QUARTERLY TELECONFERENCE MEETING NOTICE AND AGENDA
Wednesday, August 25, 2021
9:00 a.m. or shortly thereafter

Microsoft Teams Conferencing Information

Click on the link below to join on your computer mobile app by VIDEO:
Click here to join the meeting

Or

Dial phone number and enter conference ID to call in and join by AUDIO:
Phone: +1 469-848-0234 United States, Dallas
Phone Conference ID: 868 223 499#

This meeting will be held via Microsoft Teams conferencing only. Members of the public are invited to join this meeting by using the link above or calling the number above with the conference ID information. You may testify during the video conference or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your microphone except to testify.

CALL TO ORDER

ROLL CALL

PUBLIC TESTIMONY

APPROVAL OF MEETING MINUTES:

a) Open Session Minutes of January 27, 2021 (Deferred on 4/28/2021)
b) Open Session Minutes of April 28, 2021

BUSINESS:
SC 2021-1 Discussion and decision-making on submitting a Salary Resolution to establish maximum salary caps for certain County officers and employees included in Section 3-2.1 of the Kauai County Code for Fiscal Year 2022/2023.
SC 2021-5 Discussion and decision-making on setting a date for the next Salary Commission quarterly meeting.
EXECUTIVE SESSION: Pursuant to Haw. Rev. Stat. ("H.R.S.") §92-7(a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

ADJOURNMENT

cc: Deputy County Attorney Andrew Michaels

WRITTEN TESTIMONY
Persons wishing to offer comments are encouraged to submit written testimony at least 24-hours prior to the meeting and must indicate:

1. Your name and if applicable, your position/title and organization you are representing
2. The agenda item that you are providing comments on; and

Send written testimony to:
Salary Commission
C/o Office of Boards and Commissions
Piikoi Building 4444 Rice Street, Suite 300
Līhu‘e, Hawai‘i 96766
E-Mail: mromo@kauai.gov
Phone: (808) 241-4920

SPEAKER REGISTRATION
Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number, and agenda item via email at mromo@kauai.gov or by calling 808 241-4920.

On the Day of the Meeting: Persons who have not registered to testify by the time the Commission meeting begins will be given an opportunity to speak on an item following oral testimonies of registered speakers. The length of time allocated to person(s) wishing to present verbal testimony may be limited at the discretion of the chairperson or presiding member.

SPECIAL ASSISTANCE
If you need an auxiliary aid/service or other accommodation due to a disability, or an interpreter for non-English speaking persons, contact Mercedes Orno at (808) 241-4920 or mromo@kauai.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.
DRAFT MINUTES OF THE COMMISSION’S SECOND TELECONFERENCE MEETING
APRIL 28, 2021

ATTENDANCE
Chair Laurie Yoshida, Vice Chair Kenneth Rainforth and Commissioners Patrick Ono and Trinette Kaui.

Also, present Boards and Commissions Administrator Ellen Ching, Support Clerk Mercedes Omo and Deputy County Attorney Andrew Michaels.

MEETING CALLED TO ORDER
Chair Yoshida: All right, let us call the meeting to order it is 9:01 a.m.
This is the Salary Commission meeting Wednesday, April 28, 2021.

ROLL CALL
Chair Yoshida: May I have a roll call, please Mercedes.

Ms. Omo: Commissioner Kaui.

Ms. Kaui: Present.

Ms. Omo: Commissioner Ono.

Mr. Ono: Present.

Ms. Omo: Vice Chair Rainforth.

Vice Chair Rainforth: Present.

Ms. Omo: Chair Yoshida.

Chair Yoshida: Present.

Ms. Omo: Deputy County Attorney Andrew Michaels.

Mr. Michaels: Present.

Ms. Omo: We are waiting for Administrator Ching to log on, but you may go ahead Chair.
PUBLIC TESTIMONY

Chair Yoshida: All right. Is there any public testimony.

Ms. Omo: There is none, Chair.

APPROVAL OF MINUTES OF JANUARY 27, 2021 MEETING

Chair Yoshida: Okay, we are going to defer the approval of the minutes. Let us move on to item SC 2021-1.

BUSINESS

SC 2021-1 Discussion and decision-making on submitting a Salary Resolution to establish maximum salary caps for certain County officers and employees included in Section 3-2.1 of the Kauai County Code for Fiscal Year 2022/2023.

(a) Presentation by Commissioner Ono on individual salary caps for certain County officers of the different counties.

Chair Yoshida: I will now turn the floor over to Commissioner Ono.

Mr. Ono: Thank you. I would like to start by thanking Ellen and Mercedes for their assistance in the past few months to help coordinate the Kauai County Agency presentation for our Commission. It was very helpful. I would also like to extend our sincere appreciation to each director, chief, attorney, engineer, clerk and representative for the time it took to prepare and to present we appreciate it. Thank you all very much.

The bases of this quick presentation is a draft that I prepared by going through all of the presentations by each individual Department Head and agencies to provide some sort of a foundation for our review that summarizes all of the information to give us a base to move forward. Once completed it would allow our Commission to see specific details that were provided by each department or agency for a thoroughly review. Therefore, this is what I have put together, so we can move forward appropriately.

My offer in this presentation is based these five (5) basic pillars. Pillar #1 - Historical structure of past the Salary Resolutions up to today Pillar #2 - Current salary caps Pillar #3 - Department or agency, which includes organizational charts, employees and bargaining units as well as some details relative to that side Pillar #4 - Budget Pillar #5 - Departments and agencies specific where we can add all of the individual details specific to each individual department and or agency

I know that Mercy was able to forward the spreadsheet over to the Commissioners and I was wondering if it made sense. If what was put together was helpful.
Chair Yoshida: Yes, it was very helpful.

Ms. Kau: Yes. This is Commissioner Kau. Thank you so much for doing that. I know that there are holes to fill, but this still is so awesome. So thank you for taking the time to put this together. I appreciate it.

Mr. Ono: Exactly what you are saying Commissioner Kau. The pukas are the important part because it will give us the ability to focus on information that we need and it will allow us to keep moving forward rather than rehash what we do not have. Is there anything important that we should add to this, prior to our work that we need to follow-up? Do you think that we should add anything else?

Ms. Kau: No, I think you covered many of the important things across the board like the different counties maximums, the number of employees and the budgets. I think you covered all of the bases. Thank you.

Mr. Ono: In laying this out...this is the bases of the initial presentation. It was just to go over the structure because we are going to apply the structure to each department and agencies. Then of course, the fifth pillar being the department and agency specific so it does not say we are going to put a blanket on all of our reviews and it is going to be the same standard. This will also give us some flexibility in specific analysis, so that was important for this first presentation.

Chair, do you think it would be appropriate for us to look at how we would move forward from this point.

Chair Yoshida: Sorry, I was having problems with my earphones, so I missed that last part.

Mr. Ono: What I mentioned was now that we have a structure our attention for the next meetings is to focus on a hand full of departments and agencies going forward. Just like how we did with the presentations by taking three or four department or agencies at a time and ask them for the information so we can fill in the pukas at our next meeting. Then we can have a discussion on the specifics for each department or agencies.

