

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	FIRE COMMISSION	Meeting Date:	February 1, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting: 2:00 p.m.	End of Meeting: 3:50 p.m.
Present	<p>Chair Jennie Chahanovich. Vice Chair Michael Martinez (<i>joined at 2:02 p.m.</i>). Commissioners: Alfredo Garces, Linda Kaauwai-Iwamoto, Alfred Levinthol, Thomas Nizo and Chad Pacheco (<i>joined at 2:05 p.m.</i>).</p> <p>Deputy County Attorney Jenna Tatsey. Fire Department: Chief Steven Goble (<i>left at 3:34 p.m.</i>), Deputy Chief Michael Gibson (<i>left at 3:32 p.m.</i>) and Secretary Soncy Tamashiro (<i>left at 3:34 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	<p>Chair Chahanovich, Commissioner Garces, Commissioner Kaauwai-Iwamoto, Commissioner Nizo, Commissioner Pacheco (<i>entered at 2:05pm</i>), Deputy County Attorney Tatsey, Fire Chief Goble, Deputy Chief Gibson, Secretary Tamashiro, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Levinthol, Vice Chair Martinez (<i>entered at 2:02pm</i>), Public Person [REDACTED] (<i>left at 3:34pm</i>), Public Person [REDACTED] (<i>left at 3:34pm</i>) and Public Person [REDACTED] (<i>entered at 2:03pm and left at 3:32pm</i>) called into Microsoft Teams and entered the meeting by audio.</p>		
<p>Call To Order In Open Session /Roll Call to Ascertain Quorum</p>	<p>Chair Chahanovich called the Open Session meeting to order at 2:00 p.m. and requested a roll call.</p> <p>Commission support clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Garces replied present.</p> <p>Commissioner Kaauwai-Iwamoto replied present.</p> <p>Commissioner Levinthol replied here.</p> <p>Commissioner Nizo replied present.</p> <p>Commissioner Pacheco no response.</p> <p>Vice Chair Martinez no response.</p>		

SUBJECT	DISCUSSION	ACTION
	<p>Chair Chahanovich replied present. Deputy County Attorney Jenna Tatsey replied present. Fire Chief Steven Goble replied present. Deputy Chief Michael Gibson replied present. Secretary Soncy Tamashiro replied present. Administrator Ellen Ching replied present. Commission Support Clerk Sandra Muragin replied here.</p> <p><i>Vice Chair Michael Martinez joined the meeting at 2:02 p.m.</i></p> <p>Vice Chair Martinez replied present.</p>	<p>Quorum was established with six commissioners present.</p>
<p>Chair’s Comments/Announcements Including But Not Limited To:</p>	<p>Next Meeting: Monday, March 1, 2021 – 2:00 p.m., Teleconference by Microsoft Teams</p>	
<p>Public Testimony</p>	<p>Chair Chahanovich announced if anyone from the public wanted to present a testimony. Hearing no response Chair moved to the next agenda item.</p>	
<p>Approval of the Open Session Minutes of January 4, 2021 Meeting</p>		<p>Ms. Kaauwai Iwamoto moved to approve the amended Open Session minutes of January 4, 2021, as circulated. Mr. Garces seconded the motion. Motion carried 6:0.</p>
<p>Fire Chief Monthly Reports, Pertinent Updates / Announcements</p>	<p><u>Kaua’i Fire Commission Report for the Month of December 2020, dated January 22 2021.</u></p> <ul style="list-style-type: none"> A. Chief of the Department B. Fire Operations C. Training Bureau D. Prevention Bureau E. Ocean Safety Bureau 	

SUBJECT	DISCUSSION	ACTION
	<p>F. Lifeguard Tower/Roving Patrol Updates</p> <p><u>Kaua'i Fire Department Appropriation Balance – FY 2019-2020 as of December 31, 2020.</u></p> <p>Fire Chief Steven Goble reviewed the December 2020, dated January 22, 2021 report with the Commission (on file).</p> <p><i>Commissioner Chad Pacheco joined the meeting at 2:05 p.m.</i></p> <p><u>Chief of the Department</u> Chief Goble shared that he met with Administrator Ellen Ching to inquire about the commission and his function and responsibility to the commission. He confessed that this was a new working environment, but the meeting clarified his role and improved his understanding.</p> <p>Chief Goble began to explain a Assistance to Firefighters grant through FEMA (Federal Emergency Management Agency) offered to fire departments that they are pursuing for fire prevention programs and safety development responses. The potential for a million dollar grant would help in elevating the department's equipment that have become obsolete and no longer functions effectively. The grant opened on January 4 and would close on February 12. The fire department's grant committee team met and identified the following items that they would include in the grant;</p> <ul style="list-style-type: none"> • \$660,000 to replace emergency communication equipment – replace aviation radio with an aviation radio/airborne repeater, 25 mobile radios and 50 handheld radios used for hazardous environments with the dispatch center. The grant allowed one radio per seated position; which counted one firefighter assigned in an apparatus, plus it included management and support staff. • \$340,000 for a new apparatus attack pumper truck for Kalāheo station #5. <p>The 90/10 grant, would require that 10% be funded by the awardee. The budget was</p>	

