



FIRE COMMISSION

JEN CHAHANOVICH, CHAIR
RODNEY YAMA, VICE CHAIR

ALFREDO GARCES JR., COMMISSIONER
LINDA IWAMOTO, COMMISSIONER
ALFRED LEVINTHOL, COMMISSIONER
TREVOR FORD, COMMISSIONER
GARY PACHECO, COMMISSIONER

Public Comments and Testimony:

- **Written testimony will be accepted for any agenda item herein.**
 - Written testimony indicating your 1) name, and if applicable, your position, title and organization you are representing, 2) whether you are a registered lobbyist and, if so, on whose behalf you are appearing, and 3) the agenda item that you are providing comment on, may be submitted to loyama@kauai.gov or mailed to the Fire Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Fire Commission at least 48 hours prior to the meeting will be distributed to all Fire Commissioners prior to the meeting.
 - Any late testimony received will be distributed to the to the members after the meeting is concluded.

- **Oral testimony will be accepted for any agenda item herein.**
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing loyama@kauai.gov or calling (808)241-4918. Any request to register may include your 1) name, and if applicable, your position/title and organization you are representing, and 2) Whether you are a registered lobbyist and, if so, on whose behalf you are appearing, and 3) the agenda item you are providing comment on.
 - Per the Fire Commission Oral Testimony Policy, there is a three-minute time limit per testifier per agenda item.
 - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speakers.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH-SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ADAVIS@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 ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

REGULAR MONTHLY FIRE COMMISSION MEETING NOTICE AND AGENDA

Tuesday, September 19, 2023

2:00 p.m. or shortly thereafter

Boards and Commissions Conference Room, Pi'ikoi Building
4444 Rice Street, Suite 300, Līhu'e, Kaua'i, Hawai'i 96766

MEETING CALLED TO ORDER

ROLL CALL TO ASCERTAIN QUORUM

APPROVAL OF AGENDA

CHAIR'S ANNOUNCEMENT

- Next Regularly Monthly Meeting: 2:00 p.m., Tuesday, October 17, 2023, at the Office of Boards and Commissions Conference Room.

PUBLIC TESTIMONY ON ANY AGENDA ITEMS

Oral testimony will be taken at any time during the meeting.

APPROVAL OF MINUTES

August 15, 2023, Open Session Meeting

RECAP BY COMMISSIONERS TREVOR FORD AND LINDA IWAMOTO REGARDING THE 2023 FIRE INTERNATIONAL CONFERENCE IN KANSAS CITY

CHIEF'S MONTHLY JUNE BUREAU REPORTS AND PERTINENT UPDATES

- 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 regarding the Goals and Objectives for FY 2023-2024

BUSINESS

KFC 2023-7:

Discussion and decision-making on Fire Chief Michael Gibson's Fiscal Year Performance Evaluation Report for the period of July 1, 2022 – June 30, 2023.

KFC 2023-8:

Discussion and decision-making on a salary increase for Fire Chief Michael Gibson pursuant to Salary Resolution 2022-1, for the period of July 1, 2023, to June 30, 2024.

Executive Session

ES KFC 2023-1:

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.

RETURN TO OPEN SESSION

RATIFY THE ACTION TAKEN IN EXECUTIVE SESSION

EXECUTIVE SESSION (CLOSED TO PUBLIC)

Pursuant to Hawai'i Revised Statutes, ("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 Jenna Tatsey
Fire Chief Michael Gibson

DRAFT TO BE APPROVED

OPEN SESSION MEETING MINUTES

Board/Commission	Kauai Fire Commission		Meeting Date	August 15, 2023
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 Sony Tamashiro.			
Excused	Commissioner Alfredo Garces Jr.			
Absent				

SUBJECT	DISCUSSION	ACTION
Meeting Called To Order/Roll Call to ascertain quorum	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.	
Approval of Agenda	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.
Chair's Announcements	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.	
Public Testimony	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	

SUBJECT	DISCUSSION	ACTION
Approval of Minutes	<p>agenda item.</p> <p>Chair Chahanovich called for a motion to amend or approve the minutes of July 18, 2023, meeting.</p>	<p>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.</p>
Chief's Monthly Bureau Reports for July 2023	<ul style="list-style-type: none"> a) Update on Kua'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 regarding the Goals and Objectives for FY 2023-2024 <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</p>	<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.</p>

SUBJECT	DISCUSSION	ACTION
KFC 2023-7	<p>Commission on the progress of his FY 2023—2024 Goals.</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>
KFC 2023-8	<p><u>Discussion and decision-making regarding 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 discussion, 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 receive 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>
Executive Session ES KFC 2023-1	<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
Adjournment	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, Staff Support Clerk
Reviewed and Approved by: _____ Jen Chahanovich , Chair

- () Approved as circulated on
- () Approved as amended. See minutes of _____ meeting.