Chair Yoshida: I agree that we should focus on...I think there are 15 departments in all, so if we took four departments for each quarterly meeting...

Ms. Kau: I have a question Chair. As far as filling in the information we do not have would that be something Human Resources could do for us.

Chair Yoshida: We could ask Mercedes or Andrew to ask each Department or HR if they could complete it for us or get the information to us because I do not know if we need to have the Director’s come before us just to fill in these holes. I know they are busy people and I do not want them to come before us just too or we could send them the spreadsheet and ask them to fill in the holes for their Department.

Ms. Ching: Chair.
Chair Yoshida: Hi Ellen.

Ms. Ching: I apologize for – I was like three minutes late and you people were like boom, so I would like to apologize for that. As for getting the information if you would give us the specific item as to what you would like to focus on, we will work on getting that information. HR could give us the information and we could input the information into the spreadsheet that Commissioner Ono created. Then when the Commission meets, whatever information we receive from HR we will fill in the blanks. It is more of a perspective of giving us an idea on what focus you want, so that we can get the information for you by the next scheduled meeting.

Chair Yoshida: I am at a point that I think we need to update the information that is missing. I think we should concentrate on...I counted 15 tabs from the Mayor to Public Works. We would have to take four (4) Departments at a meeting or we could try to get the information first and then have a discussion once we have the information. Commissioners what are your feelings about that.

Ms. Kauai: Chair, I think that is a good way to progress. The salaries and the amount of employees is information they should have readily available including the budget. I might be wrong, but in some shape, we had that information beforehand, but with Commissioner’s Ono spreadsheet, we would have to ability to look at the information all at once. Ellen do you think that is something HR would be able to complete.

Ms. Ching: I do not think it would difficult for HR to provide the information because in the past, whenever we ask HR for information they have always been responsible & accommodating. My only concern is from a perspective of what is efficient for this Commission because right now, the bargaining units are in the negotiations process. Say for example, three months from now, the Commission decides today that it wants to focus on the mayor, council, attorney, OED and finance and our office gets the information from HR and we input the information into the spreadsheet, and we move forward. By the time, we get to the last five (5) Departments the information our office received from HR for the first five (5) Departments could change and so from that perspective, I am a little concerned about how the Commission would move forward. At this point, you may want to consider looking into what year you actually would like to do a salary resolution keeping in mind the current financial situation and the political environment. If you look at it in that perspective and backward chain it, we could provide the most current information for all of the positions at one point in time. I think that might be a more productive process for the Commission.

Chair Yoshida: Do you mean we should look at whether or not we should entertain adjusting the salaries for fiscal year 2022/2023 since we decided not to submit a salary resolution for fiscal year 2021/2022. In addition, we should consider some of the legislative matters our state legislators are reviewing. I do not know if you realize what is happening at the legislator, there is a bill that passed by the Finance Committee that would take tourism tax revenue (transient accommodation tax) away from the counties. However, it would give the counties the ability to charge its own transient accommodation tax and if that happens it would change the entire scope of how the county gets money from the state. It is a significant amount of money; 14 million plus, which will affect the county’s budget directly not to mention the economic strain the county
is facing and whether or not the federal government would provide more money or not. I think at this point, we are still up in the air when it comes to fiscal year 2022/2023.

Ms. Ching: Chair, I think you are right on the button. When I look at next year, it is iffy and a lot of it has to do with where the legislature is. If anything, I am thinking the year after is best given the information we have at this point, so the year after would be the best bet and more of a possibility.

Chair Yoshida: I think you are right because even if they do move forward with that legislation and the county moves forward we would not know what that would look like. Because as most of you know the 14 million was more than what the county actually collected, so we got more of our fair share of the TAT. So in order for the county to make the same amount it would have to charge more than the other counties in terms of our own TAT, which means our county would be the most expensive island in the chain. Then there is the balance in terms of how much the county should charge and is it a marketing thing to get more visitors to come to Kauai, which would pit county against county. We need to keep an eye on that because we do not know if it is going to pass.

Ms. Ching: The other thing I definitely believe is that 2022 being an election year there is no way council would even want to entertain or even see a salary resolution. Which is why I feel given everything the best bet for this group is 2023, and if we are going to gear-up for fiscal year 2023 we should really start to focus. Mercedes has a lot of experience doing this because when I first came on as the Administrator for the Salary Commission; Trinette has a great memory of this, they did a salary resolution and at that time I just started my job and it was like I was drinking water out of a firehouse. Miraculously, the Commission did an excellent job and that resolution passed. I am thinking 2023 would be the best – Mercedes did the Commission meet in September for that resolution.

Ms. Omo: I think they met in October.

Ms. Chair: Okay, I think ideally if the Commission is going to shoot for something in 2023 to start early because towards the ending we had to meet almost weekly.

Chair Yoshida: It would make sense to meet after, but…

Ms. Ching: I would say start in June or July.

Ms. Kauai: Chair, I have a question. Wouldn’t the bargaining unit negotiations affect only the civil service positions because all of the other salaries are fixed which we control.

Ms. Ching: Yes.

Ms. Kauai: So it would be only for budgetary purposes.

Chair Yoshida: What about the other Commissioners - what are your feelings about waiting until 2023.
Mr. Ono: I have no problem with that. I heard what Ellen is saying about adjusting the current salaries, but what does not change is the maximums. Because we are talking about waiting until 2023, then my thoughts would be if we are not going to focus on the current salaries, then our focus should be on what the historic structures are, what kind of comparisons are we going to list for each department and agencies, and what department and agency specifically, should our focus be on. So when we are ready to get together and really put our feet deep into the sand – what would be the specific topics should we focus on the comparisons related to the mayors, governor and lieutenant governor and or state and federal comparisons. May be what we can do for this year, Chair, Ellen and Mercy is may be look at those pieces - what should we be looking so that we are prepared when we finally do jump in we will know what exactly we are trying to accomplish and the information we need.

Ms. Kaui: The things that do not change is the maximums so maybe we can leave out the variables and the ones that are fixed get that information now to get a head start.

Chair Yoshida: Vice Chair Rainforth do you have anything you would like to add.

Vice Chair Rainforth: Not really.

Chair Yoshida: Okay.

Vice Chair Rainforth: My one comment on Patrick’s spreadsheet about getting the data is there a reason why we could not send individual sheets to each Department Head and ask them to have their staff fill in the missing information and send it back to the Commission. Wouldn’t that be a quicker to get the data?

Chair Yoshida: Ellen and Mercy what your feelings about that.

Ms. Ching: It would be better to go through HR otherwise with the number of departments some would come in and we would be chasing the other departments.

Chair Yoshida: Okay, besides HR would have the more current information.

Vice Chair Rainforth: Plus, you would need a detailed instruction sheet for each Department to get the same criteria. Your right, there is many problems with that idea, so I understand. As far as waiting until 2023 to work on a possible salary resolution, I am good with that too.

Chair Yoshida: All right, so the next step is to send this to HR (no rush) to fill in the missing information and the ones that will change, we can let HR know not to put too much on effort on those because of collective bargaining and just wait after the negotiations are completed. Okay, let us move on to the next agenda item to discuss when our next meeting will be and what we are going to do. Commissioner Ono do you have more to present?

