



FIRE COMMISSION

GARY PACHECO, CHAIR
TREVOR FORD, VICE CHAIR

LORI ALMARZA, COMMISSIONER
JEFF MURRAY, COMMISSIONER
RODNEY YAMA, COMMISSIONER
VACANT, COMMISSIONER
VACANT, COMMISSIONER

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Meetings of the Fire Commission will be conducted as follows until further notice:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of meetings will be completed pursuant to HRS Chapter 92 and posted to the Commission's website upon completion and approval.

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 Commissions, 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 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.

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25 MAY 14 A8:26
HONOLULU
COUNTY CLERK
COUNTY OF HAWAII

REGULAR MONTHLY FIRE COMMISSION MEETING NOTICE AND AGENDA

Tuesday May 20, 2025
2:00 p.m. or shortly thereafter
Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B
4444 Rice Street, Lihu'e, Kaua'i, Hawai'i

MEETING CALLED TO ORDER

ROLL CALL TO ASCERTAIN QUORUM

APPROVAL OF AGENDA

CHAIR'S ANNOUNCEMENT

- Next Regular Monthly Meeting: 2:00 p.m., Tuesday, June 17, 2025, at the Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B
4444 Rice Street, Lihu'e, Kaua'i, Hawai'i

PUBLIC TESTIMONY ON ANY AGENDA ITEMS

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

APPROVAL OF MINUTES

April 15, 2025, Open Session Meeting Minutes

CHIEF'S MONTHLY APRIL BUREAU REPORTS AND PERTINENT UPDATES

- a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council
- 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, including monthly statistics
- 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 2024-2025

BUSINESS

KFC 2025-2

Discussion and decision making on selecting two (2) Commissioners to attend the 2025 Fire Rescue International Association of Fire Chiefs Conference in Orlando, Florida, at the Orange County Convention Center, August 13-15, 2025.

COMMUNICATIONS**C-KFC 2025-1**

Letter from Chair Jaclyn Kaina, Charter Review Commission, dated May 8, 2025, regarding requesting proposals to amend the Charter.

BUSINESS**B-KFC 2025-1**

Discussion and possible action regarding proposals to amend the Charter.

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

COUNTY OF KAUAIMinutes of Meeting
OPEN SESSION

Board/Commission:		Kaua'i Fire Commission	Meeting Date:	April 15, 2025
Location	Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Lihu'e, Kaua'i, Hawai'i		Start of Meeting: 2:00 p.m.	End of Meeting: 2:49 p.m.
Present	Chair Gary Pacheco, Vice Chair Trevor Ford; Commissioners: Jeff Murray and Rodney Yama Also present: Boards & Commissions Office Staff: Support Clerk Lisa Oyama; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey			
Excused	Commissioner Lori Almarza			
Absent				

SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Pacheco called the Fire Commission April 15, 2025, meeting to order at 2:00 p.m. A roll call ensued that quorum was established, four (4) Commissioners were present to conduct business.	Quorum was established with four (4) Commissioners present.
Approval of Agenda	Chair Pacheco called for a motion to approve the agenda as circulated.	Commissioner Murray moved to approve the April 15, 2025, agenda. Commissioner Yama seconded the motion. Hearing no objections, motion carried 4:0.
Chair's Announcements	Next Regular Monthly Meeting will be 2:00 p.m., Tuesday, May 20, 2025, at the: Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Lihu'e, Kaua'i, Hawai'i 96766	
Public Testimony	Chair Pacheco called for public testimony. No public testimony was received. Ms. Ching stated for the record that there is no public testimony.	
Approval of Minutes	Chair Pacheco called for a motion to amend or approve the minutes of the March 18, 2025, meeting.	Vice Chair Ford moved to approve the minutes of the March 18, 2025, meeting minutes as circulated.

KFC Open Session Minutes
Of April 15, 2025, Meeting

SUBJECT	DISCUSSION	ACTION
	Vice Chair Ford moved to approve the meeting minutes of March 18, 2025. Commissioner Yama seconded the motion.	Commissioner Yama seconded the motion. Hearing no objections, motion carried. 4:0.
Chief's Monthly Bureau Reports and Updates for MARCH 2025	<ul style="list-style-type: none"> a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council 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, including monthly statistics 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 2024-2025 <p>Chief Gibson said that March was a busy month with quite a few trail rescues, ankle, knee and back injuries.</p>	Vice Chair Ford moved to receive the Chief's Monthly Reports. Commissioner Murray seconded the motion. Hearing no objections, motion passes. 4:0.
	Update on Fire Chief's progress regarding Goals and Objectives for FY 2024-2025	Commissioner Yama moved to receive the Chief's FY 2024-2025 report. Commissioner Murray seconded the motion. Motion passes. 4:0.
BUSINESS	<p><u>KFC 2025-1</u></p> <p>Goals and Objectives 2025-2026. Discussion and decision making on the Fire Chief's Goals and Objectives for FY 2025-2026.</p>	Commissioner Murray moved to approve the Chief's FY 2025-2026 Goals and Objectives. Commissioner Yama seconded the motion. Motion carries. 4:0.
Adjournment	Chair Pacheco called for a motion to adjourn the meeting.	Vice Chair Ford moved to

KFC Open Session Minutes Of April 15, 2025, Meeting

SUBJECT	DISCUSSION	ACTION
		adjourn. Commissioner Yama seconded the motion. Hearing no objections, the meeting was adjourned at 2:49 p.m. 4:0.

Submitted by: Lisa Oyama
Lisa Oyama, Commission Support Clerk

Reviewed and Approved by: _____
Gary Pacheco, Chair

- () Approved as circulated (date of meeting approved).
() Approved with amendments.



