

Approved

OPEN SESSION MEETING MINUTES

Board/Commission	Kauai Fire Commission	Meeting Date	April 18, 2023
Location	Boards and Commissions Conference Room, 4444 Rice Street, Piikoi Building, Suite 300, Līhu‘e, Hawai‘i 96766	Start of Meeting: 2:03 p.m.	End of Meeting: 3:05 p.m.
Present	Chair Jen Chahanovich ; Vice Chair Rodney Yama ; Commissioners: Alfredo Garces Jr., Linda Kaauwai-Iwamoto, and Alfred Levinthol. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey. Fire Department: Fire Chief Michael Gibson and Secretary Soncy Tamashiro.		
Invited Guest	Former Fire Commissioner Michael Martinez		
Absent			

SUBJECT	DISCUSSION	ACTION
Meeting Called To Order	Chair Chahanovich called the meeting to order at 2:05 p.m.	
Roll Call to Ascertain Quorum	A quorum ascertained to conduct business.	
Approval Of Agenda	Chair Chahanovich sought a motion to approve the agenda.	Commissioner Iwamoto moved to approve the agenda of the Fire Commission’s April 18, 2023, meeting, and Commissioner Garces Jr. seconded the motion. Hearing no objections, the agenda was approved.
Chair’s Announcements and special acknowledgemen	Next Regularly Monthly Meeting – 2:00 p.m., Tuesday, May 16, 2023 in the Boards and Commissions Conference Room. Chair Chahanovich, members of the Fire Commissioner and Boards, including Board	

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<p>t for former Fire Commissioner Michael Martinez</p>	<p>and Commission Administrator Ellen Ching welcomed former Commissioner Michael Martinez to the meeting to thank him for all of his hard work, dedication, and valuable input he gave during the hiring of a new fire chief.</p> <p>Fire Chief Gibson expressed his deep appreciation for Commissioner Martinez. He stated that long before he was hired in the Kauai Fire Department, he used to attend the Fire Commission meetings and Commissioner Martinez have always exhibited professionalism and provided valuable input whenever it was needed. He will be missed and wishes him all the best.</p> <p>Commissioner Martinez smiled in appreciation and thanked everyone for their kind words and the support they gave him over the years. He noted that although his tenure on the Fire Commission has ended, he is confident that the Fire Commission will continue to do excellent work for the community and for the Kauai Fire Department, and if he could be of any assistance to the Commission to call on him.</p> <p>Chair Chahanovich thanked everyone for expressing appreciation for Commissioner Martinez. With no further comments, she moved on to the next item.</p>	
<p>Public Testimony On Any of the Agenda Items</p>	<p>Chair Chahanovich asked for public testimony, however, being that there were no testifiers. It was noted for the record by Boards and Commissions Administrator Ching that it would not be necessary for Chair Chahanovich to ask for public testimony on any of the items listed on the agenda.</p>	
<p>Approval of Minutes</p>	<p>Chair Chahanovich called for any comments or corrections to the minutes of the regular open session meeting of March 21, 2023.</p>	<p>Commissioner Garces moved and Commissioner Levinthol seconded. There being no further comments or corrections and with a unanimous vote in favor, the Commission approved the minutes.</p>

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<p>Chief's Monthly Bureau Reports for February and March and Pertinent Updates</p>	<p>Fire Chief Gibson gave an overview of the data reflected in his Monthly Bureau Reports highlighting fire and ocean safety activities, community partnerships, Covid 19, KFD's resources, the administrative bureau's year-to-date expenditures, current staffing and vacancies, facility renovations, overtime, fleet update, fire operation calls for service and highlights, fire prevention bureau's activities during the month of March, fire training bureau's first quarter training plan and training statistics, ocean safety bureau's stats regarding rescues, assists, preventive actions, first aid, jet ski rescues conducted by ocean safety roving patrol unit, 23 rescues by the county's lifeguards, training and community service. Details can be found in the monthly reports.</p> <p>Fire Chief Gibson mentioned that the \$150,000 budget to replace the carpet in the fire administration's office was not included in the CIP budget and he would have to revisit the budget to include the funds needed for the project. Other than that, all budgetary items that were tied to safety was granted.</p> <p>Fire Chief mentioned that the Hanalei base yard project is almost complete, public works did some upgrading where now, the lifeguards will have a facility that would include a bathroom, a shower, office space, storage room and a platform for the Department's new landing craft which is currently being stored in Kapa'a. There was a slight uptick in call volume in the fire operations bureau but what was concerning is the amount of false calls. Fire prevention will be looking into the situation on how to curb the number of calls and address any repeat offenders. As a result of the fire captain promotions, the Department is addressing vacancies at the various fire stations.</p> <p>Fire Chief Gibson mentioned that the training bureau budget will be underspent by \$100,000 because the trainings are occurring while staff is on-duty. The Annual multi-agency search and rescue exercise was conducted.</p>	