Mr. Ono: No, that was all, Chair Yoshida.
Chair Yoshida: Okay. Thank you so much Patrick that was a lot of work on your part to put this spreadsheet together. It makes it easier for all of us so I appreciate it.

Okay, the next item is SC 2021-4.

**SC 2021-4 Discussion and decision-making on the next Salary Commission meeting.**

Chair Yoshida: Commissioners, what are your thoughts about our next meeting should be and the amount of time we need to give HR considering the collective bargaining process, which could take long a few months or may be years. We do not have to necessarily wait for it but at the same time it would affect some of our decision-making right?

Ms. Ching: I would suggest pushing it to August because I believe by that time most of the unions would have already voted, but if we have one or two outstanding Chair, I will call you and discuss whether we should move on with an August meeting or delay it for another month. However, my best suggestion would be August and that would give HR ample time as well.

Chair Yoshida: Okay, we are looking at the last Wednesday, which is August 25.

Ms. Kauai: And then the budget should solidified for this year right?

Chair Yoshida: Yes, and we should know by then about the TAT.

Ms. Ching: Yes, and the other thing is the bargaining units typically – now they are going with two or three year contracts; somewhere around there, but least you will have stable information as to what that salary is going to be for at least two year, usually.

Chair Yoshida: Okay, we are looking at August 25, 2021 as our next meeting. Is everybody okay with that date?

Vice Chair Rainforth: Good for me.

Chair Yoshida: Same time at 9:00 a.m. I have another question. Are we missing Commissioners; where are we on that Ellen?

Ms. Ching: We are working on it. If any of you have suggestions, I would be more than happy to hear it.

Chair Yoshida: Okay.

Ms. Ching: I think you got a fantastic nucleus here and I want to make sure that the people who join you will like mind and like spirit.

Chair Yoshida: Okay, is there any more discussion, if not our next meeting is Wednesday, August 25, 2021. We will be on the lookout for those documents so let us see what HR can do
and if we have to postpone the meeting we can. I do not think we need to go into executive session at this time therefore, I declare this meeting adjourned.

At 9:30 a.m., the meeting adjourned.

Submitted by:
Mercedes R. Omo Support Clerk

Approved as circulated on:
Approved as amended on:

Laurie Yoshida Chair Kauai Salary Commission
COUNTY OF KAUAII
SALARY COMMISSION
PIIKOI BUILDING, 4444 RICE STREET, SUITE 300
LIHUE, HAWAII 96766

DRAFT MINUTES OF THE COMMISSION'S FIRST TELECONFERENCE MEETING
JANUARY 27, 2021

ATTENDANCE
Chair Trinette Kauai and Commissioners Robert Crowell, Leland Kahawai and Patrick Ono

EXCUSED
Commissioner Laurie Yoshida.

Also, present Boards and Commissions Administrator Ellen Ching, Support Clerk Mercedes Omo and Deputy County Attorney Andrew Michaels.

Invited guests: Fire Chief Steven Goble, Police Chief Todd G. Raybuck, Director of Parks and Recreation Patrick Porter and Director of Public Works Acting County Engineer Troy Tanigawa.

MEETING CALLED TO ORDER AT 9:00 A.M.

Chair Kauai: Good morning everyone. Welcome to our monthly meeting for the Salary Commission. First item of business, we would like to do a roll call.

ROLL CALL TO ASCERTAIN QUORUM

Chair Kauai: Mercedes, roll call, please.

Ms. Omo: Yes, Chair. Commissioner Ono, Commissioner Crowell, Vice Chair Rainforth and Chair Kauai.

Mr. Ono: Present.

Mr. Crowell: Present, I am here.

Vice Chair Rainforth: Present.
Chair Kauai: Here.

Ms. Omo: Okay, for the record Commissioner Yoshida will be signing when she is done with her meeting.

Chair Kauai: Okay. FYI, I am not sure if you folks received the email from Ellen. Commissioner Kahawai resigned and he will be serving on another commission. We would like to thank him
for serving with us and we will miss him. So we just wanted to Mahalo him for the time he served on the Salary Commission. Mercedes, do we have any public testimony?

Ms. Omo: None, Chair.

**APPROVE OR AMEND THE MINUTES OF THE OCTOBER 28, 2020 MEETING**

Chair Kauai: Okay, if not we are going to move on to the approval of our meeting minutes of our Open Session on October 28. Does anybody have a chance to review the minutes that Mercedes provided, and if yes, does anybody have any comments, corrections or suggestions.

Mr. Ono: I think it was well done and it really brought back the meeting clearly for us in her review so I move to approve.

Chair Kauai: We have a motion to approve the minutes of October 28, 2020 meeting. Do I hear a second?

Vice Chair Rainforth: Second.

Chair Kauai: Okay, we have a second by Vice Chair Rainforth. All those in favor, please signify by saying aye. Opposed. Hearing none. Motion carries 4:0.

Okay, our next item is Business SC 2020-4

**BUSINESS**

**SC 2020-4** Discussion and decision-making on submitting a Salary resolution establishing the maximum salary caps of certain County officers and employees included in Section 3-2.1 of the Kauai County Code for Fiscal Year 2021/2022.

(a) Fire Chief Steven Goble  
(b) Police Chief Todd G. Raybuck  
(c) Director of Parks and Recreation Patrick Porter  
(d) Director of Public Works Acting County Engineer Troy Tanigawa

Chair Kauai: I believe this is the last of the Department Heads that we will be hearing from, so I would like to thank them for putting together their presentations. I know a lot of them are busy and I know most of them has county council meeting today, so again, we would like to thank the Department Heads. We are going to take the agenda out order. First, we will be hearing from Acting County Engineer Troy Tanigawa; next is the Director of Public Works then we are going hear from Fire Chief Steven Goble followed by the Director of Parks and Recreation Patrick Porter and last, but certainly not the least, our Police Chief Todd Raybuck.

Troy, thank you for coming before us. You have the floor.

Mr. Tanigawa: Thank you Chair. I am going to share a screen with you folks. It’s basically our organization chart and I believe you have this information as well.
I will just use this as a guide, as I go through the various services our Department provides. Is my screen coming up for you folks to see it?

Chair Kauai: Yes.

Vice Chair Rainforth: Yes.

Mr. Tanigawa: I will start with our Auto Maintenance and Motor Pool Division. This division provides passenger vehicle, heavy equipment repair and maintenance services for the various county agencies, including our Department. Our Department also includes the motor pool cars and police vehicles as well. This division is responsible for procuring replacements for those vehicles and any procurement required for repairs, as well as serving those types of vehicles.

Next is our Building Division. This division is in charge of reviewing and issuing building permits and conducting code enforcement for vertical construction. This division is also responsible for various other projects within the Department. The police station and the fire station was two of the building division’s biggest projects.

Both our engineer and project manager are currently working the Tiger Project which entails striping of Rice Street as well as other various side streets that also needs striping, painting, signage for paths connecting the various areas from the civic center back to Hardy Street and Rice Street as well as other amenities that comes under the Tiger project. The bike path project is also within this division. These projects are complex because it involves federal funds and there are a lot of plethora’s that comes into play to be able to remain eligible for federal funding.