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month: April 2025

Submitted by
Office of the Fire Chief



KAUAI FIRE AND OCEAN SAFETY

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

VISION

MISSION

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

Fire and Ocean Safety	Partnerships	Resource Updates
<ul style="list-style-type: none">• Significant Incidents• Haena / AT&T Proposed Cell Tower 4/3 Tico & Residents• KFD Recruit Class 34 (3 KFD, 2 ARFF)• HFFA President's Meeting @ Honolulu• Pulsara App – 4/14	<ul style="list-style-type: none">• Standard of Cover / Community Risk Assessment / Risk Reduction – Kick-Off Meeting – 4/1• Kauai Community Alliance 4/9• Hawai'i First Responders Memorial 4/10• 44 Blue Media / TV Series 4/22 Interviews• Starlink – Ke'e Lifeguard Tower	<ul style="list-style-type: none">• Pending Delivery: Highwater Vehicle,<ul style="list-style-type: none">• (2) Fire Engines, 2nd Water Tender,• (3) Brush Trucks• IFB: 3rd Water Tender, (3) Type V Brush Trucks, Rescue Vehicle• 2 Lifeguard Towers• FY 26 Requests• Waimea FS Driveway / Complete
Wildfire / Weather		Council
<ul style="list-style-type: none">• COK Planning / New WUI Codes 4/7• KEMA – Alerts, Warnings & Evacuations 4/14, 4/22 (Evac Software)		<ul style="list-style-type: none">• CM Cowden / CM Holland – KFD Wildfire Program Update 4/16• FY26 Budget Hearing / Council – 4/3• Budget - Follow-Up Questions

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for APRIL 2025

Description	Budget	YTD Expenses	Expended	FY23-24	Variance
Payroll Admin	\$ 2,577,396.00	\$ 1,803,165.33	70%	\$ 1,878,599.93	-4.02%
Payroll Fire Ops	\$ 25,761,673.00	\$ 17,113,601.40	66%	\$ 17,350,779.26	-1.37%
Payroll Prevention	\$ 1,091,197.00	\$ 511,266.70	47%	\$ 583,648.41	-12.40%
Payroll Training	\$ 1,186,254.00	\$ 852,768.53	72%	\$ 686,479.08	24.22%
Payroll OSB	\$ 7,405,965.00	\$ 5,880,103.95	79%	\$ 4,668,903.27	25.94%
PAYROLLSUBTOTAL	\$ 38,022,485.00	\$ 26,160,905.91	69%	\$ 25,168,409.95	3.94%
Operating Admin	\$ 373,740.00	\$ 134,622.02	36%	\$ 261,175.44	-48.46%
Operating Fire Ops	\$ 5,920,357.00	\$ 5,070,702.60	86%	\$ 3,557,935.60	42.52%
Operating Prevention	\$ 63,663.00	\$ 7,587.06	12%	\$ 16,620.41	-54.35%
Operating Training	\$ 263,527.00	\$ 120,080.50	46%	\$ 120,080.50	0.00%
Operating OSB	\$ 696,937.00	\$ 462,936.63	66%	\$ 225,943.46	104.89%
OPERATING SUBTOTAL	\$ 7,318,224.00	\$ 5,795,928.81	79%	\$ 4,181,755.41	38.60%
GRANDTOTAL	\$ 45,340,709.00	\$ 31,956,834.72	70%	\$ 29,350,165.36	8.88%

OVERTIMEREPORT

OVERTIMETYPE	Monthly Cost	YTD Cost	FY23-24 YTD Cost	Cost % Variance
Regular	\$ 98,428.42	\$ 1,405,786.97	\$ 1,181,909.36	18.94%
Rank for Rank	\$ 131,920.41	\$ 813,508.71	\$ 776,496.79	4.77%
Scheduled	\$ 26,749.27	\$ 240,824.95	\$ 234,918.48	2.51%
Training	\$ 17,407.22	\$ 274,188.90	\$ 191,108.70	43.47%
TOTAL	\$ 274,505.32	\$ 2,734,309.53	\$ 2,384,433.33	14.67%

STAFFING

Description	Vacancies	Total Authorized	Notes
Administration	1	13	Accountant Hired / SC
Operations	1	132	
Prevention	0	4	
Training	0	3	
Ocean Safety FT	1	67	ARFF
Ocean Safety ST	1	6	Open Recruitment
TOTAL	4	225	

FACILITIES

Description	Exceptions
Fire Stations	Kapa'a Rebuild
Administration	Need new floor covering - FY26 Approved
Training	Class A Burn Containers
Air Operations	Architect is design/plans/permitting 12/25 Comp.
Towers	2 Towers on Order
Utility	Fire Mechanics/ Repair Facility Needed

FLEET UPDATE

Description	Notes
Engines	All Mission Capable + 2 Reserve Engines (down 1)
Trucks	All Mission Capable + 1 Reserve Trucks (down 2)
Watercraft	All Mission Capable
Admin/Staff	All Mission Capable

FIRE OPERATIONS CALLS FOR SERVICE

Description	2025 April	2024 April	Variance	2025 YTD Total	2024 YTD Total	Variance
Brush Fire	17	17	0.00%	119	103	15.53%
Crop Fire	0	1	-100.00%	2	2	0.00%
Electrical Rescue	0	0	0.00%	0	0	0.00%
EMS	379	415	-8.67%	1646	1678	-1.91%
Extrication Rescue	0	4	-100.00%	6	16	-62.50%
False Call	22	13	69.23%	64	59	8.47%
Good Intent	97	74	31.08%	411	333	23.42%
Hazardous Condition	5	1	400.00%	25	14	78.57%
Other	0	0	0.00%	0	1	-100.00%
Rescue/EMS Standby	2	1	100.00%	17	9	88.89%
Ruptures/Explosion	0	0	0.00%	0	2	-100.00%
Search for Lost Person	7	4	75.00%	23	20	15.00%
Service Call	31	58	-46.55%	129	210	-38.57%
Severe Weather	0	3	-100.00%	0	4	-100.00%
Structure Fire	5	5	0.00%	21	29	-27.59%
Type Not Specified	3	1	200.00%	12	11	9.09%
Vehicle Fire	3	2	50.00%	25	22	13.64%
Water Rescue	3	9	-66.67%	10	15	-33.33%
Totals	574	608	-5.59%	2510	2528	-0.71%

OPERATIONS HIGHLIGHTS

Fires:

- #2018: One hotel – E1/T1 – Laundry room fire extinguished by fire Personnel.
- #2060: Menehune Rd. – E7/T7, E6/T6, E5/T5, BC, Prev3 – Single story residential fire extinguished by fire personnel.
- #2200: Kauai Palms Hotel – E3, R3, Prev2 – 2 story commercial structure fire (confined to room of origin) extinguished by fire personnel.

