

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	FIRE COMMISSION	Meeting Date:	March 1, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting:	2:00 p.m. End of Meeting: 3:47 p.m.
Present	<p>Chair Jennie Chahanovich. Vice Chair Michael Martinez. Commissioners: Alfredo Garces, Linda Kaauwai-Iwamoto (<i>Internet connection disconnected at 2:09 p.m. and entered back at 2:13 p.m.</i>), Alfred Levinthol, Thomas Nizo (<i>left at 2:34 p.m.</i>) and Chad Pacheco.</p> <p>Deputy County Attorney Jenna Tatsey. Fire Department: Chief Steven Goble, Deputy Chief Michael Gibson (<i>left at 3:42 p.m. and entered back at 3:45 p.m.</i>) and Secretary Soncy Tamashiro. 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, 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, and Public Person [REDACTED] (<i>left at 2:26pm</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 present.</p> <p>Commissioner Nizo replied present.</p> <p>Commissioner Pacheco present.</p> <p>Vice Chair Martinez present.</p> <p>Chair Chahanovich replied present.</p>		

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	Deputy County Attorney Tatsey replied present. Fire Chief Goble replied present. Deputy Chief Gibson replied present. Secretary Tamashiro replied present. Administrator Ching replied present. Commission Support Clerk Muragin replied here.	Quorum was established with seven commissioners present.
Chair's Comments/Announcements Including But Not Limited To:	Next Meeting: Tuesday, April 5, 2021 – 3:00 p.m., Teleconference by Microsoft Teams Chair Chahanovich questioned the Tuesday, April 5, 2021 – 3:00 p.m. Support Clerk Muragin apologized and verbally corrected the date to Monday, April 5, 2021 at 2:00 p.m.	
Public Testimony	Chair Chahanovich announced if anyone from the public wanted to present a testimony. Hearing no response Chair moved to the next agenda item.	
Approval of the Open Session Minutes of February 1, 2021 Meeting		Ms. Kaauwai Iwamoto moved to approve the Open Session minutes of February 1, 2021, as circulated. Mr. Pacheco seconded the motion. Motion carried 7:0.
Fire Chief Monthly Reports, Pertinent Updates / Announcements	<u>Kaua'i Fire Commission Report for the Month of January 2021, dated February 22 2021.</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 <u>Kaua'i Fire Department Appropriation Balance – FY 2019-2020 as of January 31, 2021.</u> Fire Chief Steven Goble reviewed the February 22, 2021 report and appropriation balance	

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	<p>report as of January 31, 2021 with the Commission (on file).</p> <p>The department applied for two grants;</p> <ol style="list-style-type: none"> 1. The Assistance to Firefighters Grant through FEMA (Federal Emergency Management Agency). Ms. Ching would assist in securing letters of endorsement from the commission, state legislature and mayor. 2. The Staffing for Adequate Fire Emergency Response (SAFER) Grant from Department of Homeland Security (DHS) and FEMA. The grant would fund the replacement of existing positions to meet industry minimum standards and provide the community with adequate fire protection. The deadline to submit an application was March 12 and it did not require matching funds. It would be placed on the March 10 council agenda for approval. They anticipate notification on the status of the grant in a couple of month. Chief Goble was hopeful that they could be awarded \$4.2 million to subsidize three years of staffing expenses. With the current shortage of 12 front line personnel due to retirements at the end of 2020 and an anticipated budget shortfall, the county would benefit. <p><i>Commissioner Kaauwai Iwamoto internet disconnected from the meeting at 2:09 p.m.</i></p> <p>Received 266 applications for 12 vacancies. The written exam was scheduled for March 18, followed by a physical ability test. If notification on the status of the SAFER grant is delayed, they may need to push back the May 1 recruitment class.</p> <p>Chief Goble notified the commission that during a Hawai'i State Fire Council meeting a couple of weeks ago, he was voted in as Vice Chair. Chair Manuel Neves the Honolulu Fire Chief retired as of today and the council would also need to secure a successor chair. The council provides information and testimony to propose and support fire related legislation.</p> <p><i>Commissioner Kaauwai Iwamoto entered back into the meeting at 2:13 p.m.</i></p>	

