

**OPEN SESSION MEETING MINUTES**

Board/Commission	<b>Kauai Fire Commission</b>	Meeting Date	<b>August 15, 2023</b>
Location	Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Lihue, Kauai, Hawaii 96766	Start of Meeting: 2:00 p.m.	End of Meeting: 2:56 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama ; Commissioners: Alfred Levinthol and Gary Pacheco. 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	Commissioner Alfredo Garces Jr.		
Absent			



SUBJECT	DISCUSSION	ACTION
<b>Meeting Called To Order/Roll Call to ascertain quorum</b>	Chair Chahanovich called the Fire Commission August 15, 2023, Meeting to order at 2:00 p.m. A roll call ensued to ascertain quorum, four (4) Commissioners were present to conduct business.	
<b>Approval of Agenda</b>	Chair Chahanovich called for a motion to approve the agenda as circulated.	Vice Chair Yama moved. Commissioner Levinthol seconded. Hearing no objections, the agenda was approved.
<b>Chair's Announcements</b>	Next Regularly Monthly Meeting will be on Tuesday, September 19, 2023, at the Office of Boards and Commissions Conference Room.  The Commissioners welcomed Commissioner Gary Pacheco to the Fire Commission.	
<b>Public Testimony</b>	Chair Chahanovich called for public testimony. Being there was no written testimony, or members of the public present at the meeting, Boards and Commissions Administrator Ellen Ching stated for the record that it would not be necessary for Chair Chahanovich to call for public testimony on each agenda item.	

SUBJECT	DISCUSSION	ACTION
<b>Approval of Minutes</b>	Chair Chahanovich called for a motion to amend or approve the minutes of July 18, 2023, meeting.	Vice Chair Yama moved to approve the July 18, 2023, meeting minutes as circulated. Commissioner Levinthol seconded the motion. Hearing no objections, the minutes were approved.
<b>Chief's Monthly Bureau Reports for July 2023</b>	<ul style="list-style-type: none"> <li>a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Covid 19 and Resources Highlights</li> <li>b) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet</li> <li>c) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to</li> <li>d) Fire Prevention Bureau Update, including monthly statistics</li> <li>e) Fire Training Bureau Update</li> <li>f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights</li> <li>g) Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2023-2024</li> </ul> <p>Fire Chief Gibson gave a brief summary of July 2023 Monthly Bureau Reports, highlighting the transition of six (6) ocean safety part-time positions to full-time positions and inclusion of four (4) new part-time ocean safety positions, Firefighter 2 and 3 Captain promotion testing is scheduled for late October or late November, KFD's August 16, 2023, presentation to the County Council regarding 911-connected mobile PulsePoint App, KFD's participation in the 2023 Koloa Plantation Days Parade/Festivities, assisted with the 2023 Hanalei Bay Swim Challenge, Truck 6 is scheduled to arrive on island before December 2023, Engine #4 has a blown engine – using reserve engine, and RFP is underway for new helicopter contract, updated the Commission on the progress of his FY 2023—2024 Goals.</p>	Commissioner Levinthol moved to receive for the record, the Chief's Monthly Bureau Reports for July 2023. Vice Chair Yama seconded. Hearing no objections, the motion carried 4:0.

SUBJECT	DISCUSSION	ACTION
<p><b>KFC 2023-7</b></p>	<p><u>Discussion and decision-making on Fire Chief Michael Gibson’s Fiscal Year Performance Evaluation Report for the period of July 1, 2022 to June 30, 2023.</u></p> <p>Each Commissioner was sent the Chief’s evaluation form to complete and return to staff for collating. Chair Chahanovich called for a motion to defer item KFC 2023-7, to next month’s meeting.</p>	<p>Vice Chair Yama moved to defer item KFC 2023 - 7 to the Commission’s September meeting. Commissioner Levinthol seconded the motion. Hearing no objections, the motion carried 4:0.</p>
<p><b>KFC 2023-8</b></p>	<p><u>Discussion and decision-making regardign a communication dated July 10, 2023, from Bronson Bautista, Chair Charter Review Commission to Jen Chahanovich, Chair Fire Commission requesting charter amendment proposals for consideration on the 2024 Election Ballot.</u></p> <p>Based on the discusison, all four (4)Commissioners present agreed not to submit any charter amendment proposals to the Charter Review Commission for consideration on the 2024 election ballot.</p> <p>Chair Chahanovich called for a motion to receive the communicated dated July 10, 2023.</p>	<p>Commissioner Levinthol moved to recieve communication dated July 10, 2023, from Charter Review Commission Chair Bronson Bautista to the Fire Commission. Vice Chair Yama seconded the motion. Hearing no objections, the motion carried 4:0.</p>
<p><b>Executive Session            ES KFC 2023-1</b></p>	<p>Pursuant to Hawai’i Revised Statutes §92-4 and §92-5(a)(2) and (4), the purpose of this Executive Session is to consider the evaluation of Fire Chief Michael Gibson where consideration of matters affecting privacy will be involved and 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 Consolidated Report for period of July 1, 2022 – June 30, 2023.</p>	<p>No Executive Session was called for this meeting.</p>

SUBJECT	DISCUSSION	ACTION
<b>Adjournment</b>	There being no further business, Chair Chahanovich called for a motion to adjourn the meeting.	Commissioner Levinthol moved. Vice Chair Yama seconded the motion. Hearing no objections, at 2:56 p.m. the meeting was adjourned.

Submitted by: Mercedes Omo  
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Jen Chahanovich , Chair

- (X) Approved as circulated on September 19, 2023, meeting.
- ( ) Approved as amended. See minutes of \_\_\_\_\_ meeting.