Rescues–Trails:

- #1972: Uluwehi falls – E2/T2, R3, Air1 – 74 y/o male visitor (possible stroke) airlifted to awaiting medics.
- #2003: Hanakapiai – E1/T1 – 49 people stranded across river advised to shelter in place until the river recedes. Air1 unable to fly because of inclement weather.
- #2028: Kalalau – E7/T7, R3, Air1 – 3 visitors airlifted out of trail by fire personnel. Declined medical treatment.
- #2104: Hanakapiai trail – E1/T1, OSB – 47 y/o male visitor (heat exhaustion) assisted out of trail to awaiting medics.
- #2267: Hanakoa – E1/T1, R3, Air1 – 69 y/o male visitor (Chest pain) airlifted to Princeville airport.
- #2363: Hoopii falls – E8/T8 – 54 y/o female visitor (ankle injury) extracted out of trail by firefighters.

Rescues– Water

- #2162: Lydgate beach – E2/T2, OSB – 30 y/o male visitor (drowning) pulled from the water with CPR initiated. 4 good Samaritans also rescued without incident.

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS

Description	Month Total	FY24 Month	% Variance	Current YTD	FY24 YTD	% Variance
Fire Investigation	3	5	-40%	14	20	-30%
ADU Permit Applications	13	1	1200%	41	67	-39%
Building Permit Plan Review	202	143	41%	1673	945	77%
Planning Dept Review	16	12	33%	164	100	64%
Certificate of Occupancy Inspection	10	3	233%	267	401	-33%
Business Occupancy Inspection	13	23	-43%	147	176	-16%
Witness Acceptance Tests	3	4	-25%	27	40	-33%
Fire Extinguisher Training	0	4	-100%	43	168	-74%
Fire Safety Presentation	7	5	40%	124	85	46%
Telephone/Email Inquiries	591	712	-17%	6105	4325	41%
Complaint Investigations	1	2	-50%	16	86	-81%
Sparky Presentation	0	0	0%	12	13	-8%
Fireworks Displays & Inspections	0	0	0%	15	21	-29%
TOTAL	859	914	6%	4902	4128	19%

Accomplishments:

- Fire Education visit with DHHL – Anahola
- Choking Prevention Education: Head Start Kapa‘a, Kōloa, Līhu‘e Kekaha
- Fire Safety @ Parent Child Fair Kukui Grove – Kaua‘i Planning & Action Alliance
- Career Day: Kapa‘a Boys & Girls Club
- Temporary Namahana School site visitation

Classes/Training:

- Kinoshita/Keahi: FDIC Conference; Indianapolis, Indiana
- Prevention Bureau Welcome/Train new member M. Denton

Key Meetings:

- Planning Director Kaaina Hull – Plantation Camp WUI
- FACETS – Standards of Coverage
- KEMA: Alerts, Warning & Evacuations
- HWMO Wildfire Summit briefing with CM Cowden & Holland
- Kaua‘i Palms Fire: Private Fire Investigator E. Bonollo co-investigation
- DOFAW: Presentation Development for KFD Wildland Collaboration Meeting
- Hawai‘i Prevention Committee: State Fire Code Amendments of 2024 NFPA publication (O‘ahu, HI)

FIRE TRAINING BUREAU

2025 TRAINING PLAN

Keystone Objective	<ul style="list-style-type: none"> • Trimester 1 Keystone–USLA • Trimester 2 Keystone– High Angle Ropes • Trimester 3 Keystone– Pump Relay Ops
Task Performances	<ul style="list-style-type: none"> • Don Structure Gear • Don SCBA go on air • Restricted Egress with SCBA • Forcible Entry Door • District Familiarization
Certification Professional Development Train the Trainer	<ul style="list-style-type: none"> • FDIC • 5 Seeds of Effective Leadership
EMS Training	<ul style="list-style-type: none"> • Vector Solutions • In Station year around refresher

TRAINING STATISTICS

Description	April Hours	2025 YTD Total
Task Performances	176	694
Refresher/Recerts/Prof. Develop.	320	3455
Individual Crew Training	703	2644
Recruit Class Training (3 FFTs)	672	2560
TOTAL	1871	9353

April KFD Training

- FDIC in Indianapolis
- Lihue Airport Tri Annual Exercise with ARFF
- Recruit Class 34 HAZMAT Ops Training/IFSAC Testing
- Recruit Class 34 Heli Ops
- ARFF Tri-annual Exercise
- CST Planning
- SAREX with Coast Guard
- Rescue Watercraft Operator Training with OSB
- State Courts Child Abuse for 1st Responders Training
- 5 Seeds of Effective Leadership

Upcoming May KFD Training

- RC34 NREMT @ KCC
- Genesis Extrication Tools training
- PADO certification w/RC32
- Fire Ground Command Officer Refresher
- KFD Boat Operators Training