SUBJECT	DISCUSSION	ACTION
	<p>earmarked \$110,000 as the matching funds, reallocated from communication equipment. The County Council approved and they anticipate grant results in October or November.</p> <p>Chair Chahanovich offered the commissions assistance and would draft a letter of support if needed. Chief Goble was grateful for the support and would reach out to the commission if it became necessary.</p> <p>Chief Goble updated the commission on the following;</p> <ul style="list-style-type: none"> • Capital Improvement Projects (CIP) – working with Michael Contrades, who was now part of the Mayor’s support team, to assist with helicopter hanger project. They secured an aluminum structure building and anticipate a six to eight month buildout period. They have several location options to erect the hanger. • Begin process of constructing a prefabricated modular building by the airport that would be used for classroom and exercise tactics and task. • Tested Kalāheo station #5 and Hanapēpē station #6 a few weeks ago and Kalāheo tested negative for asbestos; however Hanapēpē tested positive for asbestos in the tile glue. A contractor has been secured to start remediation and replace floor tiles from March 1. • Continue to keep an open dialogue with labor unions to build a mutual working relationship. • Managing 12 vacancies with adjustment to staffing assignments and began the hiring process to start from May 1. • Operations reported an resurgence of monthly calls from 450 to over 500 last month. • Drafted a 2021 Training Plan that was reviewed with the leadership team and plans are underway to roll out to crew members next month. This was a new comprehensive training plan that would develop capabilities and confidence. • Prevention Bureau has seen an increase in work due to renovations and rise in building projects. • Ocean Safety noted increase of beach attendance. • Ke’e beach tower is a state park and funded through grant opportunities. The 	

SUBJECT	DISCUSSION	ACTION
	<p>administration has been updated and they are actively working to continue to provide service in that area.</p> <p>Ms. Kaauiwai Iwamoto inquired an explanation on what the category “Other” was in the fire operations incident count on page 2. Chief Goble explained that the call types come from a national reporting system that breaks down the types of prominent calls from Kaua‘i. Other was a miscellaneous category that included calls such as; smoke sightings, unsafe condition. He asked if follow-up was needed to further dilute the type of calls; however, Ms. Kaauiwai Iwamoto was satisfied with the response and declined any further explanation.</p>	<p>Mr. Pacheco moved to receive the Kauai Fire Commission Report dated January 22, 2021 and the Kauai Fire Department Appropriation Balance-FY 2019-2020 as of December 31, 2020, as reported. Ms. Kaauiwai Iwamoto seconded the motion. Motion carried 7:0.</p>
<p>Business</p>	<p><u>KFC 2020-7</u> <u>The Kaua‘i Fire Department’s five (5) Year Strategic Plan. (On-going)</u></p> <p>A. Chief Goble to update progress of action plan. B. Discussion on other related matters.</p> <p>Chief Goble shared his screen and displayed a one-page Kaua‘i Fire Department & Ocean Safety Bureau Strategic Plan that spun out of the strategic plan. They condensed it into three major categories or areas of concern;</p> <ol style="list-style-type: none"> 1. Service Delivery – Clarify and identify required service to the community. 2. Professional Standards – Document standards for consistency and ability to reference to carry out assignments. 3. Training & Career Development – Align response to needs of community. Build skills necessary to support team and improve process. 	