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month:
August 2023

Submitted by
Office of the Fire Chief



KAUAI FIRE AND OCEAN SAFETY

VISION

KAUAI FIRE DEPARTMENT CREATES A SAFER COMMUNITY BY CONTINUALLY STRIVING FOR EXCELLENCE IN PREVENTION & EMERGENCY RESPONSE

MISSION

TO PRESERVE AND PROTECT LIFE, PROPERTY, AND THE ENVIRONMENT OF KAUAI COUNTY FROM ALL HAZARDS AND EMERGENCIES

STRATEGIC PRIORITIES: SERVICE DELIVERY

PROFESSIONAL STANDARDS

TRAINING/CAREER DEVELOPMENT

Fire and Ocean Safety

- Fire Fighter Recruit Class 32 – updates (6 KFD)
1 State FFT Transfer effective 9/18
- Ocean Safety Officers
- OSO4/OSO3 Announcement Posted 9/11
- FF2/3/Capt. testing Posted 9/6
- KFD Visits / Managing Director Matsuyama

Partnerships

- PulsePoint
- Hawaii DOT – Wildfire (WF) Mitigation
- DOFAW 0 Meeting / WF Mitigation
- State Dept Health / Ambulance Contract
- Information Technology / Updates
 - Turnout / Response Times
 - Station Alerting
 - Advanced Staffing Software

COVID 19

- No KEMA KFD Personnel/Activation
- New Cases: 7 –day average
- Test positivity Kaua'i = 24.8% (up from 13.5%)
- Numbers do not reflect home tests
- Minimal impact to KFD staffing for both Fire and Ocean Safety responders

RESOURCE UPDATE

- 2 Fire Engines – IFB Closed 9/12
- Air1 Turbine/Engine Overhaul expected completion unknown
- Lihue Fire Station Roof Repair (ABC Pablo)
- Zodiac @ Sta 1 – New Motors Replacement – BC Pablo

- KPD KFD Joint Training Building @ Ninini Point – Permits
- Hanalei Fire Station – electrical and covered areas
- Highwater Vehicle – Kūhiō Ford – BC Pablo
- RFP underway for new helicopter contract
- Extension of helicopter contract completed (90 day)

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for JUNE 2023

Description	Budget	YTD Expenses	Expended	FY 22-23	Variance
Payroll Admin	\$ 2,435,860.00	\$ 198,708.87	8%	\$ 169,878.46	16.97%
Payroll Fire Ops	\$ 24,814,837.00	\$ 1,993,380.50	8%	\$ 1,966,734.45	1.35%
Payroll Prevention	\$ 1,092,351.00	\$ 66,265.26	6%	\$ 79,843.04	-17.01%
Payroll Training	\$ 1,189,344.00	\$ 99,297.36	8%	\$ 64,235.15	54.58%
Payroll OSB	\$ 6,935,323.00	\$ 511,975.22	7%	\$ 457,530.84	11.90%
PAYROLL SUBTOTAL	\$ 36,467,715.00	\$ 2,869,627.21	8%	\$ 2,738,221.94	4.80
Operating Admin	\$ 358,740.00	\$ 7,420.79	2%	\$ 59,399.11	-87.51%
Operating Fire Ops	\$ 3,580,731.00	\$ 452,195.67	13%	\$ 1,023,077.74	-55.80%
Operating Prevention	\$ 44,463.00	\$ 2,036.50	5%	\$ 100.00	1936.50%
Operating Training	\$ 260,493.00	\$ 52,308.37	20%	\$ 25,232.05	107.31%
Operating OSB	\$ 316,821.00	\$ 23,271.65	7%	\$ 8,828.56	163.60%
OPERATING SUBTOTAL	\$ 4,561,248.00	\$ 537,232.98	12%	\$ 1,116,637.46	-51.989%
GRAND TOTAL	\$ 41,028,963.00	\$ 3,406,860.19	8%	\$ 3,854,859.40	-11.62