Training Bureau

- Recruit Class 34 Auto Extrication
- RC35 Interviews May 5th and 7th

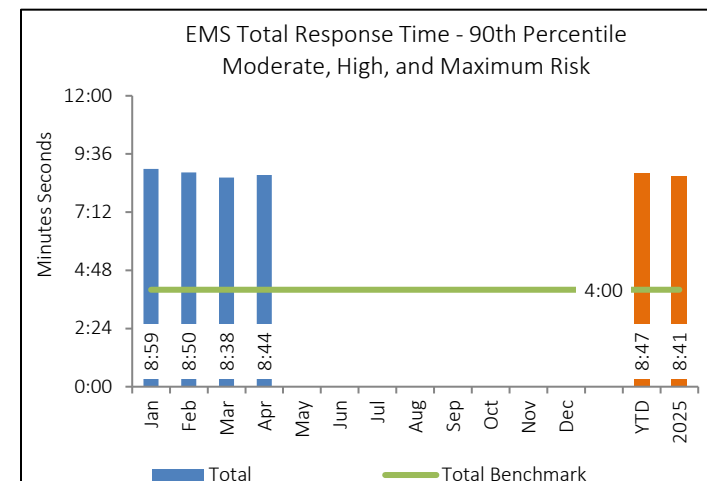
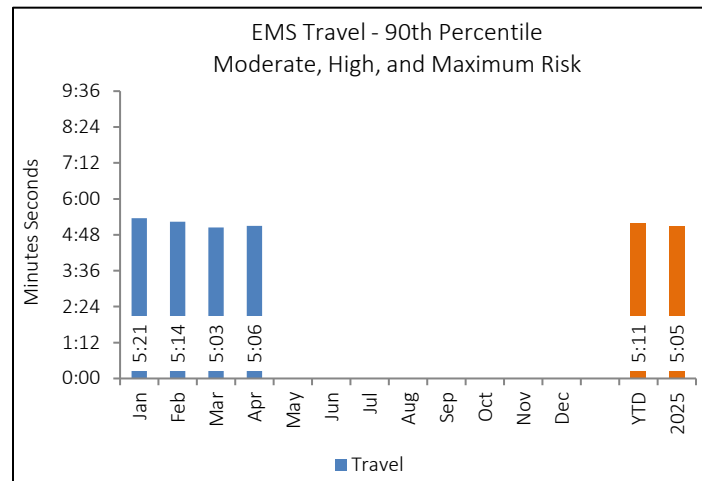
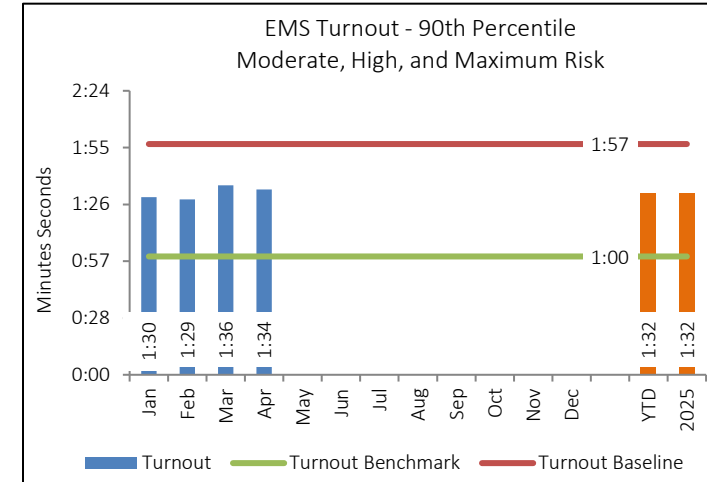
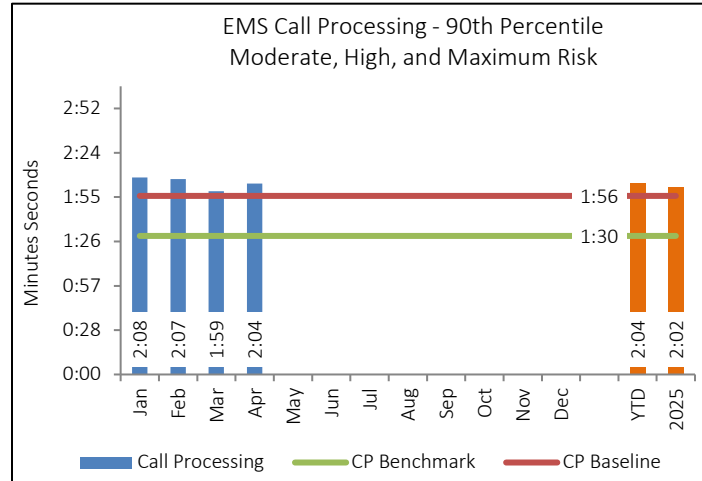
OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	April Total	FY 24-25 Month Total	% Variance	Current Year to Date Total	FY 24-25 Yr. to Date Total	% Variance
Rescue	49	37	32%	159	69	130%
Jet Ski Rescue	20	19	5%	20	94	-79%
Preventive Actions	14,996	14,030	7%	28,589	25,517	12%
1 st Aid	861	838	3%	1,286	1,392	-8%
Public Contact	19,744	21,133	-7%	29,810	41,410	-28%
Beach Attendance	158,254	98,362	61%	328,313	236,193	39%
ROVING PATROL						
Rescue	20	19	5%	57	27	111%
Jet Ski Rescue	0	8	-100%	0	10	-100%
Preventive Actions	1,112	7,245	-85%	2,880	11,745	-75%
1 st Aid	113	391	-71%	324	717	-55%
Public Contact	5,750	18,590	-659%	8,879	27,480	-68%
Beach Attendance	28,805	40,845	-29%	48,855	59,615	-18%
DROWNING						
Statistics	2	0	#DIV/0!	4	3	#DIV/0!
TRAINING / COMMUNITY SERVICE						
Training	156	60	160%	542	226	140%
Community Service	24	10	140%	105	58	81%
Jr. Lifeguard	10	0	#DIV/0!	1303	998	31%