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	<p>The state has agreed to give each county district \$100,000 to cover the cost of ocean safety equipment for each the state beach park throughout the island of which \$60,000 will go to purchase a new vehicle and KFD will be collaborating with council for them to approve the other \$40,000.</p> <p>Fire Chief Gibson mentioned that at the last Fire Commission meeting Deputy Fire Chief Roger Mills shared with him that the Commission wanted him to redo the Department’s goals and objectives which is included in the March Report.</p> <p>Chair Chahanovich asked the Commissioners if they had any questions for Fire Chief Gibson regarding his Monthly Reports.</p> <p>Vice Chair Rodney Yama asked Fire Chief Gibson if the on-duty trainings does not necessary mean that the trainings are being conducted by on-duty staff at the various fire stations throughout the island to which Fire Chief Gibson replied that all the trainings are being conducted within the confines of each district as part of KFD’s effort to reduce overtime costs.</p> <p>Commissioner Iwamoto asked Fire Chief Gibson if the trainings at the different districts are being conducted while staff is on duty if there are no calls for service to which Fire Chief Gibson replied yes, noting that ocean trainings that are being conducted is in close proximity of fire station in case, a call for service occurs.</p> <p>Commissioner Iwamoto asked Fire Chief Gibson being that the number of false calls have increased what the reason was for anyone to want to make false calls to which Fire Chief Gibson replied that most of the calls come from a home alarm security company hired by a private homeowner to watch over their home while they are off island. The company would dispatch the fire department when an alarm goes off and KFD has to respond. KFD does, however, has a policy to give them the ability to impose</p>	

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	<p>a fine no greater than \$150 if it becomes a nuisance.</p> <p>Commissioner Iwamoto asked Fire Chief Gibson if KFD has the ability to impose a fine to those who do not adhere to warning signs and have to be rescued to which Fire Chief Gibson replied that the county has a code that will give KFD the ability to impose a fine for rescues, but not in all cases.</p> <p>Fire Chief Gibson briefly went over the ocean safety budget and ocean safety plan of action.</p> <p>Fire Chief Gibson went over each separate fiscal year 2023/2024 goal that consisted of the Department’s response times, SOG Work Group, and Professional development.</p> <p>He mentioned that in comparison to his former fire department KFD lacked a collection of rescue charges and response times data due to a lack of manpower to analyze all of the data. He pointed out that there is technology out there that would address the department’s needs.</p> <p>Chair Chahanovich asked what about the Chief’s current goals and is the Commission going to settle those before it moves on to the Chief new goals. Administrator Chief stated that at the last meeting there was a request by the Commissioners for the Chief to submit new goals and objectives for fiscal year 2023/2024 which is what is being presented today as part of the Chief’s Monthly Reports.</p> <p>Vice Chair Yama asked what happens to the current fiscal year 2022/2023 goals to which Administrator Chief replied that Fire Chief Gibson is reporting on his new goals for 2023/2024.</p> <p>Fire Chief Gibson addressed Goal #2 SOG Workforce which is in line with KFD’s development policy management. The group will address raising the bar regarding</p>	