Next is our Engineering Division. Under this division, we provide various services like grading, grubbing and compliance reviews. This division also provides regulatory flood plain type of review services that mostly affect new developments. We also have a project management section that oversees development and construction for various road improvement projects. Currently, the biggest funding project mechanism under this division is the state transportation improvement program where we get federal funds to construct improvements on various roads. One notable project that is ongoing is the project to construct improvements on Maluhia Road and Kōloa Road. Some of you may have encountered our traffic management components in those areas. This division also manages bridge improvements. Basically, the largest and the highest cost complex road improvements projects are managed under this division.

Our next division is the Roads Construction/Maintenance Division. Primarily, road maintenance type of responsibilities including the mowing the roadway shoulders, maintaining the right-of-ways, address low hanging trees in the right-of-ways and take care of down trees that may have fallen unto the road and fix potholes. I think most of you have encountered potholes that frequently popped up after a storm. So, we manage those things under this division.
One notable item is the G Fund Program that have been managed under this division since its inception – roughly two and a half years. Many of you have probably seen the crack and surface seal projects that have popped up in many subdivisions, typically those roads are in better shape having less traffic. So that preventive maintenance type of projects were pretty effective in those areas. The much heavier traffic roadways and the collector roads typically have to be resurfaced.

Many of the bad roads like Oloheha Road and the Maluhia and Koloa Road are under reconstruction. The roads division hired under contract Maui Kupono Builders, which is a local paving company to go in, mill, and fill the worst spots and the large potholes with base fillers to (at very least) improve the ride until the real project comes to mobilization.

Next is our Solid Waste Management Division. This division provides various waste disposal services and operates four transfer stations across the island. We also have a curbside refuge collection section and our biggest clientele is our residents but we also have commercial accounts and we have a fee structure for each type of account; residential versus business, and we operate the island’s only municipal solid waste landfill in Kekaha.

This division also handles the County’s recycling programs and the recycling drop-off sites. We have also have recycling programs provided at our transfer stations and we have vendors to hull away materials from green waste to scrap metal as well as other hard to dispose of items like old/used batteries used motor oil, those type of things.

Lastly, we have our Wastewater Management Division. This division is responsible for delivering sewer service to the various neighborhoods on the island. We have four (4) treatment plants located in Waimea, ‘Ele’ele, Lihu’e and Wailua and those treatment plants have the infrastructure to collect wastewater from residents and businesses in their respective districts and that briefly is the type of services we provide. Are there any questions?

Chair Kauai: Thank you Troy. When I was looking at the matrix of all of the different divisions it is a huge division, so thank you very much. From nuts to bolts, you folks operate it all. Commissioners, do have any questions for Troy? Troy what is the total amount of employees in this division?

Mr. Tanigawa: I think we have just over 400 employees. I am not sure what the exact number is however, I can get for you folks.

Chair Kauai: No, I think that is good enough; just having an estimate is fine. I know the auto maintenance division take cares of all of the county vehicles, but at one point in time, the Police Department had their own mechanics to take care of all KPD’s vehicles, but now, you folks have to maintain the entire county fleet. Am I correct?

Mr. Tanigawa: That is correct as far as automobiles. As for Transportation Division, they have their own mechanic to take care of their fleet of busses and I believe that the Fire Department has someone to address their needs, but the majority of the other heavy equipment and passenger vehicles the county has on inventory is maintained under the auto-shop.
Chair Kaui: Okay. Thank you. Commissioners if you folks do not have any questions, I would like to thank Troy for taking the time off from his busy schedule. Feel free to reach out to us if you have requests to the Salary Commission. We are here for you folks.

Mr. Tanigawa: Okay, thank you.

Chair Kaui: Thanks Troy. Okay, do we have the Fire Chief Goble on?

Chief Goble: Yes, I am here.

Chair Kaui: Good morning Fire Chief Goble. Nice to meet you. Thank you for coming. I know that you folks are busy today with the county council meetings, so thank you, in advance for preparing your presentation. You may go ahead and take the floor.

Chief Goble: Great, thank you, everybody and good morning. Pleasure to, at least see some faces or at least some initials of folks that are on the Commission here. Thank you for the opportunity to steal a little bit of your time this morning. Thankfully, my commitment to the council was completed this morning, so we were able to manage both tasks today. I just want to give you a quick overview of the Fire Department. I am going to try to do the same thing Troy was able to pull off, so I will see if I can pull it off as well by sharing my screen.

Chair Kaui: Okay, Chief we can see it now.

Chief Goble: Great. I don’t dare go to the slide presentation mode because my computer does odd things when I do that. So hopefully, you can see what is in front of you. It’s a matrix of our staffing.

But at the end of that day, what this tells us is that overall we are authorized for 213 positions between the Fire Department side of things and the ocean safety bureau. We currently have some vacancies out there, fifteen of those are position of ours are vacant at this time, twelve of those are firefighter ranks. We just had a big wave of retirements as folks have seen all across the county. So we are working with administration for approval and ultimately process through our recruits to kind of refill the operational positions that are out there. On the fire side of things there are 153 authorized – currently we have 140 that are on staff (again) looking for an opportunity to refill those positions that are out in the fire stations due to retirements.

On the ocean safety side there was 60 authorized positions of which 58 of those are currently Filled. One of our towers out there which is Kēʻē Tower is grant funded and so I just kind of noted that on the bottom of that chart. As we work through this, I will give you a little bit of a graphic presentation of where we are at, in general the Fire Department is essentially split-up into sections. We have what we consider our support services under our deputy chief and then we have on our operations side our assistant fire chief. On the support services side of things those are the things that happen behind the scenes – all of the administrative support, all of the technical support, training support all comes from this side of the house. We do have a deputy
chief that oversees all of that and then we have what we consider is our administration bureau, ocean safety bureau, prevention bureau, training bureau and we do have as Trcy noted our fire equipment folks. We have a couple of mechanic folks that keep up with our fleet needs.

For the administrative side, this is essentially our HR and fiscal services and that is headed-up by our administrative services officer with a couple of accounting folks and support staff allocated to that division. Ocean Safety (again) is one of our operational bureau that falls under this side of things because there are some administrative pieces as well headed up by our bureau chief of ocean safety. They split their operations into three different districts, the north district, east district, then the south and west districts are combined together. They have a couple of folks that are dedicated to training. Training in this bureau is incredibly important in keeping our life guards certified, up to date which includes their first-aid training, CPR, AED and their life guard requirements falls under that team.

We have our prevention bureau. This bureau is charged with inspections, investigations, plan review and what we call our community risk reduction. So from the inspection side this is the physical inspection of building improvements and new construction to ensure compliance with the fire codes. Plan review is also of that process...that plan review is exactly that, it is looking at blueprint drawings, submittals for construction projects to ensure compliance with the correct fire codes.

Our community risk reduction program is our preventive piece that we engage with the Community. Some of you may be familiar with the fire escape...what they call the Sparky Trailer, which is a piece of equipment that we take around to all the schools to engage young people in fire prevention and also (fire) how to get out of your home should you have a fire in house. So those kind of things make-up our community reduction. It also includes our engagement with elderly affairs for fall prevention; this is also our community outreach for CPR. There's been a big push for what we call the "Stop the Bled Program" this is kind of a hostile multi-casualty incident...the active shooter kind of response to train our folks, engaging our folks with CERT Teams, things like that fall into this category. We like to be proactive on the front end. We recognize that the best outcome are from the incidents that never happen so if we can use a little bit of prevention on the front end to prevent incidents from happening that is the best outcome that we can hope for from our fire response and ocean safety related issues.