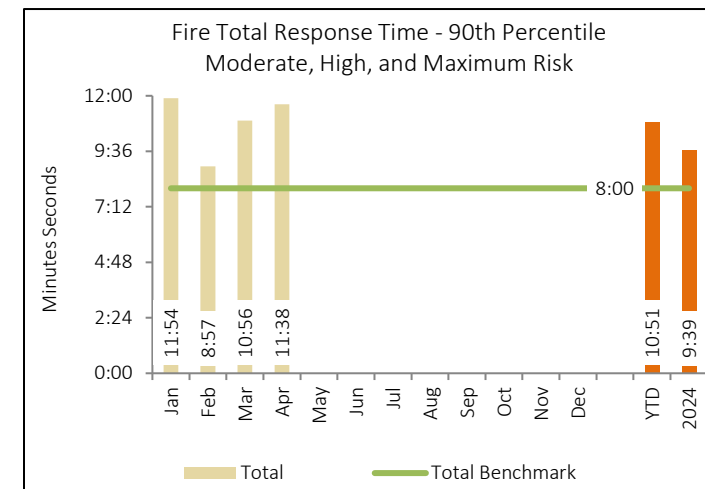
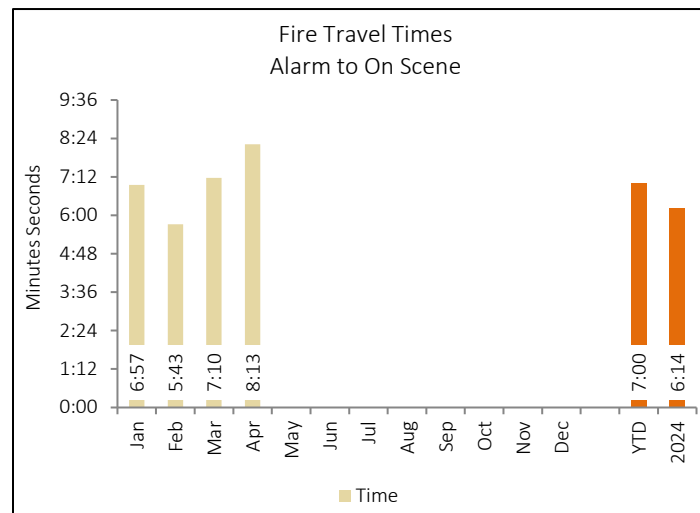
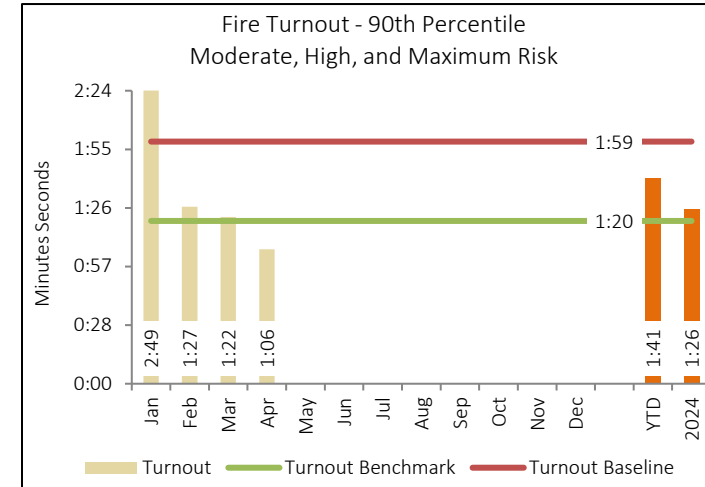
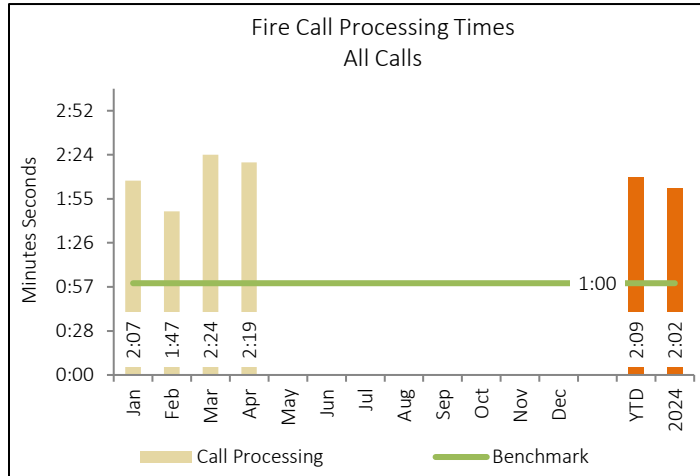
Ocean Safety Bureau:

- Multi-Agency SARX Exercise Drill
- Rescue Watercraft Operator Training Course for 12 attendees
- New short-term OSO
- Open recruitment for OSO positions
- Drowning incident at Lydgate Beach
- Drowning incident at Hanalei Beach
- USLA Conference in Newport, Rhode Island

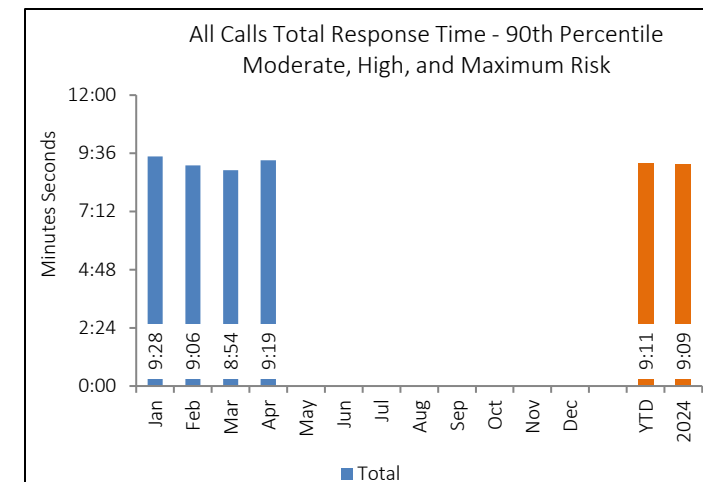
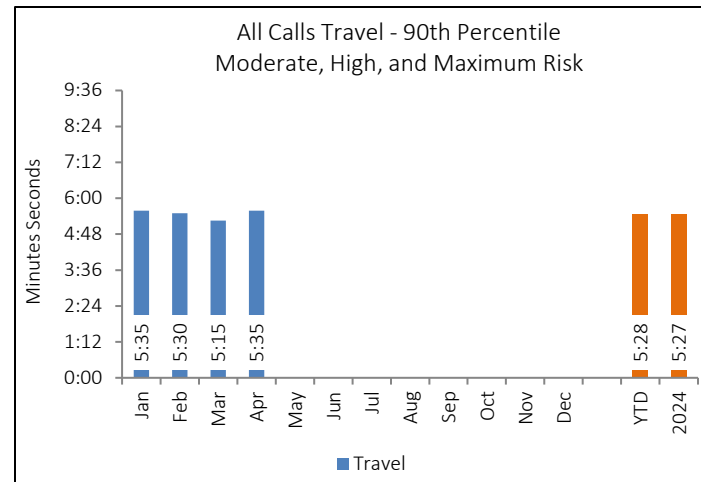
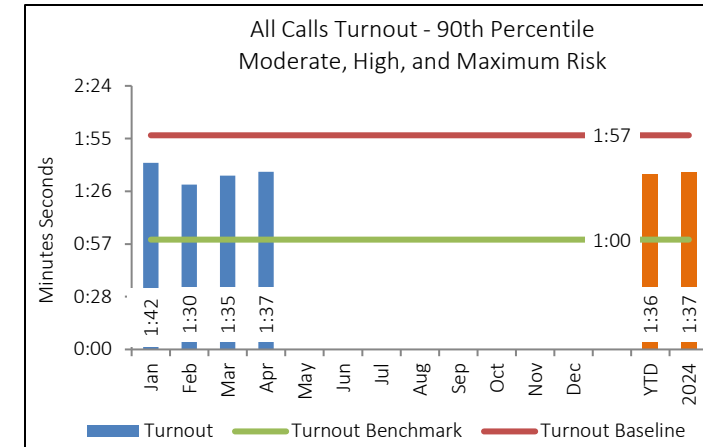
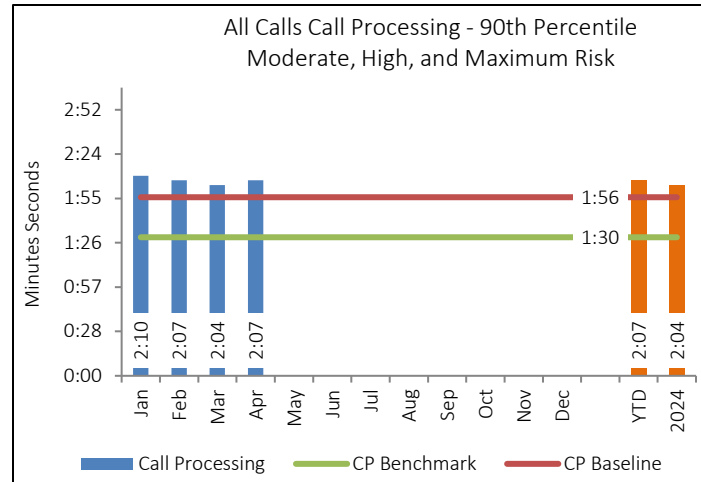
April 2025 – EMS Incidents



