

Approved

OPEN SESSION MEETING MINUTES

Board/Commission	Kauai Fire Commission	Meeting Date	May 16, 2023
Location	Piikoi Building, Boards and Commissions Conference Room Suite 300, Līhu‘e, Hawai‘i 96766.	Start of Meeting: 2:00 p.m.	2:59 p.m.
Present	Chair Jen Chahanovich; Commissioners: Alfredo Garces Jr., Linda Iwamoto, Alfred Levinthol, and Trevor Ford. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey; Kauai Fire Department: Fire Chief Michael Gibson and Chief’s Secretary Soncy Tamashiro.		
Excused	Vice Chair Rodney Yama		
Absent			

SUBJECT	DISCUSSION	ACTION
Meeting called to order/roll call to ascertain quorum	Chair Chahanovich called the meeting to order at 2:00 p.m. A roll call ensued with five (5) Commissioners present to conduct business.	
Approval of Agenda		Chair Chahanovich sought a motion to approve the agenda for the Fire Commission’s May 16, 2023, meeting. Commissioner Iwamoto moved. Commissioner Levinthol seconded the motion. Hearing no objections, by unanimous vote, the agenda was approved.

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Chair's Announcements	<p>Chair Chahanovich announced that the next regular monthly meeting will be on Tuesday, June 20, 2023, at 2:00 p.m. in the Boards and Commissions Conference, Suite 300.</p> <p>Chair Chahanovich introduced and welcomed new Commissioner Trevor Ford to the Fire Commission. Officiating Commissioner Ford's oath of office prior to the start of the meeting was Mr. Eddie Topenio, Assistant to the County Clerk.</p>	
Public Testimony on Any Agenda Items	<p>Chair Chahanovich asked if there was anyone in the audience who wished to give testimony. There were none. Boards and Commissions Administrator Ellen Ching noted for the record that because there's no one in audience would not be necessary for Chair Chahanovich to ask for testimony on any of the agenda items.</p>	
Approval of the Open Session Minutes of April 18, 2023, Meeting		<p>Chair Chahanovich sought a motion to approve or amend the minutes of the Fire Commission's April 18, 2023, Open Session Meeting. Commissioner Garces moved. Commissioner Iwamoto seconded the motion. By unanimous vote, the minutes were approved.</p>
Chief's Monthly April Bureau Reports and Pertinent Updates	<p>Fire Chief Gibson acknowledged all the Commissioners and welcomed Commissioner Trevor Ford to the Fire Commission.</p> <p>Fire Chief Gibson stated that he would taking a different approach and would be only covering the highlights and things that have changed since the Commission's last meeting in April. He noted that if the Commissioners have any questions along the way he would be more than happy to stop to address their questions.</p>	

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	<p><u>Fire and Ocean Safety Highlights</u> The Department's 32nd Firefighter Recruit Class is in its fourth week, they started out with seven (7) recruits; however, one of the recruits resigned and now they are down to six (6) recruits. KFD is working with the State Airport Division to secure a new lease to build a new hanger to replace the old and unsafe hanger at the Līhu'e Airport. No time frame has been set for when the lease will take effect but there is movement.</p> <p><u>Partnerships Highlights</u> The Kauai Fire Department will be hosting the 2023 Hawai'i Fire Chiefs' Conference which will be held at the Grand Hyatt Spa & Resort in Po'ipū on November 15, 2023. Guest speakers will include representatives from the Wildfire Management Organization.</p> <p><u>Resources Highlights</u> The bidding for the new two (2) fire engines will close on Friday (May 19). One of the new engines (#6) will be housed at the Hanapēpē Fire Station and the second new engine (#8) will be housed at the Kaikea Fire Station on the east side of the island. Two vendors have contacted the Department. The first vendor is Rosenbauer that KFD had used before; however, they decided to opt out of the bidding process. The second vendor is Pierce - if awarded there is 1300 days wait period, which mean that the Department is 3 years away from having one of the two (2) engines it needs.</p> <p>Fire Chief Gibson, in response to Chair Chahanovich question, replied that the Department does not have any control over price escalation because in the past the cost for new a fire engine increased significantly.</p> <p>The overhaul of Air1 turbine is expected to be completed and reinstalled at the end of June 2023. The cost of the overhaul is \$290,000. Everything has been business as usual. KFD has had seen success with its loaner engine with accumulation of 20 hours of service.</p>	

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	<p>The County Council is scheduled to do their final review of the County’s FY 2023/2024 budget on May 24, 2023. After making a few adjustments all of KFD’s budgetary asks were granted by the County Council.</p> <p>On-going meetings are being held involving KFD, KPD, the architect, and Planning Director Kaaina Hull to address the Class 4 exemption that would exempt the county from having to conduct an environmental assessment prior to building a training facility at Ninini Point. The training facility will be utilized by the Kauai Fire Department and the Kauai Police Department.</p> <p>Deputy Fire Chief Roger Mills is currently working on a request for proposals for a new third-party helicopter contract. The current contract is with Airborne Avionics which expire at the end of July 2023.</p> <p>Fire Chief Gibson, in response to Commissioner Iwamoto’s question, responded that KFD owns only one single engine helicopter and it is not equipped with a radar. The backup helicopter that the Department is utilizing is contractual.</p> <p><u>Fire Bureau Operations Highlights</u> There were two (2) structural fires in April. One involving a residence on Puni Road in Kōloa. The second structural fire involved the old Otsuka Furniture Building in Kapa’a. It was suspected that the fire on Puni Road was started by lit candles, and based on witness accounts the fire at the Otsuka Building may be started by a defective solar panel.</p> <p><u>Fire Prevention Bureau Highlights</u> The bureau has a new vehicle that was purchased with a collection of funds from KFD’s permit fees account.</p>	