STAFFING			
Description	Vacancies	Total Authorized	NOTES
Administration	0	13	
Operations	1	132	7 FFT
Prevention	0	4	
Training	0	3	
Ocean Safety FT	0	54	
Ocean Safety ST	2	6	1 Capt / 1 LT
TOTAL	3	212	

FACILITIES	
Description	Exceptions
Fire Stations	St. 1 electrical/St. 7 kitchen remodel
Administration	Need New carpeting
Training	Architect seeking Permits
Air Operations	NEW / Meetings: Managing Director, new site
Towers	Floors to Hanalei Pavilion, Hā'ena
Utility	Shipping Containers / Live Burns

FLEET UPDATE	
Description	NOTES
Engines	Mission Capable (2 of 3 Reserves)
Trucks	Mission Capable (1 of 2 Reserves)
Watercraft	All Mission Capable
Admin/Staff	All Capable: Fleet is aged, ready for replacement

OVERTIME REPORT				
OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost % Variance
Regular	\$ 155,640.12	\$ 155,640.12	\$ 108,977.63	42.82
Rank for Rank	\$ 89,980.59	\$ 89,980.59	\$ 98,813.97	-8.92
Scheduled	\$ 26,057.59	\$ 26,057.59	\$ 25,490.04	2.22
Training	\$ 29,058.87	\$ 29,058.87	\$ 9,674.19	200.32
TOTAL	\$ 300,737.17	\$ 300,737.17	\$ 242,955.83	23.78%

FIRE OPERATIONS CALLS FOR SERVICE

Description	2023 August	2022 August	Variance	Current YTD Total	FY 21-22 YTD Total	Variance
Brush Fire	39	32	21.88%	167	224	-25.45%
Crop Fire	1	2	-50.00%	7	8	-12.50%
Electrical Rescue	0	0	0.00%	1	0	100.00%
EMS	409	427	-4.22%	3339	3149	6.03%
Extrication Rescue	0	0	0.00%	6	11	-45.45%
False Call	15	13	15.38%	144	93	54.84%
Good Intent	109	72	51.39%	652	617	5.67%
Hazardous Condition	7	4	75.00%	29	33	-12.12%
Rescue/EMS Standby	3	4	-25.00%	28	44	-36.36%
Ruptures/Explosion	0	0	0.00%	2	1	100.00%
Search for Lost Person	5	9	-44.44%	70	78	-10.26%
Service Call	45	47	-4.26%	322	328	-1.83%
Severe Weather	0	0	0.00%	4	0	100.00%
Structure Fire	12	7	71.43%	54	56	-3.57%
Type Not Specified	6	0	100.00%	21	0	100.00%
Vehicle Fire	8	3	166.67%	53	44	20.45%
Water Rescue	10	8	25.00%	44	45	-2.22%
TOTAL	669	628	6.69%	4943	4731	4.50 %

OPERATIONS HIGHLIGHTS

Fires:

- #4546: Ōma'o – E5/T5, E6/T6, E3, Tanker1, BC – Single story structure fire to an abandoned building (20' X 30') was extinguished by fire personnel. Cause is under investigation, no injuries reported.
- #4714: Kaumakani Rd. – E6/T6, E7/T7, E3, R3, T3, BC, PREV – Single story structure fire extinguished by fire personnel. One person found deceased. Scene handed over to KPD for investigation.
- #4826: Russian Fort – E7/T7, T6, T3, BC1 – Fire personnel extinguished a 50' X 50' brush fire and turned the scene over to Gay and Robinson security.
- #4891: Anahola – E8/T8, Tanker1, BC3 – Trash/rubbish fire (makeshift dump) extinguished by fire personnel.
- #4911: Kōloa – L4/T4 – 35' X 15' area of hao bush extinguished by fire personnel.

Rescues: Trail

- #4468: Waipoo falls – E7/T7, R3 – 60 y/o female visitor assisted by fire personnel hiking out of trail to awaiting medics.
- #4665: Kalalau – E1/T1, R3, Air1 – 31 y/o female visitor from Oahu (dislocated shoulder) airlifted to Princeville airport. Refused medical assistance.
- #4666: Queens Bath – E1/T1 – 53 y/o female visitor (injured from a fall) was hoisted up the trail by rope and pulley system to awaiting medics.
- #4744: Kokee – E7/T7, R3, Air1, BC, KPD, DLNR, KSAR – 60 y/o male visitor (lost) was found on the Alakai swamp trail and transported out to awaiting medics.
- #4849: Kalalau – E1/T1, Air1, R3 – 70 y/o female resident airlifted from Kalalau LZ to Princeville airport and awaiting medics.