The investigations is the other piece of that. We do have a team of trained folks that conduct fire Investigations...this is the origin and cause piece of the fire investigation, and so when somebody has the misfortune of their residence catching on fire or business, something of that nature, our teams can go out and do an investigation to determine what the cause of that was. We use that information for a few things, we partner with the Police Department so if there is criminal activity or suspect there is criminal activity we partner with the Police Department to follow through. We also use it in a proactive way and an example of that would be late in the summer we saw a series of fires that all had a similar related cause. We were targeting these surge protectors that people string together in their homes, so of that was for improper use, some that were poor pieces of equipment that had come into disrepair, and we use that information to feed our community risk reduction team as well. We will target messaging around things that we discover in our investigation process.
In addition, in our prevention bureau, we also have our training bureau and this is the group in charge of maintaining our mandatory training pieces, our quality improvement training all of those things that make-up our team capabilities out there in the field. This is a busy group. We do everything from training our teams to be good firefighters, good EMT’s and delivery for medical services. We are constantly working with them to identify future leaders in the organization and giving them supervisory training so those kind of things falls into this category as well, we have a training captain in there and two of our firefighters III’s are assigned to our training cadre to deliver that to our crews. Lastly, we have the fire equipment division we have taken on responsibility for managing most of the needs for our fleet and we certainly do rely on our partners in transportation and in public works to assist on some of the bigger jobs, but we have a lead fire mechanic and a fire equipment mechanic that is responsible for maintaining our fire engines, our smaller brush trucks that we have and a number of our ATV’s that are used to access remote areas. The ocean safety team have jet skis they use and trailers and all of those kind of things that fall into their area of responsibility. Therefore, that is the team that supports all of those needs from an equipment standpoint. Again, support services is kind of the general overall piece that supports our operations in total.

So let us switch over to the operations piece, this looks like a whole bunch, but in reality there are eight fire stations out there and we are separated into three battalions. Based on work schedules we have Battalion I, Battalion II and Battalion III they all work different days in the rotation on our operation side. Strategically placed our fire stations out there, each one of them has a fire captain, each one has a fire fighter III which is our apparatus operator and then they have a combination of either firefighter II’s which are specialists. Specialists are deployed with our teams from the Līhu’e station and from Kīkeha. Līhu’e is the rescue specialists, those are the folks that do the helicopter rescues, trail rescues those kind of things. The Kīkeha station is our hazardous materials response station and so the specialists there are hazmat certified technicians for hazardous materials related. Those folks are cross-trained; there are not just rescue specialists and they are not just hazardous materials technicians, there are also firefighters and they are deployed in that role much more frequently than they are in their specialty roles. There are also firefighter I’s those are the folks who are pulling hose, treating patients and doing those kind of things. Again, eight of those stations each in a different part of the island, all the way from north covering all the up to the west with the Waimea station.

One thing that I did forget to mention is with the ocean safety team they are similarly deployed to our lifeguard towers, we have eleven of those scattered across various beaches across the island. They also got a roving station out in Waʻini that does not have a tower currently, but we have identified a need out there for some presence so we put a couple of folks in a pick-up truck to monitor the activity in Waʻini. Then there is also three what they call Roving Jet Ski patrols, this is a new addition for us and it has been an invaluable resource. We assign folks onto jet skis in each one of the districts to rove between beaches. So this gives us coverage on beaches that do not have towers and it also allows a quicker response to those situations where the jet ski is the right tool to effect a rescue in bigger surf or other conditions that warrants that. When we put this on...may be over a year ago, but as soon as we put this resource on it was not until half a day that we had an issue that required jet ski response and we
were able to effect the rescue quickly, safely and very effectively. So that showed us the value of that resource and we continue to deploy with it. I think that is what I have from the Fire Department. Again, 213 authorized positions of which five of those are currently funded through a grant. A little bit about that, these are the positions out of Kēʻē Beach. Those positions have historically been funded through the state since that is a state beach or a state park that we are operating in. In the 4th quarter of the fiscal year last year, the state discontinued funding for Kēʻē but we were able to pick-up the funding through the county through a different grant and we do have continued coverage for Kēʻē through this fiscal year and we are looking for solutions going into next fiscal year. Just a note about the staffing at Kēʻē Beach. That ends my presentation. If there are any question I would be happy to entertained them.

Chair Kaui: Okay. Any questions?

Mr. Ono: Chief would you mind going to the second slide again.

Chief Goble: I jumped the gun and pulled it off. I guess this is what was submitted. We did get authorization to fill our deputy chief position which has been vacant for a little while. Based on some needs with the current commitment to the emergency management function for our Covid response we did seek and received authorization or approval to fill this position. So this is a little bit of a restructure.

Mr. Ono: That was the only reason I asked to take a quick peek again on the second slide.

Chief Goble: Is this the correct one?

Chair Kaui: Is that the one, you wanted to see, Commissioner Ono.

Mr. Ono: Yes, thank you.

Mr. Ono: I got it. Thank you very much. That is the one that I missed. That is all I have. Thank you.

Chair Kaui: Are there any more questions for Chief Goble. If not, again we would like to thank you. That was a great presentation. Thank you for all that you folks do. I know that you folks not only put out fires, but most of the time are responding to medical calls. You know, we have been blessed in our family to have the firefighters respond to my mom who was sick. So, thank you very much, I really appreciate it.

Mr. Ono: So the positions would be three, correct, that we review, the Fire Chief, Deputy Fire Chief as well as the Assistant Chief right?

Chief Goble: The two appointed positions for the Fire Department would be the Fire Chief and the Deputy Chief. The Assistant Chief is not an appointed position it falls under civil service.

Mr. Ono: Got it, thank you.
Chair Kaui: Thank you so much Chief for your time.

Chief Goble: Thank you all. Have a great morning.

Chair Kaui: You too. Okay, up next is the Director of Parks and Recreation Patrick Porter. Patrick are you on.

Mr. Porter: Yes, I am here.
Chair Kaui: You can go ahead and start, please.

Mr. Porter: I will do the same thing Troy did. I have just a general organization chart that I can share. Okay, this is our basic Org Chart for the Parks and Recreation Department. We have seven divisions within the Parks and Rec Department and then we have our administration section.

I guess I will start with our largest division, which is the parks maintenance division. Basically, they maintain all of our parks and stadiums and also all of the green belts and vegetation around all the county facilities, not just parks but all facilities that is considered a county asset. For example, the parking lot at the Civic Center that would fall under our parks maintenance division. Therefore, that is our largest division and it is broken up into east district and west district.

The next one is the facility maintenance, which is a little bit different on Kauai. All of the facility maintenance for the County of Kauai fall under the Parks Department. Our facility maintenance division does not only service parks and whatever assets that are under parks, it’s all county. Meaning any county facility ranging from fire stations, police stations, civic center, neighborhood centers. That is where our trade workers are like our carpenters, electricians, plumbers they all fall under that division.

