

Approved

OPEN SESSION MEETING MINUTES

Board/Commission	Kauai Fire Commission	Meeting Date	July 18, 2023
Location	Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, Kauai, Hawai‘i 96766	Start of Meeting: 2:01 p.m.	End of Meeting: 2:42 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama, Commissioners: Linda Kaauwai-Iwamoto, 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	Commissioners Alfredo Garces Jr. and Alfred Levinthol		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call To Ascertain Quorum	Chair Chahanovich called the July 18, 2023, Fire Commission meeting to order at 2:01 p.m. A roll call ensued with four (4) Commissioners present ascertaining a quorum.	
Approval of Agenda	Chief Chahanovich called for a motion to approve or amend the Fire Commission’s July 18, 2023, Meeting Notice and Agenda.	Commissioner Kaauwai-Iwamoto moved to approve the Fire Commission’s July 18, 2023, Meeting Notice and Agenda as presented. Commissioner Ford seconded the motion. Hearing no objections, the agenda was approved.
Chair’s Announcements	Next Monthly Fire Commission Meeting – 2:00 p.m. Tuesday, August 15, 2023, in the Boards and Commissions Conference Room, Suite 300.	

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Public Testimony	<p>Chair Chahanovich noted for the record that public testimony will be taken at any time during the meeting.</p> <p>Being there were no members of the public present during the meeting to give testimony. Boards and Commissions Administrator Ellen Ching noted for the record that it would not be necessary for Chair Chahanovich to ask for public testimony on any of the items listed on the agenda.</p>	
Approval of Minutes	<p>Chair Chahanovich called for a motion to amend or approve the Open Session Minutes of the Fire Commission’s June 20, 2023, meeting.</p>	<p>Commissioner Kaauwai-Iwamoto moved to approve the minutes as submitted. Commissioner Ford seconded the motion. Hearing no objections, the minutes were approved.</p>
Chief’s Monthly Bureau Reports for June 2023 and Pertinent Updates	<ul style="list-style-type: none"> a) Update on Kaua’i Fire and Ocean Safety, including updates on Partnerships, Covid 19 and Resources Highlights b) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet c) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to d) Fire Prevention Bureau Update, including monthly statistics e) Fire Training Bureau Update f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights g) Update on Fire Chief Gibson’s progress on the Goals and Objectives for FY 2021-2022 h) Update on Fire Chief Gibson’s progress on Goals and Objectives for FY 2023-2024 	

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	<p>It was noted for the record that the update on the Chief’s FY 2021-2022 goals have been completed and Staff acknowledge it and will make the necessary changes to the next month’s agenda.</p> <p>In addition to the data reflected in his Monthly Bureau Reports, Fire Chief Gibson gave an overview of the highlights and changes since the last Fire Commission meeting. He noted that if the Commissioners have any questions regarding his reports and updates, he would be more than happy to stop to answer their questions.</p> <p>Fire and Ocean Safety Highlights:</p> <ul style="list-style-type: none"> • The 32nd Fire Fight Recruit Class is in week 14. The recruits are currently in the EMT held at the Kauai Community College and is 8 weeks long. • This is the final week for the Kauai Junior Lifeguard Program. The Kauai Lifeguard Association is the main sponsor and will be covering the cost for the Kauai Keiki’s to travel to O’ahu to compete in the 2023 State Junior Lifeguard Championship. • KFD firefighters helped with the setting up the tents for the 2023 Kauai Hospice Concert in the Sky at the Vidinha Stadium in Līhu‘e. • The Kauai Fire Department/Ocean Safety participated in the 2nd Annual Touch-A-Truck Event hosted by the Kauai Police Department. • Next event is the Kōloa Planation Days Event. Ladder 4 will be participating in the parade on July 29, 2023, and the team from OSC will be joining them in the festivities which will be held at the Kōloa Park following the parade. <p>Partnerships:</p> <ul style="list-style-type: none"> • Earlier in the month of July both Fire Chief Gibson and Deputy Fire Chief Mills flew to O’ahu to meet the Hawai’i Fire Fighters Association union leadership. Other Fire Chiefs and their Deputies from the other counties flew in as well. The event lasted for two days and was very educational for both sides. 	

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	<ul style="list-style-type: none"> • Fire Chief Gibson and members of his team met with a concerned citizen with a medical condition to address fireworks occurring in her neighborhood of Wailua House lots, and how it is negatively affecting her wellbeing. In a joint effort Fire Chief Gibson, Councilmember Felicia Cowden walked the neighborhood as a deterrent to the keep citizens from using fireworks. • Councilmember Ross Kagawa was contacted by a concerned citizen in Hanapēpē about a large oversize lot where people have built sheds for them to live in. Although it is not illegal it is still an eye sore one of the sheds caught on fire. A group consisting of the building , police and fire will be working together to come up with a solution. • Councilmember Billy Decosta reached out to the state to get funding for needed repairs to the historic Obake Bridge in Hanapēpē. When asked by Councilmember Decosta on how important the bridge is for police and fire, Chief Gibson replied the bridge is a critical for fire and police in case of unexpected emergencies. • The work on Hanalei Bridge is completed. <p>Resources:</p> <ul style="list-style-type: none"> • KFD’s 6 long-term vacancies on the fire side the of those are long-term on-duty injuries and the other three are off-duty injuries. • OSC three current vacancies include one captain (KFD is working fill the position), one lieutenant position due to retirement, and one long-term ocean safety position due to long-term injury. Other vacancies include one accountant. 	<p>Commissioner Ford moved to accept the Fire Chief’s Monthly Bureau Reports of June 2023. Commissioner Kaauwai-Iwamoto seconded the motion. Hearing no objections, the motion carried 4:0.</p>