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	<p>The department continues to support KEMA efforts;</p> <ol style="list-style-type: none"> 1. Assistant Fire Chief Solomon Kanoho who was now assigned to KEMA as Co-Incident Commander passed on the following information; <ol style="list-style-type: none"> a. There were 372 personnel assigned to KEMA COVID-19 that consist of response volunteers, County of Kaua‘i employees and Hawai‘i Air National Guard. b. Of the 372, 143 were County of Kaua‘i employees and 24-26 were directly engaged. c. Police and Air National Guard assist at airport check points. Fire personnel were recently recruited to assist at the airport check points. d. Total of \$33 million in COVID-19 expenditures, with \$29 million funded by CARES (Coronavirus Aid, Relief, and Economic Security) Act and \$4 million from the county budget. e. Airline passenger arrivals in January were 9,300 and February was 11,000. There was an increase in transpacific arrivals. f. Kaua‘i leads the state in vaccination and leads the country in low COVID-19 outbreaks. <p>Hanapēpē fire station asbestos remediation completed. During the remediation construction the crew temporarily moved into the Hanapēpē neighborhood center for about 2-3 weeks. Chief Goble praised the crew for participating and assisting with the move, demolition and painting.</p> <p>Found a site next to Honsador for the helicopter hangar that was acquired with grant funds several years ago. The 55’ x 115’ structure would be located next to the area where the training facility would also be constructed. Placing the helicopter hangar offsite of the airport would speed up response time. They were now moving forward with planning and designing.</p> <p>Status of new replacement trucks;</p>	

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	<ol style="list-style-type: none"> 1. Kapa'a Fire Station 2 replacement brush truck anticipated delivery at the end of March. 2. Waimea Fire Station 7 apparatus replacement anticipated delivery in April. 3. Additional brush truck, grant funded, anticipate in 2022. <p>Department updates;</p> <ol style="list-style-type: none"> 1. Fire department personnel that initially did not want to participate in taking the vaccination are now scheduling their vaccination shots. 2. Promotions and transfers for eight new fire captains, eight new apparatus operators and fire fighter II were completed January 16. These filled positions vacated by last year's retirees. 3. Fire response calls for medical responses have increased. <p><i>Commissioner Nizo left the meeting at 2:34 p.m.</i></p> <ol style="list-style-type: none"> 4. Deputy Chief Gibson worked with his team to solidify training plans 2021. The training would be in compliant with national standards, regulatory agencies, and OSHA (Occupational Safety and Health Administration). 5. Fire Prevention Captain Jeremie Makepa replaced retiree Darryl Dante in the Prevention Bureau. The Prevention Bureau department inspect safety related systems. They check that they are functional in buildings, proper building materials are used and building codes followed. 6. Ocean safety team reported an increase in visitors and demand for services and assistance. Plans have started to revitalize the Junior Lifeguard Program. <p>The budget had basically on track with a couple of line items higher than anticipated. Chief Goble said expenses to remediate the asbestos problem were unexpected, but overall the budget was good. They continue to closely monitor salary and benefit line items.</p> <p>Vice Chair Martinez inquired how the department would handle overtime with personnel</p>	

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	<p>now assigned to assist at the airport check points. Chief Goble said volunteers were assigned 4-hour shifts and these expenses would be reimbursed with CARES Act funds. All personnel had an opportunity to sign up and scheduling would be carefully monitored.</p> <p>Commissioner Garces thanked Chief Goble for his thorough reporting and documentation.</p>	<p>Mr. Pacheco moved to receive the Kauai Fire Commission Report dated February 22, 2021 and the Kauai Fire Department Appropriation Balance-FY 2019-2020 as of January 31, 2020, as reported. Mr. Levinthol seconded the motion.</p> <p>Motion carried 6:0.</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> <ul style="list-style-type: none"> a) Chief Goble to share any updates. b) Discussion on other related matters. <p>The utilization study findings was the key component to completing the three major categories of the strategic plan;</p> <ul style="list-style-type: none"> 1. Service Delivery 2. Professional Standards 3. Training and Career Development <p>Chief Goble said Deputy Chief Gibson spent a lot of time at the various fire stations to gather feedback from the crew and decipher any deficiencies to address and update in the Standard Operating Guidelines (SOG). A draft of the SOG was distributed to the line crew for their review. Once the SOG is finalized staff would be held accountable to follow and deliver. A process was in place to review and update the SOG annually and updated copies accessible at all work stations.</p> <p>Training and Career Development was one of the areas that Chief Goble said crew members</p>	

