

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission	Kaua'i Fire Commission	Meeting Date	August 12, 2019
Location	Mo'ikeha Building – Meeting Room 2A/B	Start of Meeting: 2:00 p.m.	End of Meeting: 2:45 p.m.
Present	Chair Chad Pacheco; Commissioners: Jen Chahanovich, Alfredo Garces Jr., and Michael Martinez. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney James Forest; Fire Department: Deputy Fire Chief Kilipaki Vaughan and Assistant Fire Chief James Scovel and Battalion Fire Chief Solomon Kanofo.		
Excused	Vice Chair Linda Kaauwai-Iwamoto and Commissioners Alfred Levinthol and Thomas Nizo.		
Absent			



SUBJECT	DISCUSSION	ACTION
Call To Order		Chair Pacheco called the meeting to order at 2:00 p.m. with four (4) Commissioners present to conduct business.
Chair's Announcements	Next regularly monthly meeting – 2:00 p.m. on Tuesday, September 3, 2019 at the Mō'ikeha Building, Meeting Room 2A/2B.	
Approval or Amend the Open Session Meeting Minutes of July 3, 2019.	Deputy Chief Vaughan requested that on page five of the meeting minutes be amended to reflect that the sentence should say - Fire Chief would be <i>expected</i> to work with the Fire Commission and not accepted. Then on page six, Deputy Chief Vaughan requested that the meeting minutes be amended to reflect that the correct acronym for the Western Fire Chief Association is WFCA and not WECA. Chair Pacheco thanked Deputy Chief Vaughan for making the corrections and noted that if are no more corrections to be made, he would like to call for a motion to approve the meeting minutes as amended.	Mr. Garces moved to approve the July 3, 2019 Open Session Meeting Minutes as amended. Mr. Martinez seconded the motion. The motion carried 4:0.

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<p>Employees Recognition for the month of July 2019</p>	<p>Deputy Chief Vaughan presented Firefighter II Bo Domingcil and Ocean Safety Bureau OS04 Tyrus Siale with the Mānā Kinaiahi (power of firefighters) and Mānā Kia`i Kai (power of ocean guardians) certificates of appreciation for their outstanding service, dedication, commitment and exemplary leadership throughout the years to keeping the community safe.</p> <p>Mr. Siale thanked the Fire Commissioners and Deputy Fire Chief Vaughan for taking the time to honor him. He stated that he loves his work and because of that everything that he has done throughout the years has been effortless. He credited all of the ocean safety personnel and the firefighters for being a tight-knit team.</p> <p>Mr. Domingcil thanked the Fire Commissioners, his family, Deputy Fire Chief Vaughan and the entire Kaua`i Fire Department bestowing on to him the honor of being selected the Employee of the Month for July. He stated that as a Hospice volunteer working on their fundraiser's takes a lot of time commitment, but that doesn't deter him because he wants to make sure that anyone who needs their help get the care they deserve.</p> <p>Chair Pacheco and each of the Commissioners individually expressed their appreciation to both gentlemen for all their accomplishments and achievements throughout the years. Their commitment to keeping the beachgoers both locals and visitors safe throughout the island and volunteerism efforts are a true reflection of their hard work and dedication.</p> <p>At 2:17 p.m. Chair Pacheco called for a 5 minute recess for picture taking. At 2:20 p.m. Chair Pacheco called the meeting back to session.</p>	
<p>Deputy Chief's Monthly Reports</p>	<ol style="list-style-type: none"> 1. Deputy Chief's Activities & Events 2. Bureau Reports 3. Fiscal Report 4. Daily Flight Hours and Alarm Data 5. Strategic Initiatives and Goals 6. Chief's announcements and other pertinent updates 	

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	<p>Prior to giving his overview on his Monthly Reports, Deputy Fire Chief introduced Melanie Luis to the Commissioners. Ms. Luis is the Kaua‘i Fire Department’s new accountant trainee as of August 2, 2019. Deputy Fire Chief Vaughan provided an overview on the data reflected in his Monthly Reports that was distributed to the Commissioners in their meeting packets. He highlighted the Council’s Committee hearing relating to Bargaining Unit 11 arbitration award that was approved by Council in July, his community service as a volunteer with the Kaua‘i Police Activities League (KPAL) and with the American Youth Soccer Association (AYSO) for the past four years.</p> <p><u>Announcements:</u></p> <ul style="list-style-type: none"> • The next graduation pinning ceremony for the new recruits is set for 10 a.m. on Friday, September 27, 2019 at the County of Kaua‘i rotunda. • Battalion Chief/Fire Instructor II/ Fire Officer II Solomon Kanohe conducted a Fire Officer I training class for 15 firefighter candidates from the various organizations on the island. • The Kaua‘i Life Guard Association’s Fundraiser event raised close to \$40,000 • The Keiki & Junior Lifeguard Program is set to start at the Salt Pond Beach Park in Hanapēpē, then on to Hanalei Beach and will conclude at Kalapaki Beach in Nawilwili. <p>With regard to the training bureau report, Mr. Martinez asked how many recruits were in the class to which Deputy Chief Vaughan replied that there were a total of nine recruits.</p> <p>Chair Pacheco asked relative to the debate surrounding the dangers of using a full-face snorkel mask versus the use of traditional snorkel and mask, if the Department is keeping track on the amount of drownings that involved the use full-face snorkel mark versus the traditional snorkel and mask to which Deputy Chief Vaughan replied that currently there is evidence to show that the use of full-faced snorkel mask is the main cause of drownings and that efforts are being made by the Department to see if there’s a trend, but if there is evidence that shows otherwise, efforts will be made to get the message out to the community on the dangers of using a full-faced snorkel mask.</p> <p>With regard to the retirement of personnel in leadership positons, Mr. Martinez asked Deputy Chief Vaughan how many are planning to retire at the end of the year, and if there is a succession plan to fill those vacancies to which Deputy Chief Vaughan replied that he expects two to three personnel are slanted to retire at the end of the year, and far as a succession plan, the Department believes</p>	