The next one is our recreation division. This is where all of our neighborhood centers fall under and all of the activities that are run out of the neighborhood centers as well as the county’s pools. We have eleven neighborhood centers island wide, two pools and our seasonal programs like our summer and winter programs. Currently during Covid, there is not much going-on with the neighborhood centers so we repurposed that division to play more of a role in the Covid response on the social services side. We ran food distributions out of our neighborhood centers and we had our recreational staff, staff all of those whether at the neighborhood centers or elsewhere or making a large drive through. So our recreational staff has really done well.

Next, we have our planning development division. This is where all of our park planning is. All of our major park renovations and developments fall under this division and we have planners, projects managers in that division. Kapa’a Ball Field - BB Football Stadium is a good example. We are re-doing the stands, putting in a press box so that Kapa’a has its own stadium that can play at all levels from youth to high school.

Next is our fiscal division. The difference with our fiscal division is that our park rangers fall under that division as well as our parks permitting office. Then we have the Wailua golf course. It was closed for a little because of Covid but we were able to open it back up to get some good
play out of that place. Our last one is our Kauai War Memorial Convention Hall. Just like recreation the convention hall has taken on a huge responsibility under this Covid response where the Kauai Incident Management Team has identified the convention hall as the staging area for the County’s response. It is a technical team under the incident command. Right now, Lenny Rapozo the county’s staging area manager for the incident management team and all of the supplies, resources and equipment is being stored at the convention hall for the Covid response, and we also have a vaccination program going on out of there and also Covid-19 testing. So it has taken on a different role at this time. That is all of our divisions.

Are there any questions?

Chair Kauai: Patrick, how much employees are under that division.

Mr. Porter: Under our whole Department?

Chair Kauai: Yes.

Mr. Porter: For full-time workers in all of the divisions we are just shy of 200 full-time Positions, but when we are fully staffed during our seasonal times we can reach to about up to 250 employees at any given time.

Chair Kauai: Thank you. Any questions.

Ms. Ching: Chair, this is the Administrator. I think the Commission would like to hear about the Director’s role during Covid-19.

Mr. Porter: Prior to this county life I was with DLNR where I ran the Mullen Fire Program and while I was there, I gained a lot of experience with the incident command system. So when Covid happened because of my background in ICS I was asked to serve on the management team. My position on the management team is the Operation Section Chief, which carries out all of the operations and program stuff. I am doing that half the time and going back and forth with the parks office and the EOC. Under the ICT, it is not just county it is state and county collaboration and we work with DOH.

Chair Kauai: Thank you for stepping up and doing that I appreciate it. Any more comments or questions.

Mr. Ono: Thank you Patrick for your service and your oversight and connection with our pandemic impact with not only the additional responsibilities and the oversight of the vaccination program and the testing sites. I have seen them both, so thank you Patrick.

Mr. Crowell: I have just a quick question Pat. Your facility maintenance personal you folks take care of all of the police stations and fire stations also.

Mr. Porter: Yes. Everything that is considered a county facility and a county asset it is our responsibility to maintain it.
Mr. Crowell: Thank you.

Chair Kauai: Ellen did you have a question.

Ms. Ching: I wanted the commissioners to know that our Director is being very humble because he has been handling Covid for a while. I just wanted the commissioners to know that. He has a tremendous responsibility for the Department as well and they are really at the forefront of the county’s response regarding Covid.

Chair Kauai: Thank you Ellen. Okay, we will let you go. Thank you for doing a great job we really appreciate it.

Mr. Porter: Thank you guys.

Chair Kauai: Aloha. Okay, moving on to our agenda. We have last, but certainly not the least, Chief Todd Raybuck. Chief are you on.

Chief Raybuck: I am. Good morning Chair.

Chair Kauai: Good morning. Okay, you have the floor.

Chief Raybuck: Thank you. Thank you Commissioners for allowing me the opportunity to Come back today. It has been just over a year I think or just about a year since I was before you. I will give you a little bit of an update on that process and where we are on that. It has not moved in the timeline that I had hope it did, but I will definitely give you an update on that in just a moment. I will give you an overview of our personnel as well as personnel that are assigned. I will start with the number of employees that we have here in KPD. In all, I have 236 authorized positions of those 236 authorized positions 162 of those are in the sworn area, sworn being our commissioned police officers, the gun carrying individuals. Of the 162 authorized, I have a 151 current employees in the sworn status so that leaves me with a vacancy of 11. Now, that is great news and I want to highlight the great work our background team has done and our training team because without them we would not be where we are today. Just about two years ago we had roughly 25 – 26 vacancies today, we are down to about 11, and in July I anticipate save any attrition until now and then that we may be fully staffed for the first time (I think) in decades in our commissioned rank. So, we will keep our fingers cross, we had a lot of folks coming out and testing and we are testing right now, if any of you Commissioners are interested in a new career path I can certainly hook you up with HR and get you the written exam and the physical exam underway. We would love to have you with your depth of knowledge here at KPD as well.

On the civilian side we have 73 authorized positions of those we have 54 filled so 19 vacancies on the civilian side of those 19 vacancies 12 of those are part-time or grant funded positions, and so we continuously are looking at recruiting in those areas. The remaining 7 that are there are full-time positions some of them are in active recruitment right now because they are priority positions that we need to fill, and some of them are on hold due to our hiring freeze. Our current actual employee count is 207.
I will share my screen with you and give you a high level overview of the Department. The Police Commission obviously is the top of the organization that is comprised of seven volunteers commissioners much like yourselves just on a different commission. Then under the Kauai Police Department Police Commission is the Chief of Police and then we are broken down into three different bureaus and then the Office of the Police Chief. I will give you a little more of a detailed look at our organization. Do you have the one with the blue boxes now or are you still seeing the original one that I put up. The first one still?

Vice Chair Rainforth: Yes.

Chief Raybuck: Okay, let us get rid of that one. Am I back no on your screen? It looks like it. Do you have the one with the blue boxes now?

Chair Kauai: Yes.

Chief Raybuck: Okay. Perfect. The first area that I will show you is the Office of the Chief of Police obviously it is broken down into the chief of police and then the deputy chief of police. As you recall when I was before you last year one of the challenges we had was filling the deputy chief’s position is the salary inversion, and so I would like to thank you again for your support and allowing me to offer a solution for your adoption of the solution and the county council’s approval of that solution to be able to if I hire from within to the chief level, then that deputy chief would retain their salary as an assistant chief. Currently, I had hoped that we would had been able to fill that position by now due to a variety of different reasons that has not been possible, but hopefully in the near future we will start to see some movement and opportunity for me to fill that position. Also, under the chief of police is the criminal intelligence unit, the office of professional standards and that includes both our internal and external complaint investigation folks as well as CALEA or the accreditation team. The accreditation sergeant that helps us to remain nationally accredited.

