol, Michael Martinez, Thomas Nizo ( <i>joined at 2:06 p.m.</i> ) and Chad Pacheco. Deputy County Attorney Jenna Tatsey. Fire Chief Steven Goble. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.				
Excused					
Absent					

SUBJECT	DISCUSSION	ACTION
	Chair Garces, Vice Chair Chahanovich, Commissioner Kaauwai-Iwamoto, Commissioner Martinez, Commissioner Nizo, Commissioner Pacheco, Deputy County Attorney Tatsey, Fire Chief Goble, Administrator Ellen Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Levinthol and Commissioner Nizo entered the meeting by audio. 808-652-7891 called in prior to the start of the meeting. Commissioner Thomas Nizo joined by audio at 2:06 p.m. 808-652-4363 joined the meeting at 2:17 p.m.	
<b>Call To Order In Open Session /Roll Call to Ascertain Quorum</b>	Chair Garces called the Open Session meeting to order at 2:00 p.m. and requested a roll call.  Commission support clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Kaauwai-Iwamoto replied present. Commissioner Levinthol replied here. Commissioner Martinez replied here. Commissioner Nizo - no answer. Commissioner Pacheco replied present. Vice Chair Chahanovich replied here. Chair Garces replied here.	

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	Deputy County Attorney Jenna Tatsey replied here. Fire Chief Steven Goble replied present. Administrator Ellen Ching replied present. Commission Support Clerk Sandra Muragin replied here.	Quorum was established with six commissioners present.
<b>Chair's Comments/Announcements Including But Not Limited To:</b>	Next Meeting: Monday, November 2, 2020 – 2:00 p.m., Teleconference by Microsoft Teams  Administrator Ellen Ching introduced and welcomed Commission Support Clerk Sandra Muragin who was temporarily assigned to assist this commission.  Chair Garces announced it was Fire Prevention Week and thanked the fire department for their continued watch and safety over the community.	
<b>Public Testimony</b>	No testimony from the public.	
<b>Approval of the Open Session Minutes of September 14, 2020 Meeting</b>	Chair Garces reported that the minutes were not available and requested it be deferred to the next meeting.	Mr. Pacheco moved to defer the approval of the Open Session minutes of September 14, 2020, to the November 2, 2020 meeting. Vice Chair Chahanovich seconded the motion. Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.
<b>Fire Chief Monthly Reports, Pertinent Updates / Announcements</b>	<u>Kaua'i Fire Commission Report for the Month of August 2020, dated September 24, 2020.</u> A. Chief of the Department B. Fire Operations C. Training Bureau D. Prevention Bureau E. Ocean Safety Bureau F. Lifeguard Tower/Roving Patrol Updates	

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	<p><u>Kaua'i Fire Department Appropriation Balance – FY 2019-2020 as of August 31, 2020.</u></p> <p>Fire Chief Goble announced that in commemoration of the “Great Chicago Fire”, Fire Prevention Week emerged as a tradition and opportunity to educate and remind the community on fire safety measures. This year’s theme was “Serve Up Fire Safety in the Kitchen.” He said a large percentage of fires were generated in the kitchen, mostly from unattended cooking and Kauai had a few cases this year. A proclamation by Mayor Kawakami was being planned and under normal circumstances this would involve going out into the community but with COVID-19 they were limited to promoting messages through social media platforms.</p> <p><i>At 2:06 p.m. Commissioner Thomas Nizo joined the meeting.</i></p> <p>Part of the social media campaign talked about faulty and worn out surge protectors that were directly linked to two recent electrical fires in August. They have since placed videos and messages on their social media page that explained electrical fires and educates the reader on understanding the lifespan of surge protectors.</p> <p>Fire Chief Goble informed the commission that in August the County Council invited him to provide an overview regarding plans to address the excessive pension costs problem. He delivered a proactive message that highlighted several opportunities that were being addressed and implemented. One area was the community risk reduction activity, which was done on an overtime basis. They have since created hybrid schedules and changed the structure of including entire department personnel instead of limiting it to higher ranking personnel. Another area examined was to alter training schedules to reduce overtime. With a drastic reduction in emergency calls, on-duty personnel now have time to complete these trainings while on-duty.</p> <p><i>At 2:17 p.m. a public person 808-652-4363 joined the meeting.</i></p>	