SUBJECT	DISCUSSION	ACTION
	<p>Chief Goble handed the remainder of the report to Deputy Chief Gibson.</p> <p>Deputy Chief Gibson shared his screen Strategic/Tactical Plan 2021-2024, 21 page document. The document laid out department goals, required actions to achieve goals and critical elements that execute those goals. The plan list the three key components: Service Delivery, Professional Standards and Effective Training & Career Development that would be reviewed and updated in a systematic process for departments to achieve performance improvements. Leadership would execute and manage and it would involve the entire crew to take responsibility and carry out. It defined activity/task and who was responsible as well as a start and end date. Deputy Chief Gibson covered in detail the task listed and gave background explanation for each category. The comprehensive document would record and support areas that need to be taken care of.</p> <p>Deputy Chief Gibson said from the survey they determined that the crew wanted standards, job requirements, wanted to be evaluated, wanted to know what was expected from them. They wanted a roadmap of how to improve performance and assist with career advancement. This Strategic/Tactical Plan would assist with all of their requests and keep and improve communication with team members, leadership meetings and committee update. He thanked the commission for their continued support and would provide updates at each meeting.</p> <p>With no questions from the commission, Chair Chahanovich moved on to the next agenda item.</p>	
	<p><u>KFC 2021-01</u> <u>The Kaua'i Fire Department Utilization Study.</u></p> <ul style="list-style-type: none"> A. Chief Goble to review the draft proposal. B. Discussion on other related matters. <p>Chief Goble would have more details at the next meeting. He briefly said that they have conversed with vendor, Emergency Services Consulting International and defined their scope of duties. They have 30-60 more days in the data collection phase and once the data</p>	

SUBJECT	DISCUSSION	ACTION
	<p>is passed on to the vendor that would be the next phase which the vendor would then produce an actionable report. He said it was a six month timeline and moving forward Deputy Chief Gibson would take over this project.</p> <p>With no questions from the commission Chair Chahanovich moved on to the next agenda item</p>	
	<p><u>KFC 2021-02</u> <u>Fire Chief Steven Goble annual performance evaluation for period July 1, 2020 to June 30, 2021. (on-going)</u></p> <ul style="list-style-type: none"> A. Review annual performance evaluation timeline. B. Discussion on other related matters. <p>Ms. Ching reviewed the timeline. Vice Chair Martinez requested the evaluation be emailed before they meet with Chief Goble. The commission agreed it would be helpful and requested copies be emailed.</p> <p>Support Clerk Muragin reminded the commission to schedule their one on one meetings they would contact Soncy Tamashiro by email with several preferred dates and times.</p> <p>With no further questions from the commission Chair Chahanovich moved on to the next agenda item.</p>	
<p>Executive Session</p>	<p>Administrator Ellen Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p> <p>Pursuant to Hawai‘i Revised Statutes §§92-4, 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b), 76-47 (e) the purpose of this Executive Session is to receive and approve Executive Session minutes, to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved; and to consult with the Commission’s legal counsel on questions and issues pertaining to the Commission’s and the County’s powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item and take such appropriate action.</p>	

SUBJECT	DISCUSSION	ACTION
		<p>Mr. Pacheco moved to enter into Executive Session. Mr. Garces seconded the motion. Motioned carried 7:0.</p> <p>The commission and staff, disconnected from open session at 3:34 p.m. and connected into executive session.</p>
<p>Return to Open Session</p>	<p>Chair Chahanovich, Vice Chair Martinez, Commissioner Garces, Commissioner Kaauwai-Iwamoto, Commissioner Pacheco, Deputy County Attorney Tatsey, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Levinthol called into Microsoft Teams and entered the meeting by audio.</p>	
<p>Call To Order In Open Session /Roll Call</p>	<p>Chair Chahanovich called the Open Session meeting to order at 3:49 p.m. and requested a roll call.</p> <p>Commission support clerk Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Garces replied present.</p> <p>Commissioner Kaauwai-Iwamoto replied present.</p> <p>Commissioner Levinthol replied here.</p> <p>Commissioner Nizo replied present.</p> <p>Commissioner Pacheco replied present.</p> <p>Vice Chair Martinez replied present.</p> <p>Chair Chahanovich replied present.</p> <p>Deputy County Attorney Tatsey replied present.</p> <p>Administrator Ching replied present.</p> <p>Support Clerk Muragin replied here.</p>	<p>Quorum was established with seven commissioners present.</p>

SUBJECT	DISCUSSION	ACTION
Ratify Actions	Ratify actions taken by the Fire Commission in executive session for agenda items: ES KFC 2021-02.	Mr. Pacheco moved to ratify actions taken in Executive Session for ES KFC 2021-02. Mr. Garces seconded the motion. Motion carried 7:0.
Adjournment	With no further business to conduct, Chair Chahanovich called for a motion to adjourn the meeting.	Mr. Pacheco moved to adjourn the meeting. Mr. Levinthol seconded the motion. Motion carried 7:0 Chair Chahanovich adjourned the meeting at 3:50 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jennie Chahanovich, Chair

(X) Approved as circulated. 03/01/21

() Approved with amendments. See minutes of _____ meeting.