Rescues: Water

- #4339: Waiohai bay – L4/T4, OSB, AMR – 66 y/o male visitor drowned while swimming outside of Waiohai Bay.
- #4445: L4/T4, S, Roving ski - Fire/OSB personnel responded to a diver in distress. Diver was transported to shore by S. Roving ski. No medical assistance was needed.
- #4809: Lawa'i Beach resort – L4/T4, OSB – 64 y/o male visitor (swimmer in distress) was brought back to shore by S. roving ski.

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS						
Description	Month Total	FY21-22 Month	% Variance	Current YTD	FY21-22	
					YTD	% Variance
Fire Investigation	3	5	-40%	4	7	-43%
ADU Permit Applications	55	5	1000%	60	10	500%
Bldg Permit Plan Review	27	127	-79%	124	238	-48%
Planning Dept Review	9	2	350%	21	3	600%
Cert. of Occupancy Inspection	56	4	1300%	121	6	1917%
Business Occupancy Inspection	21	36	-42%	44	67	-34%
Witness Acceptance Tests	0	4	-100%	0	7	-100%
Fire Extinguisher Training	4	1	300%	4	2	100%
Fire Safety Presentation	0	1	-100%	1	1	0%
Telephone/Email Inquiries	426	370	15%	700	673	4%
Complaint Investigations	0	4	975%	48	5	860%
Sparky Presentation	0	1	-100%	0	2	-100%
Fireworks Displays & Inspections	0	0	0%	0	12	-100%
TOTAL	644	560	15%	1127	1033	9%

The Fire Prevention Bureau (FPB) started the month with a primary focus on conducting inspections for businesses and preschools. Additionally, early in the month, we had the opportunity to participate in a comprehensive training session on O'ahu, organized by the International Association of Arson Investigators. This training experience proved to be exceptionally beneficial, offering a platform for both learning and networking with our peers from across the nation and within the State of Hawai'i. One notable aspect of the training was the fact it was organized by a non-profit organization, which added significant educational value to our experience. During the training, we had the privilege of receiving instruction from the ATF (the Federal government's investigation team) and even had the opportunity to participate in a live burn exercise, where we ignited a room for study and analysis. The event allowed us to establish a robust support network for the Kaua'i Fire Department in the event of an arson case occurring within our jurisdiction.

- Geneive Leong: ATF (HI) Certified Arson Investigator
- Ed Bonollo: Certified Arson Investigator/President HI Chapter/Private Investigator
- Micah Ancheta: HFD Canine Detection Unit (build MOU to assist KFD if needed)

The month concluded following Lahaina fires, marked by a surge in calls reporting brush fire hazards across the island. Since Lahaina, FPB saw a tenfold increase in concerns reported by both prominent private landowners and local neighborhoods.

Key Meetings:

- State Forestry Meeting (DC Mills/BC Pablo/FC Kinoshita) regarding State land areas and plans for fire mitigation and how to work together.
- Wildfire Zoom Meeting with HIWO and other agencies on how non-profits can assist in mitigating fire hazards.

FIRE TRAINING BUREAU

2023 TRAINING PLAN Q1

Keystone Objective	<ul style="list-style-type: none"> • Trimester 1 Keystone – USLA Completed (4/23) • Trimester 2 Keystone – High Angel Ropes (8/23) • Trimester 3 Keystone – Pump Relay Ops (10/23)
Task Performances	<ul style="list-style-type: none"> • Tank Water Attack • Tank to Hydrant Water Attack • Hose Deployment – Accordion/V-split
Refresher/Oppportunity	<ul style="list-style-type: none"> • FG Command (New Officer Training) • USLA off duty training • PADO for RC31
EMS Training	<ul style="list-style-type: none"> • Vector Solutions • Hands Only CPR Training for Kalāheo E5 Staff

RC32 PROGRAM

- Currently in month 5 of 8 for RC32
- RC32 enrolled at KCC for NREMT Training/Certification
- RC32 working hard to pass 500-meter swim test
- NREMT Ambulance Ride along in August