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	<p>Administrative Bureau:</p> <ul style="list-style-type: none"> • Chief Gibson explained that the numbers in his Monthly Budget Reports reflect the previous month numbers because the current month numbers • The Bureau received a request for information from the Cost Control Commission regarding the rescue cost recovery for the past 5 years. A similar request was submitted to council back in March. <p>Fire Operations Bureau:</p> <ul style="list-style-type: none"> • There was no significant calls month • Operationally all of the Department’s vehicles are in good working order. The 12-week overall of Air1 turbine engine is ongoing – no word yet on the date Air1 is expected ready to mobilized. <p>Fire Prevention Bureau:</p> <ul style="list-style-type: none"> • The bureau conducted investigates on a couple of small structural fires last year but could find the cause. • The bureau will be sending the three investigators to O’ahu for training next month. <p>Fire Training Bureau:</p> <ul style="list-style-type: none"> • Aside of the 32nd Recruit Class training, the bureau is gearing up for next month’s USLA (United States Lifeguard Association) Training. • PADO (Pumping Apparatus Driver Operator) Class for RC31 had to rescheduled due to manpower issues. The class is scheduled for August 7-11, 2023. • The Peer Support Behavior and Health/Awareness Training is completed. 16 firefighters participated in the training. 	

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	<p>Ocean Safety Bureau:</p> <ul style="list-style-type: none"> The 12 new OSC positions will be fully funded come October 1, 2023. KFD is working diligently to fill those positions by holding continuous recruitment. The good news is the current 6 parttime positions will make-up half of those 12 positions. Once all positions are filled staff will be on a 4/10 work schedule. <p>Vice Chair Yama commented that relative to the elderly woman who lives in Wailua house lots open burns may have an effect on her as well. Another example that may affect her are people smoking meat, having barbeques, or cooking outdoors.</p> <p>Chair Chahanovich asked when walking in the neighborhood if the residents were open to trying to understand the issue at hand to which Fire Chief Gibson replied that some residents did express appreciation for them walking in the neighborhood.</p> <p>Goals and Objectives:</p> <ul style="list-style-type: none"> Goal #1 – Improve Fire Department Response Time. On June 29, 2023, KFD met with Firefighter Micah Contrades to discuss data and reporting needs. They will meet again in 6 weeks to report any new movement and to formulize a reporting plan and method. Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations Standard Operating Guidelines Rules and Regulations. No current updates to date. Goal #3 – Establish Kauai Fire Department Culture and Values. As of June 2023, KFD CARES value statement was refined with feedback from the line. Received support from all chief officers, all of them signed the final page of the document which will be printed and distributed to all KFD personnel. 	

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	<ul style="list-style-type: none"> • The program logo was created and a prototype brochure are completed and will be distributed to all line personnel during Fire Chief Gibson’s visits to the various fire houses throughout the island. • Survey Monkey will be implemented in 3 months. <p>With nothing further to report or questioned asked, Chair Chahanovich called for a motion to receive Fire Chief Gibson’s Monthly Bureau Report for June 2023.</p>	
<p>Business KFC 2023-6</p>	<p><u>Discussion and decision-making on attending the 2023 Fire Chiefs Association Conference November 14-19, 2023, at the Grand Hyatt Kauai Resort and Spa in Po’ipū.</u></p> <p>The Commissioners were asked to check their calendars to see if they would be available to attend the conference and then email Mercedes to let her know if they can make or cannot make it to the conference.</p>	
<p>KFC 2023-7</p>	<p><u>Discussion and decision-making regarding Fire Chief Michael Gibson’s Fiscal Year Performance Evaluation Report for the period of July 1, 2022 – June 30, 2023.</u></p> <p>The Commissioners were asked to complete Fire Chief Gibson’s evaluation form they received by email. Once they have completed evaluating the Chief, they should email the evaluation to Mercedes so she can collate all the different comments into one document. Once she is done doing that, she will send it over to Boards and Commissions Administrator Ellen Ching to draft the Consolidated Report for presentation at the Commission’s September executive session meeting.</p>	

SUBJECT	DISCUSSION	ACTION
Executive Session KFC 2023-1	<u>Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (4), the purpose of this Executive Session is for the Commissioners to consult with its attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities as it relates to Fire Chief Michael Gibson's Fiscal Year Performance Evaluation Report for the period of July 1, 2022 – June 30, 2023.</u>	There was no motion to enter Executive Session.
Adjournment	With no further business to conduct, Chair Chahanovich called for a motion to adjourn the meeting.	A motion was made by Commissioner Iwamoto to adjourn the meeting. Vice Chair Yama seconded the motion, hearing no objections, the meeting was adjourned at 2:42 p.m.

Submitted by: _____
 Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
 Jen Chahanovich , Chair

- (X) Approved as circulated on August 15, 2023
 () Approved as amended. See minutes of _____ meeting.