



FIRE COMMISSION

JEN CHAHANOVICH, CHAIR
RODNEY YAMA, VICE CHAIR

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

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 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 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, October 17, 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, November 21, 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

September 19, 2023, Open Session Meeting

CHIEF'S MONTHLY SEPTEMBER 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

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

COUNTY OF KAUAIMinutes of Meeting
OPEN SESSION

Board/Commission:		Kaua'i Fire Commission	Meeting Date:	September 19, 2023
Location	Boards and Commissions Conference Room, Pi'ikoi Building, 4444 Rice Street, Suite 300, Lihu'e, Kaua'i, Hawai'i 96766		Start of Meeting: 2:00 p.m.	End of Meeting: 2:54 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama; Commissioners: Alfredo Garces Jr., Linda Kaauwai-Iwamoto, Alfred Levinthol, Trevor Ford, and Gary Pacheco. Also present: Boards & Commissions Office Staff: Support Clerk Lisa Oyama; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey. Kaua'i Fire Department: Deputy Fire Chief Roger Mills, and Chief's Secretary Soncy Tamashiro.			
Excused				
Absent				

SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Chahanovich called the Fire Commission September 19, 2023, meeting to order at 2:00 p.m. A roll call ensued that there was quorum, seven (7) Commissioners were present to conduct business.	Quorum was established with seven (7) Commissioners present.
Approval of Agenda	Chair Chahanovich called for a motion to approve the agenda as circulated.	Commissioner Garces moved to approve the September 19, 2023, agenda. Commissioner Levinthol seconded the motion. Motion carried 7:0.
Chair's Announcements	Next Regular Monthly Meeting will be on Tuesday, October 17, 2023, at the Office of Boards & Commissions Conference Room.	
Public Testimony	Chair Chahanovich called for public testimony. Being there was no written testimony, or members of the public present at the meeting. Boards & Commissions Administrator Ellen Ching stated for the record that it would be necessary for Chair Chahanovich to call for public testimony on each agenda item.	
Approval of Minutes	Chair Chahanovich called for a motion to amend or approve the minutes of the August 15, 2023, meeting.	Commissioner Garces moved to approve the August 15, 2023, meeting minutes as circulated.

SUBJECT	DISCUSSION	ACTION
		Commissioner Levinthol seconded the motion. Hearing no objections, the minutes were approved. 7:0.
Recap by Commissioners Trevor Ford and Linda Kaauwai-Iwamoto	Commissioner Trevor Ford and Commissioner Linda Kaauwai-Iwamoto gave a brief summary on the conference that was held in Kansas City. They both enjoyed the conference and came away with a wealth of knowledge and were glad that they were able to attend.	
Chief's Monthly Bureau Reports and Updates for August 2023	<ul style="list-style-type: none"> a) Update on Kaua'i b) Fire and Ocean Safety, including updates on Partnerships, Covid 19 and Resources Highlights c) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet d) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to e) Fire Prevention Bureau Update, including monthly statistics f) Fire Training Bureau Update 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>Deputy Fire Chief Mills gave a brief summary of August 2023 Monthly Bureau Reports, most pressing issue are the engines are in disrepair, they have been spending most of the budget repairing the engines, will probably expend the repair/maintenance budget before the end of 2023. Prevention Bureau programs has increased since the Maui wildfires. OSB Department undergoing the firing of full-time lifeguards as well as six (6) part-time lifeguards. Recruit class will be out end of November, hoping by the end of the year to have more coverage in all areas of KFD. OSB Lifeguards working to get Pulse Point up and running here on Kaua'i. Working with IT and Motorola to upgrade the Station Alerting System to be more</p>	