April 2025 – Fire Incidents



April 2025 – All Incidents



Goal#1 – Improve Fire Department Response Times (continuing)

Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 1A. Reinforce/revise training and performance:</p> <ul style="list-style-type: none"> Reinforce directives and training focused on improving turnout times. <p>Goal 1B. Implement performance metrics and feedback systems to track and improve individual crew and team performance.</p> <p>Note: Continuing this goal, formerly FY 23-24, 1B)</p> <p>Goal 1C. – Provide “Total response time metrics for complete picture</p> <p>Note: Call Processing Times (CP), the time measured from when the call is answered at PSAP by the dispatcher until the selected fire crew is aware of the call.</p> <p>Goal 1D. Utilize complete “Total Response Time” to show gaps in coverage and need for “Fire Station #9”, somewhere between Hanalei & Kaiākea.</p>	<p>Measuring performance against the NFPA1710 standard; turnout time: 60 seconds for EMS, 80 seconds for fire responses.</p> <ol style="list-style-type: none"> Redistribute Turnout Times SOG (Standard Operating Guidelines) / annual revision process. (1A) Provide each station shift / crew with individualized crew performance reports so that their Battalion Chiefs can review with them. (3 shifts x 9 members = 27 reports) (1B) <p>Note: Call processing time + Turnout Time + Travel Time = Total Response Time</p> <ol style="list-style-type: none"> Identify areas that have a delayed response time and cannot meet NFPA 1710 for “effective response force”. (1B) Establish benchmark data for each fire station. (1B) <ul style="list-style-type: none"> Track and provide KFD’s Total Response Time data per district (each fire station) Implement continuous monitoring and feedback to all members. (1A-B) Work with KPD dispatch to review/assist with staff shortages and/or implementation of software that can automate the call taking/dispatch process. (1B) <ul style="list-style-type: none"> Track and report Call processing times and review monthly with KPD Dispatch 	<p>To develop a continuous improvement process to increase our effectiveness in emergency situations and increase the level of service provided to our community.</p> <p>Note: Maintaining the same outcome.</p> <p>Gain COK Leadership and Elected Officials support to consider an additional Fire Station for Community Response and Firefighter safety. (1D)</p>	<p>G1A: July 22, 23, 26 Reviewed NFPA 1710 Response time standards, KFD SOG, and KFD performance expectations and why this is important.</p> <p>G1B: July 31, Discussed expanded metrics needs with Data and Analytics (DA) project team. Will seek to acquire additional expertise our software to address.</p> <p>G1B & G1C: 9/9/24 DA Team collaborated with COK GIS to develop program utilizing ESRI to feed Fire RMS incident data to provide turnout time and total response time metrics for each of the 3 platoons at all 8 fire stations. Currently working on presentation format.</p> <p>12/23, Update - Continuing to format data presentation for each station and crew. Project manager to update following Jan 18/19.</p>

Goal #1 – Improve Fire Department Response Times (*Continuing*)

Objective: Establish data-driven systems to improve turnout and total response times; utilize metrics to support coverage enhancements.

Status:

- Turnout Time SOG reviewed and redistributed; performance standards reviewed with all platoons (July 2024).
- Collaborated with COK GIS and Data & Analytics teams to develop a dashboard using ESRI and Fire RMS to measure Turnout Times and Total Response Time for each fire station and crew.
- Ongoing formatting and review of individual station data for Battalion Chiefs and shift-specific feedback.
- In collaboration with KPD Dispatch, tracking and review of Call Processing Times have begun to evaluate communication delays.
- Preliminary data supports the operational case for a future Fire Station (#9) to improve coverage between Hanalei and Kaiākea.

Completion (June):

- Finalize and present Turnout Times and Total Response Time dashboard to internal leadership and Fire Commission.
- Complete individual crew performance reports.
- Continue engagement with COK leadership on future station planning.