Multi Agency Training

- Fire Ground Command Class with ARFF 8/21-25
- FEMA Communication Leader Training with KPD and KEMA on 8/1-4

Training Bureau Training

- Helicopter (In-Station Training) postponed
- PADO Class for RC31 postponed due to manpower issues. August 7-11 and possibly getting IFSAC PADO certified by HFD
- Rescheduled Keystones PADO to November, moved Ropes Keystone to September

TRAINING STATISTICS

Description	August Hours	Current YTD Total
RC32 Training Hours	1200	5592
Task Performances	79	1283.5
Refresher / Recerts/Prof. Develop.	1635	10,486
Individual Crew Training	647	6123
TOTAL	3561	23,484.5

OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU TOWERS						
Description	August Total	FY 21-22 Month Total	% Variance	Current YTD Total	FY 21-22 YTD TOTAL	% Variance
Rescue	30	59	-49%	235	378	-38%
Assist	0	0	0%	0	0	0%
Preventive Actions	6,472	20,354	-68%	72,936	247,769	-71%
1 st Aid	115	742	-85%	2,601	10,083	-74%
Public Contact	5,203	31,495	-83%	104,594	176,523	-41%
Beach Attendance	118,310	288,104	-59%	880,921	520,244	69%
ROVING PATROL						
Rescue	19	36	-47%	126	120	5%
Jet Ski Rescue	8	16	-50%	126	73	73%
Assist	0	0	0%	0	0	0%
Preventive Actions	4,212	7,227	-42%	16,745	67,234	-75%
1 st Aid	66	127	-48%	1,395	111	1157%
Public Contact	617	15,197	-96%	33,723	50,917	-34%
Beach Attendance	515	9,191	-94%	144,762	107,235	35%
DROWNING						
Statistics	2	0	0%	6	8	-0.25%
TRAINING / COMMUNITY SERVICE						
ITEM	Month Hours	FY 21-22 Month Hours	% Variance	Current YTD Total Hours	FY 21-22 YTD Total Hours	% Variance
Training	48	96	-50%	830	560	48%
Community Service	24	78	-69%	252	44	473%
Jr. Lifeguard	140	360	-61%	500	456	10%

Ocean Safety Bureau:

- State Drowning Prevention Conference on O'ahu
- State Jr Lifeguard Leadership Challenge
- OSO1 Agility Exam – Salt Pond
- OSO II on Admin duties pending internal investigation
- OSO II return to full duty
- Reallocation of short-term to full-time
- USLA Recertification for all OSO's

SERVICE DELIVERY // PROFESSIONAL STANDARDS // TRAINING & CAREER DEVELOPMENT

Goal #1 – Improve Fire Department Response Times			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 1A. Analyze current response and turnout times:</p> <ul style="list-style-type: none"> Gather data on response times and turnout times for different types of emergencies. Identify trends, patterns, and potential barriers that contribute to delays. Identify areas for improvement. <p>Goal 1B. Reinforce / revise training and performance:</p> <ul style="list-style-type: none"> Provide directives and training focused on improving turnout times. Emphasize efficient and effective practices during emergency scenarios. Implement performance metrics and feedback systems to track and improve individual crew and team performance. 	<p>Measuring performance against the NFPA 1710 standard; turnout time: 60 seconds for EMS, 80 seconds for fire responses.</p> <ol style="list-style-type: none"> Utilize Fire Record Management System (RMS) to collect and review: <ol style="list-style-type: none"> Dispatch call processing times Fire Crew turnout times Drive response times Establish and publish standard operations guidelines (SOG), set clear expectations, and provide training. Monthly review and report of performance Outside resources / new technology – Research technological industry advancements; seek feasibility in funding resources to implement. 	<p>To develop a continuous improvement process to increase our effectiveness in emergency situations and increasing the level of service provided to our community.</p>	<p>6/29/2023 – Met with FF Contrades (Firefighter with RMS data knowledge) to discuss Data and report needs – will reconvene in 6 weeks to update and formalize reporting plan and method.</p> <p>7/14/23 – Begin development of SOG, Fire Department Turnout Times</p> <p>By 9/1/2023:</p> <ul style="list-style-type: none"> Produce draft SOG “Turnout Times / Response Times” Distribute Crew “Turnout Times” Monthly Report