SUBJECT	DISCUSSION	ACTION
	efficient on emergency calls. Firefighter 2, 3, and captain testing is scheduled for beginning of October 2023. 1 possible vacancy for Captain in October, thus creating 1 possible vacancy for Firefighter III, and 1 possible vacancy for Firefighter II. Announcement for promotional testing for Lifeguard III & IV. Working with the State Director at the Lihu'e Airport to secure an area for a hangar, new plot EA process takes anywhere from 16 months to two (2) years.	Commissioner Kaauwai-Iwamoto moved to accept the Chief's Monthly report. Commissioner Pacheco seconded the motion. Hearing no objections, motion passes. 7:0.
KFC 2023-7	<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 either accept the Chief's Evaluation Report or go into discussion. Commissioner Pacheco recused himself from voting due to just joining the commission.</p>	Vice Chair Yama moved to accept the Chief's Evaluation Report. Commissioner Kaauwai-Iwamoto seconded the motion. Hearing no objections, motion passes. 6:0.
KFC 2023-8	<p><u>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.</u></p> <p>Chair Chahanovich inquired about the evaluation meeting, Administrator Ching stated that Support Clerk Lisa Oyama will coordinate with Chair Chahanovich, Vice Chair Yama, and HR to set up that meeting. Administrator Ching shared a salary table, and stated that since the Commission completed the evaluation, if they wanted to entertain a salary increase for the Fire Chief, and could do so, effective July 1, 2023, or any period thereafter. Two decisions need to be made, 1). Does the Commission want to increase the salary? 2). Effective as of what date? Chair Chahanovich stated her opinion to increase the salary, she also stated that the Fire Chief is doing the work, and he had a great evaluation, and would like the increase to be retroactive as of July 1, 2023. Vice Chair Yama agreed with Chair Chahanovich. Chair Chahanovich called for a motion.</p> <p>Chair Chahanovich stated that the Chief is doing a good job and she is in support of the increase. Commissioner Garces commended Chief Gibson in taking over and doing a good job.</p>	Commissioner Garces moved to increase the Fire Chief's salary. Commissioner Levinthol seconded the motion. Hearing no objections, motion carried. 7:0.

SUBJECT	DISCUSSION	ACTION
	Chair Chahanovich called for a vote. Administrator Ching inquired if she should put the request for the evaluation meeting thorough or wait until they met with Chief Gibson. Chair Chahanovich requested to move forward.	
Executive Session	None.	
Adjournment	Chair Chahanovich called for a motion to adjourn the meeting.	Commissioner Levinthol moved to adjourn. Commissioner Pacheco seconded. Hearing no objections, meeting was adjourned at 2:54 p.m.

Submitted by: _____
Lisa Oyama, Commission Support Clerk

Reviewed and Approved by: _____
Jen Chahanovich, Chair

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



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month:
September 2023

Submitted by
Office of the Fire Chief



KAUAI FIRE AND OCEAN SAFETY

VISION	KAUA'I 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 KAUA'I COUNTY FROM ALL HAZARDS AND EMERGENCIES

STRATEGIC PRIORITIES: SERVICE DELIVERY

PROFESSIONAL STANDARDS

TRAINING/CAREER DEVELOPMENT

Fire and Ocean Safety	Partnerships	COVID 19
<ul style="list-style-type: none">• Fire Prevention Week Kick-Off Oct 7• Fire Fighter Recruit Class 32 – Graduation November 9• Five (5) New Ocean Safety Officers – Oct 16• New Accountant I – Oct 16• OSO4/OSO3 position recruitment underway• FF2/3/Capt. Written Test Complete	<ul style="list-style-type: none">• Air1 Pilot / Maintenance Contract• State Fire Council• Gov Green / LT Luke – Oct 5• Hawaii Wildfire Management Org – Oct 6• Makauwahi Cave Research• (2) 89- Day Employees<ul style="list-style-type: none">➤ Fire Prevention➤ Ocean Safety	<ul style="list-style-type: none">• No KEMA KFD Personnel/Activation• New weekly Cases: 6 Average• Test positivity Kaua'i = 14.5% (down from 16.1%)• Numbers do not reflect home tests• Minimal impact to KFD staffing for both Fire and Ocean Safety responders