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

Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2A. Develop an effective review process:</p> <ul style="list-style-type: none"> Define criteria and annual timeline for SOGs/R&Rs to be reviewed or revised. Implement a mechanism for soliciting input and feedback from all stakeholders. <p>Note: Continuing this goal, formerly FY 23- 24, 2D however R&R added)</p> <p>Goal 2B. Promote Collaboration & 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/R&R. Establish clear lines of communication between the committee and KFD leadership, ensuring accountability and transparency. Regularly communicate updates and changes to the SOGs/R&R to all dept. members, providing training and support as necessary. <p>Note: Continuing this goal, formerly FY 23- 24, 2E however R&R added)</p>	<p>Revise KFD's Rules & Regulations (R&R) document.</p> <ul style="list-style-type: none"> Working group recruited and orientation meeting to draft R&R review change management process. Written process plan developed includes input from all employees and all ranks to participate in change management process. Committee reviews full R&R library and assigns specific R&R to subject matter experts with review submission deadline. The committee receives revisions, makes corrections, and sends drafts to the line for feedback. All SOGs will be classified by subject matter and sent to each Subject Matter Expert (SME) for review – SME's will have 30 days to review and provide needed edits – will send back to Admin Group Admin Group will finalize edits and will publish a final revision to Power DMS. Final corrections made to SOGs/R&R and final version published with effective date and previous document is archived. SOGs/R&R uploaded to Power DMS by January 1st (to coincide with promotional testing) KFD Admin group will obtain a Computer Science Intern to establish a new electronic library and index system. 	<p>Establish a culture of continuous improvement and ensure that our organization's operations align with the best practices and evolving industry standards to enhance the department's efficiency, safety, and overall effectiveness in serving our community.</p> <p>Note: Continuing this Outcome from FY 23- 24</p> <p>KFD Employees will be familiar with the location of and how to quickly access Rules & Regulations and all Standard Operating Guidelines by subject or topic.</p> <p>One Stop Shop" Library (PowerDMS) created to access all documents:</p> <ul style="list-style-type: none"> SOG's, Memos, Training Manuals, Power Points, Educational and Study Guides, Wellness Resources 	<p>G2A: 8/27 - Met with Admin BC to set dates for: Committee drafts with change requests due by 9/1</p> <p>a.): SOG committee meets and reviews all change requests 9/30</p> <p>b): SOG committee distributes drafts to line for feedback</p> <p>c): SOG committee reviews feedback on 12/1</p> <p>Dec Update - Utilizing Limited Duty Staffing to upload all SOG's into PowerDMS, document management system</p>

Goal #2 – SOGs & Rules and Regulations Review and Implementation (*Continuing*)

Objective: Formalize an annual process for updating and training on SOGs and R&Rs through inclusive, department-wide input.

Status:

- Committee formed and engaged in full review process; change requests collected and distributed for feedback (2024)
- Finalized documents uploaded into PowerDMS.
- SOG and Rules/Regs revisions follow a transparent process of review, draft distribution, final editing, and storage.
- Resource library on PowerDMS now includes SOGs, memos, training manuals, and wellness resources.

Completion (June):

- Complete full PowerDMS implementation and training for all members.
- Work with HFFA on Rules/Regs language and establish an annual review calendar (still at HFFA)

Goal#3 – Prioritize Department Improvements			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 3A. Obtain necessary resources (funding for software and personnel) to generate data, information, and reports for Department wide improvement.</p> <ul style="list-style-type: none"> Review Department priorities for resource development i.e. to benchmark station response time, standardize fillable report writing (Fire/EMS incident narratives), daily inspections of vehicles and equipment etc. <p>Goal 3B. Collaborate with County IT and KPD on the Future Implementation of a new Fire Records Management System / Platform *this will be a 2-to-3-year process</p> <p>Goal 3C. Assess, evaluate, and create a process to ensure the identification of the best potential future leaders:</p> <ul style="list-style-type: none"> Review selection process for Captains and Fire Fighter III for HazMat and Rescue Teams Seek input from personnel at all levels and other stakeholders (HR Goal #3 – Prioritize Department Improvements etc.) to gather feedback on the process. 	<p>3A:</p> <ol style="list-style-type: none"> Working group / IT Specialist/Support recruited orientation meeting to identify Department priorities. Committee solicits input from all personnel. Strategic plan is drafted that identifies resources and prioritizes needs. Draft is finalized. Plan is implemented. <p>3B:</p> <ol style="list-style-type: none"> Gain COK leadership support to obtain “Request for Proposal” of a new Fire Records Management System <p>3C:</p> <ol style="list-style-type: none"> Working group recruited and orientation meeting to draft selection process changes. Committee completes drafts, distributes, and solicits feedback. Draft is finalized with effective date and previous process is archived. Approval and endorsement by KFD leadership. Collaborate and seek support with bargaining unit (HFFA) and COK Human Resources Establish, publish, and distribute selection process documents to all KFD personnel 	<p>Strategic changes and investments to result in the overall improvement of the Department.</p> <p>KFD employees use cloud-based software to complete daily vehicle checks, request vehicle and station maintenance needs, and inventory requests.</p> <p>Enhanced selection process for Specialty assignments to place the most qualified person versus with the most seniority. (3B)</p>	<p>G3C: 7/31, Submitted written plan document “Specialty Team Selection” to COK Human Resources for initial review of draft document.</p> <p>NERIS Update / Fire RMS Goal 3C – Working group collaborated and developed a draft plan / process to select Fire Captain and Firefighter III personnel seeking to fill vacancies on Rescue 3 and Hazmat 8.</p> <p>Draft was submitted to COK Human Resources for guidance and returned to us.</p> <p>The draft has been converted to align with other KFD SOG’s and has been submitted to the HFFA Bargaining Unit leadership for their consideration and mutual agreement.</p> <p>Next Update: April</p>

Goal #3 – Prioritize Department Improvements

Objective: Secure resources, enhance systems, and improve personnel selection processes for long-term departmental advancement.

Updates:

- IT and operational working groups established to prioritize cloud-based tools for vehicle checks, maintenance, and inventory.
- Specialty Team Selection Process (Captains and FF3 for Rescue and HazMat) drafted, reviewed by HR, and submitted to HFFA for concurrence.
- Ongoing planning for a multi-year transition to a new Fire Records Management System (NERIS) in partnership with County IT and KPD. National Emergency Response Information System.