Goal #1 – Improve Fire Department Response Times			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 1C. Strengthen Communication and coordination:</p> <ul style="list-style-type: none"> Enhance communication systems and guidelines to minimize delays and ensure rapid and accurate information sharing. Implement technology solutions for real time incident tracking, resource coordination and communication. <p>Goal 1D. Optimize turnout procedures:</p> <ul style="list-style-type: none"> Review and streamline turnout procedures to minimize time spent on preparation and increase readiness. Implement efficient systems for equipment maintenance, inspection, and readiness checks. 	<p>5. Implement continuous monitoring and feedback to all members</p>		

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations		
Objectives	Success Measurements	Desired Outcome
<p>Goal 2A. Establish a policy review committee comprised of various ranks and bureaus.</p> <p>Goal 2B. Define the Committee's Scope and Responsibilities:</p> <ul style="list-style-type: none"> Review existing Standard Operating Guidelines (SOGs). Develop new SOGs. Ensure compliance with regulations and best practices. Designate review timeline. <p>Goal 2C. Review existing SOGs:</p> <ul style="list-style-type: none"> Assign to correct subject matter experts to identify areas that require revision, or improvement, or clarification. 	<ol style="list-style-type: none"> Working group recruited and orientation meeting to draft SOG review change management process. Written process plan developed. Committee reviews full SOG library and assigns specific SOGs to subject matter experts with review submission deadline. Committee receives revisions, makes corrections, and send draft to the line for feedback. Final corrections made to SOGs, Committee publishes final version with effective date and archives previous documents. Monitor and evaluate the review process 	<p>9/8/2023: Distribute draft "Workplace Operations Committee" – Document Plan and Committee process / guidelines</p> <p>Revised – Focus on V. Metrics from FPM</p>

SERVICE DELIVERY // PROFESSIONAL STANDARDS // TRAINING & CAREER DEVELOPMENT

Goal #2 -- Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations

Objectives	Success Measurements	Desired Outcome	Status
<ul style="list-style-type: none"> • Seek input from line personnel, Officers, and other stakeholders to gather feedback on the effectiveness of specific SOGs. • Identify any gaps or inconsistencies in the current guidelines and propose necessary changes. <p>Goal 2D. Develop an effective review process:</p> <ul style="list-style-type: none"> • Define criteria for when an SOGs needs to be reviewed or revised. • Implement a mechanism for soliciting input and feedback from all stakeholders. 			

SERVICE DELIVERY // PROFESSIONAL STANDARDS // TRAINING & CAREER DEVELOPMENT

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations		
Objectives	Success Measurements	Desired Outcome
<p>Goal 2E. Promote Collaboration and Communication:</p> <ul style="list-style-type: none"> • Foster a culture of collaboration and inclusivity within the committee to encourage diverse perspectives and ensure a comprehensive review of the SOGs. • Establish clear lines of communication between the committee and KFD leadership, ensuring accountability and transparency. • Regularly communicate updates and changes to the SOGs to all department members, providing training and support as necessary. 		

SERVICE DELIVERY // PROFESSIONAL STANDARDS // TRAINING & CAREER DEVELOPMENT

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations

Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2F: Document and archive changes:</p> <ul style="list-style-type: none"> • Maintain comprehensive records of all changes made to SOGs, including the rationale behind the revisions. • Establish a centralized system for archiving and accessing the updated SOGs, ensuring easy retrieval and dissemination of information. 			

Goal #3 – Establish KFD Culture and Values			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 3A. Assess and evaluate our current mission statement, vision, and values:</p> <ul style="list-style-type: none"> Identify core values and principles that reflect the desired professional behavior and ethics of the fire department. Collaborate with personnel at all levels to gather input and feedback for the development of the professional standards and values document. 	<ol style="list-style-type: none"> Completion of a professional standards or values document. Approval and endorsement by KFD leadership. Document distributed to all KFD personnel. Conduct surveys or assessments to measure the level of awareness and understanding of the document. Periodically assess the departments overall culture, morale, and reputation through various means: <ul style="list-style-type: none"> Internal Surveys Interviews / discussions Public surveys Meetings 	<p>Establish and permeate mission, vision, value statements and professional standards to promote a culture of professionalism, integrity, and ethical conduct among all personnel</p>	<p>June 2023 – “KFD CARES” Values statement refined with feedback from the line.</p> <p>Received support from all Chief Officers, all signed final page of document to be printed and distributed to all KFD personnel.</p> <p>Program Logo created and a prototype “Brochure” produced and began distribution to line personnel with Fire Chief Station Visits.</p> <p>No Update - [REDACTED]</p>
<p>Goal 3B – Clearly articulate expectations:</p> <ul style="list-style-type: none"> Clearly articulate the expected behaviors, conduct, and ethical standards for all KFD personnel. Define the core values and principles that guide decision making, interactions, and actions within the KFD. 			