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	<p>Fire Chief Goble stated that the County mandated a budget adjustment of \$265,000, which was accomplished by implementing changes to the community risk reduction activity and training schedule.</p> <p>He said they continue to lead and support the incident management team at the Kauai Emergency Management Agency (KEMA) at the Emergency Operating Center (EOC).</p> <p>Fire Chief Goble also mentioned that with the recent bargaining unit contract approval to fund administrative personnel, they were able to identify alternate funds in their budget to cover these expenses.</p> <p>Ocean safety teams have seen an uptick in water activity as residents began to enjoy the beaches again. He said the volume of beachgoers are no way near what they were normally accustomed to pre-COVID-19. With a decrease in rescue service the ocean safety teams can now dedicate more time to engage and educate the public and monitor activities while servicing the beaches. Fire Chief Goble has since received several nice compliments from the community regarding actions of ocean safety team intervention. He also stated that there were three drownings this year, the lowest number ever experienced.</p> <p>Mr. Pacheco asked if the fire department was the only department asked to make up a budget shortfall adjustment or was it county wide. Fire Chief Goble explained it was the entire county and part of it was due to the recent bargaining unit agreement that required salary increases.</p> <p>Ms. Kaaui-Iwamoto asked to explain the “Witness Acceptance Test” category located on page 4 of the report. Fire Chief Goble said it listed third party businesses that conduct fire alarm test which are witnessed by the fire department.</p> <p>Chair Garces inquired about year-end personnel retirement and if it would impact service.</p>	

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	<p>Fire Chief Goble stated it would present a challenge due to potentially nine front line personnel retiring at the end of this year. They plan to post replacement job vacancies at the beginning of the next fiscal year.</p> <p>Ms. Iwamoto inquired why there were no lifeguard stands near the Hanalei pier, where children and families normally gather to jump off and swim. Fire Chief Goble said parents and family members are very engaged and attentive in monitoring their children water activities. The challenge is that there have identified higher risk areas with ripped tide and that was where the lifeguard stands are situated. It was placed in areas of potential higher risk.</p>	<p>Commissioner Levinthol moved to receive the Kauai Fire Commission Report for the Month of August 2020, dated September 24, 2020 and the Kauai Fire Department Appropriation Balance-FY 2019-2020 as of August 31, 2020. Mr. Pacheco seconded the motion. Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.</p>
<p><b>Business</b></p>	<p><u><b>KFC 2020-5</b></u> <u>Update on the Kaua'i Fire Departments audit regarding overtime usage. (On-going)</u></p> <p>Fire Chief Goble reported that the vendor has been unresponsive and there were no updates to report. He would continue to reach out to get updates on the progress of the audit.</p>	
	<p><u><b>KFC 2020-7</b></u> <u>Update of the Kaua'i Fire Department's five (5) Year Strategic Plan meeting with Playgroup Consultant Leslie Mullens. (On-going)</u></p> <p>Fire Chief Goble said significant progress was made to identify strategic priorities, action items and barriers. The steering committee has worked through the process and wrapped up</p>	

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	<p>discussions. The consultant has provided feedback and would produce a draft for review by October 22 and he anticipates a November roll out of the final version.</p>	
	<p><b><u>KFC 2020-12</u></b> Fire Chief Goble six-month performance evaluation for period July 1, 2020 to December 1, 2020.</p> <ul style="list-style-type: none"> <li>A. Discussion and possible decision making on the first draft of the performance evaluation form.</li> <li>B. Discussion and possible decision making on the process and steps to assess and identify performance measures to complete the six-month performance evaluation form.</li> <li>C. Possible formation of a permitted interaction group (PIG) pursuant to Hawai‘i Revised Statutes Section 92-2.5(b)(1-2) which scope of duties may include review and possible amendments to the first draft of the performance evaluation form.</li> <li>D. Possible formation of a working group pursuant to Hawai‘i Revised Statutes Section 92-2.5(a) which duties may include review and possible amendments to the first draft of the performance evaluation form.</li> <li>E. Discussion on other related matters</li> </ul> <p>Ms. Ching offered the commission three options to complete the evaluation form. She said they could form a PIG, form a working group or each commissioner would complete an evaluation form on their own.</p> <p>A discussion evolved once Vice Chair Chahanovich commented that the commission did not approve the evaluation form at the last meeting because some commissioners were absent and they wanted to hear their input on the form before making a final decision. Mr. Pacheco agreed and Mr. Martinez stated that he did not attend last months meeting but would approve the form. Mr. Leventhol was not able to review the form and was willing to agree with majority. Ms. Ching said the commission could defer this item to allow Mr. Leventhol an opportunity to look over the form. Mr. Nizo also did not attend last month’s meeting but approved the form. Chair Garces advised the commission to move forward and approve to prevent delay.</p>	<p>Vice Chair Chahanovich moved to approve the first draft performance evaluation form as</p>

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	<p>Ms. Ching informed the commission that Ms. Muragin would email the form and collate all the comments onto one document that would be placed on the agenda in executive session at the next meeting. Ms. Muragin requested the commission email their completed evaluation forms by Wednesday, October 21.</p>	<p>circulated. Mr. Pacheco seconded the motion. Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.</p>
<p><b>Adjournment</b></p>	<p>With no further business to conduct, Chair Garces called for a motion to adjourn the meeting.</p>	<p>Ms. Kaauwai-Iwamoto moved to adjourn the meeting. Mr. Pacheco seconded the motion. Motion carried 7:0</p> <p>Chair Garces adjourned the meeting at 2:42 p.m.</p>

Submitted by: \_\_\_\_\_  
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
 Alfredo Garces, Chair

( X ) Approved as circulated. 11/2/20

( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.