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	<p>KFD's promotion process to help the employee succeed. The SOG workgroup will also be tasked with venting all of KFD's 100 SOG's, some of which has not been revised since 2007.</p> <p>Goal #3 Professional Development will address communication, attitude, respect, excellence, integrity, and stewardship for all ranks in the Kauai Fire Department.</p> <p>Vice Chair Yama asked Fire Chief Gibson related to positions being vacant due to promotions is it because a position is open for a promotion or is because the employee just moved up to a higher rank to which Fire Chief Gibson replied that in order for an employee to be promoted to fire captain the employee must be a fire fighter III. A firefighter III position can be filled by either a firefighter III or a firefighter I with a minimum of 7 years' experience. He added that the promotion process includes testing.</p> <p>Commissioner Iwamoto asked Fire Chief Gibson about female firefighter applicants to which Fire Chief Gibson replied that in this year's pool there were about 100 applicants and at the end of the written examination 25 remained of which one applicant was female and all of them moved on to the physical agility portion of the hiring process. The female applicants passed the first 4 days of the ag but unfortunately missed something on the final day.</p> <p>Commissioner Garces asked Fire Chief Gibson if the Department offers in-person or online development courses for employees who want to better themselves to which Fire Chief Gibson replied that there are couple of options for employees to choose from- they can either take online courses that is provided by the national fire academy. Regionally, the Kauai Fire Department is hosting leadership classes, command/control courses as well as SBA courses at the end of the year. In the past, KFD would send up</p>	

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	<p>to 4 or five of its training cadre to California to attend training class on auto extrication, but because of budgetary concerns KFD's travel budget was cut; however, KFD is restoring its travel budget for the next fiscal year. Other trainings include drone training to keep the Department's rescue unit on the ground and boat training.</p> <p>With no further comments or questions, Chair Chahanovich sought a motion to receive Fire Chief Gibson's Monthly Bureau Reports. After the motion to receive the Chief Monthly Reports passed, Chair Chahanovich moved on to the next agenda item.</p>	<p><u>Motion No. 1</u> Commissioner Iwamoto moved and Commissioner Levinthol seconded the motion, the motion carried 5:0.</p>
<p>Business KFC 2023-4</p>	<p><u>Discussion and decision-making on changing the Fire Chief's goals and objectives and form a permitted interaction group (PIG) pursuant to Hawai'i Revised Statutes Section 92-2.5 (b) (1-2) to draft and/or review and to provide recommendations on new goals and objectives for fiscal year 2023/2024.</u></p> <p>Administrator Ching stated that because Fire Chief Gibson had already provided his goals for fiscal year 2023/2024, because on the Report the only thing that was missing was the goals objectives, success measurements and desired outcome. She asked Chair Chahanovich if the Commission wants to accept the Chief's goals as presented to call for a motion to accept the goals. Also, the Commission needs to decide if it wants to form a permitted interaction group to draft recommendations on the goals objectives.</p> <p>Chair Chahanovich stated that the goals that Fire Chief Gibson had just presented were reasonable. She asked if the Commission could give Fire Chief Gibson more time to</p>	<p><u>Motion No. 1</u> Commissioner Garces moved</p>

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	<p>prepare a list of objectives for each of those three goals or would the Commission need to form a PIG.</p> <p>Fire Chief Gibson stated that he would prepare the objectives, success measurements and desired outcome for discussion at the next meeting.</p> <p>Vice Chair Yama stated that the advantage of the PIG would allow interaction between the members, Fire Chief Gibson, and his staff, but because it would take two other meetings to present and vote on at a subsequent meeting, he would prefer that the Chief provide a more detailed summary of the goals objectives, success measurements and desired outcome just like his current report.</p> <p>With no further comments or questions, Chair Chahanovich called for a motion.</p>	<p>request Fire Chief Michael Gibson prepare a detailed report reflecting the objectives, success measurements, desired outcome as it relates to: Goal No. #1 Response Times; Goal #2 SOG Work Group; and Goal #3 Professional Development for discussion and decision-making at the next Commission meeting on May 16, 2023. Vice Chair Yama seconded the motion. Hearing no objections from the five Commissioners present, the motion carried 5:0.</p>
Adjournment	<p>There being no other business, Chair Chahanovich sought a motion to adjourn the meeting.</p>	<p>Commissioner Alfredo Garces Jr. moved and Commissioner Levinthol seconded that the meeting be adjourned. By unanimous vote, the meeting was adjourned at 3:05 p.m.</p>

Submitted by: _____
 Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
 Jen Chahanovich, Chair

- Approved as circulated on May 16, 2023.
- Approved as amended. See minutes of _____ meeting.