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	<p>that investing in its younger personnel is a great investment because of their longevity with the Department. As far as promotions are concern, the Department does know what path it's going to take and that the Department will be conducting promotional exams for fire captains, firefighter III and II positions on October 24th. With regard to the assistant chief there's a possibility that one may be retiring and as far as battalion chiefs positions they have to wait to see who is planning to retire.</p> <p>With no further questions, Chair Pacheco called for a motion to accept the Deputy Chief's Monthly Reports.</p>	<p>Mr. Garces moved to receive the Deputy Chief's Monthly Reports. Ms. Chahanovich seconded the motion. The motion carried 4:0.</p>
<p>Business KFC 2019-11</p>	<p><u>Permitted Interaction Group No. 1 recommendations regarding the proposed amendments to the Fire Chief's Job Description.</u></p> <p>Ms. Ching reported that the PIG's recommendation was based on testimony that the Commission received earlier that in lieu of a bachelor's degree years of experience as a deputy fire chief, assistant chief, fire captain and battalion chief will also be considered.</p> <p>Deputy County Attorney Forest stated that the appropriate motion is to accept the PIGs report and at a subsequent meeting the Commission can either vote to approve the recommendation or deny the recommendation.</p>	<p>Ms. Chahanovich moved to accept the PIG's report. Mr. Martinez seconded. The motion carried 4:0.</p>
<p>KFC 2019-12</p>	<p><u>Permitted Interaction Group No. 2 recommendations regarding the selection of the semi-finalists for the Fire Chief's position.</u></p> <p>Ms. Ching recommended that the Commission defer the item until PIG No. 1 has fulfilled Its duties.</p>	<p>Mr. Garces moved to defer item KFC 2019-12 to the next meeting. Mr. Martinez seconded the motion. The motion carried 4:0.</p>
<p>KFC 2019-13</p>	<p><u>Permitted Interaction Group No. 3 recommendations regarding the written and oral questions for the Fire Chief candidates.</u></p> <p>Ms. Ching recommended that the Commission defer the item until PIG No. 2 has fulfilled its duties.</p>	<p>Mr. Garces moved to defer item KFC 2019-13. Mr. Martinez seconded the motion. The motion carried 4:0.</p>

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<p>KFC 2019-14</p>	<p><u>Communication dated July 3, 2019 from Vice Chair Jan TenBruggencate, Charter Review Commission to Chair Pacheco and members of the Fire Commission requesting any proposals to amend the Kaua‘i County Charter.</u></p> <p>Ms. Ching advised Chair Pacheco to call for a motion to receive the communication for the record and discuss the matter after the vote. Chair Pacheco called for a motion and the vote.</p> <p><u>Discussion</u> Chair Pacheco stated that the letter is a request for proposals to amend any sections in Article XII <u>Fire Department</u> of the Charter. Ms. Ching clarified that the Charter Review Commission is a Commission that accepts proposals from the Department and from the other Commissions, then it decides which amendments they are going to put forward that will appear on the ballot. For example, the Police Commission is proposing a charter amendment that requires a bachelor’s degree for the Police Chief position which is a totally different direction the Fire Commission is going to take. Another example, the Ethic’s Board wants the Charter Review Commission to entertain changes to clarify who is required to file a disclosure form in order to declare any potential conflicts.</p> <p>Chair Pacheco asked what the timeline is for the Fire Commission to submit proposals to which Ms. Ching replied that to her knowledge council services has not yet set as any timeline, but in the past, April was the month, the Charter Review Commission had to submit proposals to council services. But for this upcoming election year because the ballots are going to be mailed out, council services is anticipating an earlier deadline so she would suggest that the Fire Commission get their proposals in to the Charter Review Commission by October.</p> <p>Ms. Ching asked Chair Pacheco if he would like to keep the item on the agenda for one more meeting in case any of the Commissioners had something they would like to submit to which Mr. Martinez replied that that would be great idea because Commissioners Nizo and Levinthol who are absent may want to provide some of their own input.</p> <p>With no further discussion, Chair Pacheco called for a motion to keep the item on the next agenda.</p>	<p><u>Motion No. 1</u> Mr. Garces moved to receive item KFC 2019-14. Ms. Chahanovich seconded the motion. The motion carried 4:0.</p> <p><u>Motion No.2</u> Mr. Garces moved to keep the item on the agenda for continued discussion at the Commission’s next meeting in September. Mr. Martinez seconded the motion. The motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
EXECUTIVE SESSION	Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a) and (2) and (4), the purpose of this Executive Session is for the Commission to discuss the hiring of a new Fire Chief and other related matters where consideration of matters affecting privacy will be involved, and to consult with its attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities as they may relate to this agenda item. (On-going)	No Executive Session held.
Adjournment	With no further business to conduct, Chair Pacheco called for a motion to adjourn the meeting.	Ms. Chahanovich moved to adjourn the meeting. Mr. Martinez seconded the motion. The motion carried 4:0. At 2:45 p.m.

Submitted by: _____
 Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
 Chad Pacheco, Chair

- (x) Approved as circulated on September 3, 2019
- () Approved as amended. See minutes of _____ meeting.