Completion (June):

- Present final Specialty Team Selection Process to department and begin implementation HFFA.
- Collaborate with IT and County leadership for Fire RMS replacement (NERIS Compliance).
- Pilot electronic daily vehicle checks and inspections

Goal#4 – Review, revise, and implement plans for wildfire mitigation to increase community resilience.			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 4A. Review the Maui County After Action Report and the Attorney General’s Report as it becomes available.</p> <p>Goal 4B. Create a strategic plan that prioritizes mitigation actions for implementation.</p> <p>Goal 4C. Seek partners, and grant writers for wildfire defense grants.</p> <p>Goal 4D. Solicit community engagement in Wildfire awareness and prevention.</p>	<p>4A/B/D:</p> <ol style="list-style-type: none"> 1. Working group recruited and orientation meeting to review reports and draft a plan. 2. Written plan developed. 3. Plan circulated for input. 4. Committee reviews input creates a final draft and circulates feedback. 5. Plan is finalized, distributed for implementation. 6. Seek partnerships and locate resources. 7. Fire resistant materials and mitigation measures will be integrated into County rules and regulations (Fire Adapted Communities). <p>4D:</p> <ol style="list-style-type: none"> 8. Community educated in Defensible spaces and home hardening. 	<p>The Department will have adequate resources to fulfill its mission during a wildfire event.</p> <p>Partnerships will be established with Hawaii Wildfire Management Organization, DLNR, Dept of Forestry, United States Fire Administration.</p> <p>Community Engagement will result in “neighborhood associations” to engage their neighbors on home fire prevention measures (Firewise Communities).</p> <p>Mission Statement: “To preserve and protect life, property, and the environment of the Kauai County from all hazards and emergencies”</p> <p>Vision Statement: “Kauai Fire Department creates a safer community by continually striving for excellence in prevention and emergency response”</p>	<p>G4C: 7/31, Meeting with KEMA Leadership for collaboration on submitting NOI for FEMA Hazard Mitigation Assistance Grant Program – FMAG – Fire Management Assistance Grant; DC Mills, ABC Pablo coordinators for this program.</p> <p>Goal 4A/B/D – Wildfire Workgroup and FY26 Budget request to implement; “Community Risk Assessment”, “Community Risk Reduction” Plan, “Standards of Cover” Document.</p> <p>Next Update: April</p>

Goal #4 – Wildfire Mitigation & Community Resilience

Objective: Strengthen KFD’s preparedness, planning, and mitigation efforts in response to growing wildfire threats.

Updates:

- KFD Wildfire Workgroup established; meetings held with KEMA and County agencies to coordinate planning.
- Collaborative development underway for a “Community Risk Assessment,” “Community Risk Reduction” Plan, and “Standards of Cover” document.
- Submitted FY26 budget requests to support wildfire mitigation priorities.
- Outreach initiated with potential partners including HWMO, DLNR, and USFA.

Completion (June):

- Finalize strategic wildfire mitigation plan with stakeholder feedback.
- Expand public outreach and neighborhood engagement in Firewise and defensible space initiatives.
- Continue pursuit of alignment with County planning and zoning on fire-adapted community standards.



FRI 2025 Schedule at a Glance

Schedule is tentative and subject to change.

Wednesday, August 13

7:00 am - 6:30 pm	Registration Open
8:00 am - 10:00 am	Opening General Session
10:30 am - Noon	Education Sessions / ODP LDCS Sessions
12:15 pm - 1:45 pm	IAFC Division Lunches
2:00 pm - 3:00 pm	Education Sessions
2:00 pm - 6:00 pm	Exhibit Hall Open
3:15 pm - 4:45 pm	Education Sessions / ODP LDCS Sessions
4:30 pm - 6:00 pm	Welcome Reception

Thursday, August 14

7:00 am - 6:00 pm	Registration Open
8:30 am - 10:30 am	General Session / IAFC Business Meeting
10:00 am - 4:00 pm	Exhibit Hall Open
10:30 am - Noon	Education Sessions / ODP LDCS Sessions
1:30 pm - 2:30 pm	Education Sessions
2:45 pm - 4:15 pm	Education Sessions / ODP LDCS Sessions
6:00 pm - Midnight	An Evening at Universal Studios Florida Powered by FirstNet Built with AT&T

Friday, August 15

7:00 am - 1:00 pm	Registration Open
7:00 am - 8:30 am	Future Focus Breakfast
8:45 am - 10:15 am	Closing General Session / Installation of Officers
10:00 am - 1:00 pm	Exhibit Hall Open
10:30 am - Noon	Education Sessions / ODP LDCS Sessions
1:00 pm - 2:00 pm	Education Sessions
2:15 pm - 3:45 pm	Education Sessions / ODP LDCS Sessions

OFFICE OF BOARDS & COMMISSIONS

ELLEN CHING, ADMINISTRATOR



DEREK S.K. KAWAKAMI, MAYOR
REIKO MATSUYAMA, MANAGING DIRECTOR

May 8, 2025

Chair Gary Pacheco
Fire Commission
c/o Boards and Commissions
4444 Rice St., Ste. 300
Līhu'e, Hawai'i 96766

RE: Requesting proposals to amend the Charter

Dear Chair Gary Pacheco and Members of the Fire Commission:

The Charter Review Commission invites the Fire Commission to present any proposals on any Charter amendments for the Charter Commission to consider for the 2026 ballot.

Please provide a brief background on the issue and how the amendment will address or solve the issue to the Charter Review Commission by July 31, 2025. As part of the deliberations of the Commission, should the Commission in earnest consider your proposal, they may be requesting more information at that time.

Please note that July 31, 2025, is not a flexible deadline. Once the Commission decides to place a question on the ballot, the Commission works over the next 12 months on the wording of the question, the background information, and the purpose to give the ballot question the best chance of adoption.

Should you have any questions, please feel free to contact, Ellen Ching at eching@kauai.gov or at 241-4922.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaclyn Kaina".

Jaclyn Kaina, Chair
Charter Review Commission