RESOURCE UPDATE

<ul style="list-style-type: none">• 2 Fire Engines – ROA Signed 9/22 - \$1.87m HT&T Truck Center• Air1 Turbine/Engine Overhaul (January 2023) Parts Supply• Kōloa Fire Station roof repair (ABC Pablo), completed• Truck 6 replacement (ordered Dec 2021)• Kapa'a Fire Station Renovation – IFB Architect / Engineering	<ul style="list-style-type: none">• KPD KFD Joint Training Building @ Ninini Point• Hanalei Fire Station – electrical and covered areas• Highwater Vehicle – ROA Signed (Flood 2018 Money)• Additional Equipment Prior FY 2025• FY 2025 Equipment Needs
---	---

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for AUGUST 2023

Description	Budget	YTD Expenses	Expended	FY 22-23	Variance
Payroll Admin	\$ 2,435,860.00	\$ 395,258.42	16%	\$ 315,732.95	25.19%
Payroll Fire Ops	\$ 24,814,837.00	\$ 3,870,061.60	16%	\$ 3,812,294.32	1.52%
Payroll Prevention	\$ 1,092,351.00	\$ 126,158.54	12%	\$ 151,195.02	-16.56%
Payroll Training	\$ 1,189,344.00	\$ 216,905.85	18%	\$ 138,617.90	56.48%
Payroll OSB	\$ 6,935,323.00	\$ 984,262.99	14%	\$ 900,763.75	9.27%
PAYROLL SUBTOTAL	\$ 36,467,715.00	\$ 5,592,647.40	15%	\$ 5,318,603.94	5.15%
Operating Admin	\$ 358,740.00	\$ 65,964.18	18%	\$ 117,676.78	-43.94%
Operating Fire Ops	\$ 3,580,731.00	\$ 606,096.28	17%	\$ 1,142,778.69	-46.96%
Operating Prevention	\$ 44,463.00	\$ 4,229.49	10%	\$ 990.11	327.17%
Operating Training	\$ 260,493.00	\$ 55,792.82	21%	\$ 28,419.62	96.32%
Operating OSB	\$ 316,821.00	\$ 41,399.26	13%	\$ 11,611.07	256.55%
OPERATING SUBTOTAL	\$ 4,561,248.00	\$ 773,482.03	17%	\$ 1,301,476.27	-40.57%
GRAND TOTAL	\$ 41,028,963.00	\$ 6,366,129.43	16%	\$ 6,620,080.21	-3.84%

OVERTIME REPORT

OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost % Variance
Regular	\$ 120,038.41	\$ 275,678.53	\$ 212,772.23	29.57%
Rank for Rank	\$ 75,291.08	\$ 165,271.67	\$ 185,155.90	-10.74%
Scheduled	\$ 26,198.58	\$ 52,256.17	\$ 50,974.64	2.51%
Training	\$ 41,641.09	\$ 70,699.96	\$ 28,521.18	147.89%
TOTAL	\$ 263,169.16	\$ 563,906.33	\$ 477,423.95	18.11%

STAFFING

Description	Vacancies	Total Authorized	NOTES
Administration	0	13	
Operations	1	132	7 FFT
Prevention	0	4	
Training	0	3	
Ocean Safety FT	6	66	Capt & LT Testing
Ocean Safety ST	0	6	
TOTAL	7	224	

FACILITIES

Description		Exceptions
Fire Stations	Yellow	St. 1 electrical/St. 7 kitchen remodel
Administration	Green	Need New carpeting
Training	Yellow	Architect - Permits.
Air Operations	Red	Meetings: DOTA LIH & Architect, new site
Towers	Yellow	Floors to Hanalei Pavilion, Hā'ena
Utility	Green	Shipping Containers / Live Burns

FLEET UPDATE

Description	NOTES
Engines	Mission Capable (2 extensive maintenance)
Trucks	Mission Capable (1 Reserve)
Watercraft	All Mission Capable (Zodiac needs new motors)
Admin/Staff	All Capable – New Procurements