KFD Strategic Priorities: JULY 1, 2023 – JUNE 30, 2024

SERVICE DELIVERY // PROFESSIONAL STANDARDS // TRAINING & CAREER DEVELOPMENT

Goal #3 – Establish KFD Culture and Values			
Objectives	Success Measurements	Desired Outcome	Status
<ul style="list-style-type: none">Establish a code of conduct that aligns with the KFDs mission and vision statements. <p>GOAL 3C – Dissemination and communication:</p> <ul style="list-style-type: none">Develop and distribute a standards or values document to all personnel (KFD Memo, SharePoint), Crew meetings. <p>Goal 3D. Continuous evaluation and improvement</p>			

SALARY COMMISSION

COUNTY OF KAUA'I

Resolution No. 2022-1

RESOLUTION RELATING TO THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE COUNTY OF KAUA'I

WHEREAS, pursuant to Section 29.01 of the Kaua'i County Charter, the Salary Commission of the County of Kaua'i establishes the maximum salaries of all elected and appointed officers as defined in Section 23.01D of the Charter,

NOW, THEREFORE, BE IT RESOLVED by the Salary Commission of the County of Kaua'i, State of Hawai'i, that the maximum salaries of certain officers of the County of Kaua'i are established as follows:

Article I. Salaries of Certain Officers and Employees

Section 1. For the period of January 1, 2023 to June 30, 2023, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Article I (Parts 1, 2, and 3) of County of Kaua'i Resolution No. 2019-1.

Section 2. For the period of July 1, 2023 to June 30, 2024, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Section 1 hereof based on their then effective maximum salaries.

Section 3. On July 1, 2024, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Section 2 hereof based on their then effective maximum salaries.

Section 4. For payroll purposes, the maximum salaries in Sections 1, 2, and 3 hereof shall be rounded up to the nearest whole dollar amount that when divided by 24 results in a whole dollar amount. The five percent (5.0%) increase in Section 2 shall be calculated based on the unrounded amounts of the maximum salaries in Section 1 hereof, and the five percent (5.0%) increase in Section 3 shall be calculated based on the unrounded amounts of the maximum salaries in Section 2 hereof.

Article II. Maximum Salaries. The respective appointing authority may set the salary of any new or existing non-elected appointee at a figure lower than the figure established for the position in this Resolution. Elected officers may voluntarily accept a salary lower than the maximum salary established by this Resolution for their position or may voluntarily forego accepting a salary.

Article III. Severability. If five (5) or more councilmembers vote to reject any portion of this Resolution, the other portions of this Resolution not so rejected shall not be affected thereby. If the application of this Resolution or any of its provisions to any persons or circumstance is held invalid by a court of law, the application of this Resolution and its provisions to other persons or circumstances shall not be affected thereby.

Article IV. Transmittal of Salary Resolution. The County Clerk shall transmit to the Salary Commission, Mayor, Finance Director, and Human Resources Director a final approved copy of the resolution and note any rejected portions thereto within thirty (30) days after the effective date of this resolution.

Article V. This Resolution is effective on March 15, 2023.

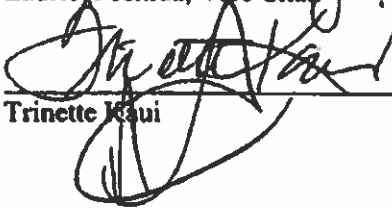
Adopted by the Salary Commission at its meeting on July 27, 2022.



Patrick Ono, Chair



Laurie Yoshida, Vice Chair

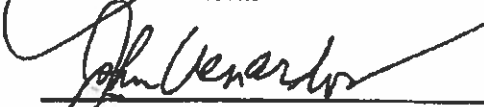


Trinette Kaui

Howard Leslie



Kenneth Rainforth



John Venardos