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	<p>consistently expressed concerns about. Deputy Chief Gibson started to outline and solidify training plans 2021 that clearly defined basic baseline work functions that all crew members must master in order to build and develop upward into higher ranking positions.</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) Deputy Chief Gibson to share any updates. b) Discussion on other related matters. <p>Deputy Chief Gibson shared the 2021 Utilization Study Kaua‘i Fire Department and Ocean Safety, a three page power point presentation.</p> <ul style="list-style-type: none"> 1. Emergency Services Consulting International would forecast the current and future needs and define their scope of duties. 2. The process would involve five phases; <ul style="list-style-type: none"> a. Phase I – Data Collection: currently processing with completion in another one to two weeks. b. Phase II – Evaluation of Current Condition: started this process a month ago. c. Phase III – System – Demand Projections d. Phase IV – Proposed Strategies/Recommend e. Phase V – Delivery & Presentation: formal presentation by the consultants to the commission, county council and mayor. <p>With no questions from the commission Chair Chahanovich moved on to the next agenda item</p>	
	<p><u>KFC 2021-03</u> <u>Fire Department Budget Proposal for Fiscal Year 2021-2022.</u></p> <ul style="list-style-type: none"> a) Chief Goble to present proposal. <p>Chief Goble shared the Kaua‘i Fire Department Proposed Budget Fiscal Year 2021-2022, a four page power point presentation.</p>	

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	<ol style="list-style-type: none"> 1. Budget challenges included a 2.5% operations reduction that affected facilities repair and maintenance cost and apparatus maintenance and replacement needs. Although adjustments were made he emphasized it would not impact the department’s ability to respond and deliver services. 2. Kē‘ē Beach Tower was funded by the state up until April 2020 and the County stepped up to secure other grant funds through June 30, 2021 to maintain coverage. They are actively finding a solution to continue to provide coverage. 3. There was a nominal increase to personnel expenses. 4. Reduction in operational expenses totaled \$95,000 <p>Next step was to prepare a budget presentation to the County Council.</p>	
	<p><u>KFC 2021-04</u> <u>Fire Chief Goals and Objectives for evaluation period July 1, 2021 to June 30, 2022 (on-going)</u></p> <p>a) Chief Goble to present strategic goals for the upcoming evaluation period.</p> <p>Chief Goble shared the Fire Chief Goals July 1, 2021 – June 30, 2022, a four page power point presentation. His goals aligned with the strategic plan and utilization study;</p> <ol style="list-style-type: none"> 1. Goal #1 – Service Delivery: define standards of response coverage for fire and ocean safety that aligned with department goals and strategic plan. Establish performance metric based on utilization study. Dependent on completion of utilization study. 2. Goal #2 – Professional Standards – Review, refine and define SOG. Goal is to make reference useful and accessible to crew. 3. Goal #3 – Career Development – Enhance promotional process and career advancement. <p>Chair Chahanovich requested feedback from the commissioners.</p> <ol style="list-style-type: none"> 1. Mr. Garces stated he wanted the goals to be consistent and did not want to keep changing the content. He thought it was a good starting point for short term and long term goals. This was a good foundation and they could added to. 	

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	<ol style="list-style-type: none"> 2. Mr. Pacheco agreed with Chiefs goals and with Mr. Garces. He also felt it was important to be consistent and with the ability to build on the goals. 3. Mr. Levinthol agreed with Mr. Garces and Mr. Pacheco. 4. Vice Chair Martinez also agreed to Chiefs goals and said it was a good starting point. He was flexible in changing the goals if Chief presented a situation that required attention. 5. Ms. Kaauwai Iwamoto did not share feedback. 	
	<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> <p>Ms. Ching directed the commissioners to the timeline and asked if there were any questions. Chair Chahanovich appreciated the timeline and said it helped keep the commission on track.</p> <p>Deputy County Attorney Jenna Tatsey explained that the County Attorney’s Office were in process of completing an internal guideline that would define agenda items that qualify to be held in executive session. She said it should be completed by the end of this month.</p> <p>With no further questions from the commission Chair Chahanovich moved on to the next agenda item.</p> <p>Ms. Ching announced that if there were no additions or corrections to the executive session meeting minutes it could be approved now, in open session. Chair Chahanovich asked for a motion to approve if there were no changes or corrections.</p> <p>With no reason to go into executive session the commission bypassed the following agenda items;</p> <ol style="list-style-type: none"> 1. Executive Session 2. Enter into Executive Session 	<p>Mr. Garces moved to approve the executive session minutes of February 1, 2021, as circulated. Vice Chair Martinez seconded the motion. Motion carried 6:0.</p>

SUBJECT	DISCUSSION	ACTION
	3. Call to Order in Executive Session 4. Roll Call 5. ES Business – ES KFC 2021-03 6. Return to Open Session 7. Call to Order in Open Session 8. Roll Call 9. Ratify Actions	
Adjournment	With no further business to conduct, Chair Chahanovich called for a motion to adjourn the meeting.	Mr. Pacheco moved to adjourn the meeting. Vice Chair Martinez seconded the motion. Motion carried 6:0 Chair Chahanovich adjourned the meeting at 3:47 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jennie Chahanovich, Chair

(X) Approved as circulated. 04/05/21 meeting.
 () Approved with amendments. See minutes of _____ meeting.