

OPEN SESSION MEETING MINUTES

Board/Commission	Kauai Fire Commission	Meeting Date	March 21, 2023
Location	Boards and Commissions Conference Room Suite 400, Piikoi Building 4444 Rice Street, Lihu'e, Hawai'i 96766	Start of Meeting: 2:03 p.m.	3: 10 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama; Commissioners: Alfredo Graces Jr., Linda Iwamoto, and Chad 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: Deputy Fire Chief Roger Mills and Chief's Secretary Soncy Tamashiro.		
Excused	Commissioners Alfred Levinthol and Michael Martinez		
Absent			



SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call to Ascertain Quorum		With a quorum of five (5) Commissioners present, Chair Chahanovich called the meeting to order at 2:03 p.m.
Approval of Agenda	Chair Chahanovich sought a motion to approve the agenda.	There was a motion by Commissioner Pacheco to approve the agenda for March 21, 2023, Fire Commission meeting as presented. Commissioner Iwamoto seconded the motion. Hearing no objections, the agenda was approved.

SUBJECT	DISCUSSION	ACTION
Chair's Announcement	<p>Next Regularly Monthly Meeting – 2:00 p.m. on Tuesday, April 18, 2023 in the Boards and Commissions Conference Room.</p> <p>Chair Chahanovich stated that being that today is Commissioner Pacheco's last meeting she wanted to thank him for his support, leadership, and guidance throughout the years. She shared that when she became Chair, Commissioner Pacheco made her feel comfortable and gave her his unwavering support. She will miss him and wished him the best.</p> <p>Commissioner Pacheco stated that although his tenure on the Fire Commission is up it is not a goodbye. He is confident that the Fire Commission will continue to do excellent work and that the Fire Department will continue to move in a positive direction. He noted that as a Fire Commissioner what was a revelation for him, was going through the hiring process not once but twice, and that the experience only strengthened his trust and bond with his fellow Fire Commissioners. He thanked his fellow Commissioners for all of their support and friendship.</p> <p>Vice Chair Yama thanked Commissioner Pacheco for welcoming him to the Fire Commission and for helping him to understand what the duties and responsibilities were as a Fire Commissioner.</p> <p>Commissioner Iwamoto stated that in 2006 the Fire Commission was first formed and when asked to serve on the Fire Commission she gladly accepted. When it came time to hire a new Fire Chief, the Fire Commission had no clue or the experience to hire a new Fire Chief because prior to 2006, the mayor hired the Fire Chief. With such a daunting task to achieve, the Fire Commission with the guidance of Commissioner Pacheco the Commission hired the first Fire Chief for the Kauai Fire Department. In closing, she thanked Commissioner Pacheco for his friendship and support throughout the years.</p>	

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	<p>Commissioner Garces stated that finding the process to find the right person to fill the Fire Chief's position was quite lengthy, but with collaborative efforts by everyone involved and with Commissioner Pacheco's guidance the Commission was successful in finding the right person for the job. He thanked Commissioner Pacheco and wished him the best.</p>	
<p>Public Testimony on any agenda items</p>	<p>Chair Chahanovich asked for testifiers. There being no public testimony, Boards and Commissions Administrator Ellen Ching noted for the record that going forward it was not necessary to ask for testimony on the agenda items.</p>	
<p>Approval of Minutes</p>	<p>Chair Chahanovich sought a motion to amend or approve the minutes of the January 21, 2023, Fire Commission open session and executive session meeting.</p>	<p>There was a motion by Commissioner Iwamoto to approve the Fire Commission's open session and executive session minutes of the January 21, 2023, meeting. Commissioner Pacheco seconded the motion. Hearing no objections, the minutes were approved.</p>
<p>Chief's Monthly Bureau Reports for February and March</p>	<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 the statistics regarding calls for service and a brief description of the incidents that the bureau 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 	

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	<p>g) Update on Fire Chief Gibson’s progress on the Goals and Objectives for FY 2021-2022</p> <p>Reporting on behalf of Fire Chief Michael Gibson was Deputy Fire Chief Roger Mills. Deputy Fire Chief Roger Mills reported on data reflected the March 2023, Monthly Report highlighting the promotion of Fire Fighter III Reid Tanita to Battalion Chief, the promotion of two (2) Firefighters III’s in the Prevention Bureau, the promotion of a Firefighter II to Hazmat Specialist at the Kaikea Fire Station. The Department’s recruitment interviews were completed – KFD is looking to hire seven (7) qualified candidates. Estimated start date for the 32nd Recruit Class is April 16, 2023. The 32nd Recruit Class will consist of four (4) firefighters from the Līhu‘e airport crash fire, one recruit from the Pacific Missile Range Facility, bid for the pilot/maintenance contract is progress, the State of Hawai‘i is constructing an RFP emergency ambulance service for Kauai and the rest of the state, invitation for bid for two (2) new fire engines will be posted soon, overhaul maintenance for Air1 turbine is currently in progress, the Mayor’s administration is supporting KFD’s efforts to conduct major repairs on the Department’s fire engines, replacement for Truck #6 is due July 2023, meeting with the architect and DOTA LIH regarding helicopter hanger environmental assessment and lease agreement is pending, FY 2024 budget request will includes a recuse three (3), truck #5 and truck #8.</p> <p>Chair Chahanovich sought a motion to receive the Chief’s Monthly Reports for February and March 2023.</p>	<p>There was a motion by Commissioner Pacheco to receive Fire Chief Michael Gibson’s Monthly Reports for the months of February and March 2023, for the record. Commissioner Garces seconded the motion. Hearing no objections, the reports were received for the record.</p>