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	<p><u>Training Highlights</u> KFD conducted its annual USLA certified lifeguard training on aquatic rescue. The participants had to undergo 16 hours of training that involved an 8-hour refresher course and followed by another 8 hours of keystone training.</p> <p><u>Ocean Safety Highlights</u> There were a total of 11,967 preventive actions taken at the various beaches in the month of April. Ocean safety participated in the Kapa'a Middle School Career Day event on April 4, 2023. Preparations are underway for the 2023 Summer Junior Lifeguard Program. Ocean safety participated in the US Coast Guard Annual Rescue Craft/Crewman Training Program.</p> <p>Fire Chief Gibson, in response to Commissioner Iwamoto's question responded that a portion of the \$100,000 the Department received from the State went to purchase a new Ultra Terrain Vehicle, two lifeguard rescue boards, binoculars, and a couple of brand-new handheld radios for the lifeguards stationed at the State's Kē ē Beach Park on the Northshore.</p> <p><u>FY 2021-2022 Goals</u> Goal #1 – Develop Standard response time coverage is completed.</p> <p>Fire Chief Gibson in response to Commissioner Garces questioning responded with caution that although KFD has met expectations regarding the keystone trainings they will continue to push forward with more trainings, a new strategic plan in near future.</p> <p>Goal #2 - Develop a policy management</p> <p>Fire Chief Gibson in response to Chair Chahanovich questioning on completing objective G2B responded that he is hoping to hear back from HR, and the Hawai'i Firefighters Association on KFD's draft rules and regulations.</p>	<p><u>Motion</u> Chair Chahanovich sought a motion to receive the</p>

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	<p>Chair Chahanovich asked Fire Chief Gibson if he could give a final update at the Commission’s next meeting pertaining to the fiscal year 2021-2022 goals and objectives being that the fiscal year ends on June 30, 2023.</p> <p>Goal #3 – Identify career development pathway has been completed.</p> <p>Fire Chief Gibson in response to Commissioner Garces questioning on the promotion process responded that being that KFD’s promotional work group committee is still active he will recommend to the committee on conducting a survey on how to better the promotion process.</p>	<p>Chief’s Monthly Bureau Reports for April 2023. Commissioner Garces moved. Commissioner Levinthol seconded the motion. By a unanimous vote, the Chief’s Monthly Reports were received for the record.</p>
<p>KFC 2023-4</p>	<p><u>Discussion and decision making on changing the Fire Chief’s goals and objectives and possibly 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>Fire Chief Gibson reported that on the data reflected in the new goals and objectives that was provided to the Commissioners prior to the meeting. The new goals and objectives are aligned with the Department’s Strategic Plan.</p> <p>After reviewing the new goals and objectives, Chair Chahanovich stated that relative to Goal #3 she would like to see it tighten up a bit in terms of it being stricter, and that Fire Chief Gibson provide a more detailed report by the Commission’s next meeting. She noted that she doesn’t want the Commission to have to form a permitted interaction group being that the goals and objectives are good, but it just needs some tighten up.</p> <p>The Commissioners agreed. Administrator Ching stated that she would schedule a meeting with Fire Chief Gibson to assist him with tightening up the goals and objectives in terms of measurement and writing a more detailed report for the Commissioners to review at the</p>	

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	Commission's next meeting.	
<p>KFC 2023-5</p>	<p><u>Discussion and decision-making regarding selection of two (2) Commissioners to attend the 2023 Fire-Rescue International Association of Fire Chiefs Conference in Kansas City, Missouri at the Kansas City Convention Center, August 16-18, 2023.</u></p> <p>Chair Chahanovich called for volunteers to attend the 2023 FRI Conference in Kansas City, Missouri. Commissioners Iwamoto and Ford expressed their interest to attend this year's conference. Hearing no objections, Chair Chahanovich sought a motion to designate Commissioners Iwamoto and Ford to represent the Fire Commission at the 2023 FRI Conference in Kansas City, Missouri.</p>	<p>Commissioner Levinthol moved to designate Commissioners Linda Iwamoto and Trevor Ford to represent the Fire Commission at the 2023 FRI Conference in Kansas, Missouri on August 16 through 18, 2023, and designate Commissioner Alfredo Garces Jr., as an alternate should one of one of Commissioners is unable to attend the conference. Commissioner Garces seconded the motion. Hearing no objections, by unanimous vote, the motion was carried.</p>
<p>Adjournment</p>	<p>There being no further business, Chair Chahanovich sought a motion to adjourn the meeting.</p>	<p>Commissioner Garces moved. Commissioner Iwamoto seconded the motion. By a unanimous vote, the meeting was</p>

SUBJECT	DISCUSSION	ACTION
		adjourned at 2:59 p.m.

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Jen Chahanovich, Chair

- (x) Approved as circulated on June 20, 2023.
- () Approved as amended. See minutes of _____ meeting.