The criminal intelligence unit right now is merged with our vice unit to assist them with the investigations due to some manpower and staffing shortages we have. Typically, the criminal intelligence unit assist with the JTTF or the Joint Terrorism Task Force with the FBI as well as any type of public integrity type of investigations that may need to be investigated here on the island. Then underneath the chief of police we have bureaus, those bureaus are the investigative services bureau, the patrol services bureau and the administrative services bureau all of those are headed by an assistant chief. The investigative services bureau that I mentioned is headed by an assistant chief and then their second in command is their police captain. That bureau is comprised of the vice narcotic unit which is self-explanatory, they are responsible for the predominate drug investigations that we have. That is the job of our crimes lieutenant who oversees and the special focus lieutenant, those positions...those sections I should say oversee all of the follow-up investigations for our major crimes. So, anything from property crimes to homicide and anything in between so that is what they investigate, and then we have a crime lab unit and that is comprised of four criminalists who are very well trained highly technical positions that assist the Department in collection of evidence at crime scenes and for the assistance in obtaining evidence or establishing DNA in certain incidents. So if you recall, the tragic helicopter crash we had which seemed like forever ago, but I think that was just last year,
the helicopter crashed unfortunately the way we had to identify the remains of the victims in that crash was through DNA analysis. Because our crime lab has the equipment it needs...the specialized equipment for rapid DNA testing as well as the technological experience we were able to identify all of the victims quickly and be able to help to bring some closure to those victim’s families by identifying them. Had we not be able to do that in-house that information or that DNA samples would have had to be sent out to an exterior laboratory could have taken us weeks to identify those victims. So, a very, very beneficial unit within our organization.

We also have a couple of dogs in the Department and two of those are K-9 narcotic dogs that assist us in the detection of illicit drugs in different areas. We deploy those throughout the island in different types of investigations and we also have a dog that assist us with tracking missing persons.

Under the patrol services bureau, this is the meat and potatoes of the Police Department. It is where the majority of our folk; my staffing is assigned. The patrol services bureau is also headed up by an assistant chief...if I can recognize them, the investigation bureau, the Assistant Chief is Bryson Ponce. The patrol services bureau Assistant Chief is Mark Begley. Patrol services is the front line, they are the backbone of the Police Department and it is divided into three different districts. The districts are broken up in patrol these are the areas where the neighborhood police officers are. There is a district in Lihue, a district in Kapa’a or Kawaihau and then a district in Waimea. Those are the police officers when people call 911 or the non-emergency number the officers are deployed out of those three districts.

We have an administrative lieutenant, which oversees the intricate parts of our organization that are not normally seen by the public, but sometimes the public is aware of. They oversee cellblock, which is our temporary holding facility. We have the capacity to hold...well we have six jail cells so we do have the capacity to hold whom we need. Most people are in and out within 24 hours and so they are released pending investigation, bailed out or transferred. Under that area we also have the dispatch center, which is a critical resource for our valley...I am sorry our island, 27 years in living in the valley and I am so sorry about that, sorry folks. I know I am on an island. The dispatch center is responsible for taking all calls. They do not just handle police calls, they handle calls for the Fire Department and EMS as well, so you can imagine they are pretty busy each year taking all those calls in.

Then this the traffic safety section and they are responsible for exactly what it says, assisting with traffic safety. The majority of their time is spent on addressing problem traffic areas and then of course responding to major traffic accidents where there is substantial injury and or potentially a death at the scene. The last but not least is the administrative and technical bureau. Patrol is the backbone and ISB is...I do not know how to describe ISB, I should have thought about this before I started to wing it, but the ATB is really the heart of Department and I say that because this is the big support bureau, in this bureau is headed up currently by Assistant Chief Ke. He is our newly appointed Assistant Chief. He took over that bureau after we had a retirement in that area. So, Assistant Chief Ke and his team are responsible for training which is obviously a critical component especially today in the policing world. Training is critically important for us to provide to our employees and then what we have what we have titled is the research and development area. These are the folks that look at the different types of programs
and services that are out there to continuously see if the Department is looking for the best
technology and equipment to provide to our employees.

Underneath those areas is our community relations and KPAL. As you folks know, because of
Covid all of our...just as Chief Goble had mentioned and Director Porter had mentioned many of
our community outreach programs have been shuttered due to Covid so the community relations
KPAL has been shuttered currently. Our school resource officers while the schools have shut
down we used them for the Covid response as well and until we see things get back to normal we
will see those things come back into fruition.

Then we also have our records and evidence section, which is under research and development.
This area is where every bit of evidence and paperwork are housed, tracked and disseminated; it
is a huge undertaking and it is also is our firearms section. Not listed on here, unfortunately, is
our fiscal and personnel section. The fiscal section is comprised of Daurice Arruda who is my
fiscal officer and her team. They are just incredible; the amount of work that they do to make
sure our employees are paid, but also to keep our Department on track to make sure we doing
everything we need to do on the fiscal and HR side...a lot of moving pieces and they are a
hardworking and dedicated team.

I will open up the floor any questions that you may have.

Chair Kauai: Thank you Chief. Commissioners do you have any questions or comments for
Chief Raybuck. If not, thank you so much Chief. You folks are doing a great job and we are
here for you if you need anything so, please feel free to reach out if you need anything from the
Salary Commission. Thank you, Aloha.

Chief Raybuck: Thank you Chair. Aloha.

Chair Kauai: Thank you everybody for your patience. The presentations were all great and I
think that the county is in good hands. We are going to move on to our next item on the agenda.

SC 2021-2 Discussion and decision-making on the Commission’s future meetings for
Calendar Year 2021-2022.

Ms. Ching: Chair.

Chair Kauai: Yes.

Ms. Ching: This agenda item and the next agenda item is rather related. If the commission
could entertain a motion regarding the salary resolution so we can have a discussion for this year
at least that will help set-up the commission for the next item on the agenda.

Chair Kauai: Okay, with that said we are going to open it up for discussion on the salary
resolution for 2021/2022. Any comments. Personally, I think with all that has been going-on
especially with Covid and the fiscal status of the county, I do not think it would be prudent for us
to be asking for any increases. May be with all of the different presentations we have heard over
the last couple of months maybe we could at least work on the different departments and then going forward look at salary increases. It is up to the commission.

Mr. Crowell: I think for this fiscal year; I am not sure and I will leave to Ellen, but if we are not going to recommend anything, do we still have to draft a resolution and submit it to council?

Mr. Rainforth: No.

Ms. Ching: My understanding is you do not have to. However, just an a formality, I think it would be good for the Commission to have on the record a vote either way so that I can communicate with the administration and council. Because they are preparing to go into budget so either way – just to have a definitive direction from the Commission on its intention would be good.

Chair Kauai: Okay, we need a motion on the floor.

Vice Chair Rainforth: Chair Kauai.

Chair Kauai: Yes, Vice Chair.

Vice Chair Rainforth: I move that the Salary Commission submit a letter to the County Council indicating that the Salary Commission has no plans thus far to submit a resolution. I would like to leave it open that if a need came up, we would not have shot ourselves in the foot saying that there would not be a resolution.

Chair Kauai: Okay, we have a motion on the floor from Vice Chair Rainforth to communicate to the County Council that thus far, we have no plans for any salary increases. Do we have a second on his motion?

Mr. Crowell: I second the motion.