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<p>Business KFC 2023-2</p>	<p><u>Discussion and decision-making on salary adjustment for Fire Chief Michael Gibson.</u> <u>Reference Documents 1-4.</u></p> <ol style="list-style-type: none"> 1. Memorandum dated December 27, 2022, from Michael A. Dahilig Managing Director to Board, Commission, and Committee Chairs. 2. Salary Resolution 2022-1 3. Salary Resolution 2019-1 4. Table of Projected Increases <p>Vice Chair Yama questioned if the results of Fire Chief Gibson evaluation would play a role on whether the Commission gives him a salary would have increase?</p> <p>Ms. Ching stated that Fire Chief Gibson’s most recent evaluation period was from June 16, 2022 – December 2022, if the Commission decide it wants to give him an increase it has the authority to do so without tying his increase to an evaluation.</p> <p>Chair Chahanovich stated that evaluations are important and is usually tied to whether an salary increase is warranted or not warranted. She is not a fan of giving the Chief an increase through 2025. Vice Chair Yama agreed and stated that he passionately believes in a person’s performance grade.</p> <p>Commissioner Pacheco noted that Fire Chief Gibson’s job performance has been stellar since becoming the Fire Chief for the Kauai Fire Department and although no one is perfect he believes that FC Gibson deserves a 5% increase at this point and being that both he and Commissioner Martinez is terming out the new Commissioners along with the current Commissioners can decide on the next path in terms of any future increases.</p> <p>Ms. Ching stated that it is up to the Fire Commission on when it would like to entertain another increase for Fire Chief Gibson as reflected in Salary Resolution 2022-1.</p>	

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	<p>Chair Chahanovich sought a motion.</p>	<p><u>Motion</u> There was a motion by Commissioner Pacheco to adjust Fire Chief Michael Gibson’s salary by 5% (\$143,880) effective January 1, 2023. Commissioner Iwamoto seconded the motion. Hearing no objections, the motion carried 5:0.</p>
<p>KFC 2023-3</p>	<p><u>Discussion and decision making on a memorandum dated December 27, 2022, from Michael Dahilig, Managing Director to Board, Commission, and Committee Chairs regarding meeting format (in-person, virtual or hybrid).</u></p> <p>After a brief discussion of keeping the Fire Commission’s meeting in person but give the Chair the discretion and flexibility to hold hybrid meetings when it is necessary. Chair Chahanovich called for a motion. There being no further discussion on the matter, Chair Chahanovich sought a motion to receive the memorandum dated December 27, 2022, for the record.</p>	<p><u>Motion No. 1</u> There was a motion by Commissioner Garces to continue in-person meetings but give the Chair the discretion and flexibility to hold hybrid meetings when it is necessary. Vice Chair Yama seconded the motion. Hearing no objections, the motion carried 5:0.</p> <p><u>Motion No. 2:</u> There was a motion by Commissioner Pacheco to receive the memorandum dated December 27, 2022 for the record. Commissioner Iwamoto seconded the motion.</p>

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		Hearing no objections, the motion carried 5:0.
KFC 2023-4	<u>Discussion and decision making on changes to the Fire Chief’s goals and objectives including the possible formation of a permitted interaction group (PIG) pursuant to Hawai’i Revised Statutes Section 92-2.5 (b) (1-2) to draft and/or review and provide recommendations on these goals and objectives for July 1, 2023 – June 30, 2024.</u>	There was motion by Commissioner Pacheco to request Fire Chief Michael Gibson to provide the Commission with his proposed goals and objectives for fiscal year 2023/2024 for discussion and consideration at the Commission’s next schedule meeting on April 18, 2023. Vice Chair Yama seconded the motion. Hearing no objections, the motion carried 5:0.
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).	None.
Adjournment	There being no further business, Chair Chahanovich sought a motion to adjourn the meeting.	There was a motion by Commissioner Iwamoto Pacheco to adjourn the meeting. Commissioner Iwamoto seconded the motion. Hearing no objections, the

SUBJECT	DISCUSSION	ACTION
		meeting adjourned at 3:10 p.m.

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Jen Chahanovich , Chair

- (x) Approved as circulated on April 18, 2023
- () Approved as amended. See minutes of _____ meeting.