Chair Kauai: Okay, we have a second from Commissioner Crowell. Any discussion. If not, I am going to call for the question. Those in favor of the motion, please signify by saying aye. Opposed. Hearing none. The motion carries 4:0.

Ellen, will you be willing to draft a letter to the County Council to that effect?

Ms. Ching: Yes, I will draft something to the County Council and cc Mayor Kawakami to that effect.

Chair Kauai: Okay. Thank you very much. Thank you Commissioners. Okay, with that we can move to the discussion and decision-making on future commission meetings. Right now, we have been meeting on the fourth Wednesday’s. I do not know if we should leave it up to the new chair to decide. I am not sure if Wednesday’s works for everyone. I know that Council meets on that day. Ellen, how do you feel about having meetings on the same day as Council. Is there a conflict.
Ms. Ching: It has been problematic with having the Department Heads show-up at a meeting. I did not want to disrupt the Commission especially since we are at the end of the presentations. But going forward it would be best to change the day of the Commission’s meetings. The other thing that I need to bring up is that our entire office has been pulled into KEMA Operations whereas half of our time is spent working in KEMA.

If the Commission does not have any plans to do a resolution I would want to see if the Commission is willing to go on hiatus if you are not going to put forward a resolution.

Chair Kaui: Commissioners any thoughts on regarding Ellen’s recommendation. Should we meet quarterly rather than monthly.

Vice Chair Rainforth: Chair Kaui, I was thinking that we should schedule a quarterly meeting because we can always skip, the meeting if there is no business comes up.

Chair Kaui: Okay. Ellen did you want to say something.

Ms. Ching: Yes, that would be very good for us. In fact, that would be helpful for us especially for right now.

Chair Kaui: Okay, understood. Commissioners Ono and Crowell, do you have any comments.

Mr. Ono: I do support that and I understand where we are at this moment and the need for us to prioritize. We spent a lot of time talking with the individual Department Heads so would it be good for us to somehow look at a summary (maybe) of some keys points just to make sure that only we have a position accurate, but also those direct reporting numbers, the maximum and current salaries and may be establish something to make sure that as we go through the process we are able to achieve a sense of accuracy. Chair, may be going forward we can move towards quarterly meetings like Vice Chair Rainforth had just suggested.

Is that something that we consider?

Chair Kaui: Ellen, do you want to comment on that?

Ms. Ching: Yes, absolutely. I would like to circle back to Commissioner Ono because I am not clear as to what type of information you want, but I can follow-up with you about it and I will make sure that the Commission gets it as well.

Chair Kaui: Okay, thank you. We can look at a date in March or we can leave it up to the new chair to select a date. Whatever works for you guys.

Mr. Crowell: We are going to have to elect a new Chair.

Chair Kaui: Yes, we are going to do that today. Ken Rainforth is our Vice Chair so does, he move up automatic. Is that how it works? Let us pick a date for now. How about Tuesday, the
23rd of March.

Vice Chair Rainforth: I am retired so I am open.

Ms. Ching: Yes, that date works for us.

Mr. Crowell: March 23 is good for me. Ellen, am I still on the Commission on that day? That will be my last day on the Commission.

Ms. Ching: Yes.

Chair Kau: You termed out.

Mr. Crowell: Yes.

Mr. Ono: Ellen and Chair, Tuesday’s are difficult for me because I manage our operations on Tuesday’s.

Chair Kau: What is a better day for you? Are Thursdays a better day?

Mr. Ono: Yes, Thursdays are a much better day.

Chair Kau: How is March 25 looking for everyone?

Ms. Omo: I have Police Commission on that day. Unless, you can meet later in the day.

Ms. Ching: What about Fridays.

Mr. Ono: I have barge operations on Tuesdays and Fridays. Mondays are our executive and management meetings. I am sorry. How late can we have our meetings on Tuesdays around 2 p.m. but 3 p.m. would be better. I do not want to put the strain on the Commission, but it is hard for me because I run the operations.

Mr. Crowell: What about Wednesdays on non-council days. The third week of the month.

Ms. Ching: If we have the meetings on the day of Council’s committee meetings, it should be fine.

Chair Kau: Can we have the meeting on March 31.

Ms. Ching: We can do it on March 31.

Chair Kau: Okay, everyone is available. So let us schedule our next meeting for March 31, 2021 at 9:00 a.m. Okay, let us move on to the next item.
SC 2021-3 Election of Chair and Vice Chair for Calendar Year 2021-2022.

Chair Kaui: Do we have nominations from the floor for Chair.

Vice Chair Rainforth: I proposed Laurie Yoshida.

Mr. Crowell: I second Laurie's nomination.
Chair Kaui: We have a motion on the floor by Vice Chair Rainforth to nominate Commissioner Yoshida as Chair and a second. Discussion. If not, all those in favor of the motion, please signify by saying aye. Opposed. Hearing none. The motion carries 4:0.

Do we have a nomination for Vice Chair for calendar year 2021/2022?

Vice Chair Rainforth: I move to nominate Trinette.

Mr. Crowell: Second.

Vice Chair Rainforth: If you have a hard, I will withdraw my nomination.

Chair Kaui: Okay, Vice Chair Rainforth has withdrawn his nomination.

Mr. Ono: I need another year.

(Laughter)

Chair Kaui: I will serve as Vice Chair if nobody wants to do it.

Vice Chair Rainforth: Trinette.

Chair Kaui: Yes.

Vice Chair Rainforth: I will be willing to be Vice Chair again if you do not want to do it. I cannot nominate myself.

Chair Kaui: And I cannot nominate either right.

Mr. Ono: Vice Chair Rainforth, I appreciate that because it would be a little difficult for me because this is my first year. Therefore, I would like to nominate Mr. Rainforth as Vice Chair.

Mr. Crowell: Second.

Chair Kaui: Any discussion. If not, all those in favor of the motion, please signify by saying aye. Opposed. Hearing none. The motion carries 4:0.

Thank you Ken for stepping up.
Ms. Ching: Chair can someone let Laurie know.

Chair Kauai: I will call her up and let her know about the meeting date as well.

Ms. Ching: Thank you.

Chair Kauai: Do we need an executive session?
Ms. Omo: No.

Chair Kauai: I would like to thank all of you for supporting me this past year. It has been a tough year, so I appreciate everyone for showing up to at these meetings more so, because I know everyone is busy. Does anybody have any comments to make before I adjourn the meeting?

Ms. Ching: I just wanted to wish everyone a Happy New Year and thank everyone for being able to stay on track last year and this year. It was been an interesting year and a challenging one, so thank you.

Chair Kauai: I need a motion to adjourn the meeting.

Vice Chair Rainforth: So moved.

Mr. Ono: I think as Commission we would like to thank Ellen and Mercy for your support and allowing us to get the information so we can move forward, and to Trinette for keeping things together. I truly appreciate it.

Chair Kauai: Thank you.

Mr. Ono: Thank you all.

Chair Kauai: Okay, we have a motion on the floor to adjourn the meeting. Do I have a second?

Mr. Crowell: Second.

Chair Kauai: Thank you Bob. This meeting is adjourned.

Submitted by:
Mercedes R. Omo, Support Clerk

Approved as circulated on:
Approved as amended on:

Laurie Yoshida
Chair-Elect Kauai Salary Commission