FIRE OPERATIONS CALLS FOR SERVICE

Description	2023 Sept	2022 Sept	Variance	Current YTD Total	FY 21-22 YTD Total	Variance
Brush Fire	48	26	84.62%	214	250	-14.40%
Crop Fire	1	0	100.00%	8	8	0.00%
Electrical Rescue	0	0	0.00%	1	0	100.00%
EMS	406	434	-6.45%	3745	3583	4.52%
Extrication Rescue	1	1	0.00%	7	12	-41.67%
False Call	14	18	-22.22%	158	111	42.34%
Good Intent	96	75	28.00%	748	692	8.09%
Hazardous Condition	7	3	133.33%	36	36	0.00%
Rescue/EMS Standby	4	2	100.00%	32	46	-30.43%
Ruptures/Explosion	0	0	0.00%	2	1	100.00%
Search for Lost Person	4	11	-63.64%	74	89	-16.85%
Service Call	42	32	31.25%	363	360	0.83%
Severe Weather	0	0	0.00%	4	0	100.00%
Structure Fire	11	6	83.33%	65	62	4.84%
Type Not Specified	5	0	100.00%	25	0	100.00%
Vehicle Fire	1	8	-87.50%	54	52	3.85%
Water Rescue	0	1	-100.00%	44	46	-4.35%
TOTAL	640	617	3.89%	5580	5348	4.38 %

OPERATIONS HIGHLIGHTS

Fires:

- #5077: Anahola – E8/T8, E2/T2, Air1 – 2 separate car/brush fires in close proximity to each other was extinguished by fire personnel.
- #5086: Kokee – E7/T7, E6/T6, BC1, Tender1 – Fire from a controlled burn got out of control and required fire personnel for extinguishment.
- #5109: Puhi – E3/T3, R3, Tender1, BC3, E5/T5 – Vacant single story structure fire extinguished by fire personnel.
- #5127: Kapaa Pho – Structure fire in a commercial business next to Ross Kapaa extinguished by fire personnel. One fire fighter with minor burns to his arm.
- #5280: Wailua Homesteads – E2/T2, E8/T8, E3, R3, T3, Tender1, BC3 – Single story residential structure fire (contained to garage) extinguished by fire personnel.
- #5384: Lihue – E3, R3, T3, E2/T2, E5, BC2, Prevention – Single story commercial structure fire extinguished by fire personnel. No injuries.
- #5548: Kalaheo – E5/T5, E3, R3, Truck3, BC2 – Two story structure fire extinguished by fire personnel.

Rescues: Trail

- #4988: Hanakoa – E1/T1, R3, Air 1 – 57 y/o female visitor with a broken ankle was airlifted to Princeville airport and awaiting medic.
- #5219: Kalalau beach – E1/T1, R3, Air1 – 28 y/o female visitor airlifted to Princeville airport. Patient refused medical treatment.
- #5396: Waipoo falls – T7, R3, Air1, AMR, KPD – 57 y/o male patient who died from injuries sustained from a fall was airlifted by rescue personnel to awaiting medics and KPD.
- #5450: Anahola – E8/T8, E2/T2, R3, Tanker 1, BC – 12-acre brush fire extinguished by fire personnel.
- #5468: Hanakapiai falls – E1/T1, R3, Air1 – 57 y/o female visitor (ankle injury) airlifted to Princeville airport and awaiting medics.

Rescues: Water

- #5397: Wanini beach – E1/T1, R3, Zodiac1, Ski1 – A 70 y/o female and her dog were rescued by Fire/OSB personnel after her kayak capsized.

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS

Description	Month Total	FY22 Month	% Variance	Current YTD	FY21-22	% Variance
					YTD	
Fire Investigation	4	4	0%	8	11	-27%
ADU Permit Applications	55	14	293%	60	24	150%
Bldg Permit Plan Review	137	155	3%	261	383	-32%
Planning Dept Review	18	3	500%	39	6	550%
Cert. of Occupancy Inspection	38	0	0%	159	6	2550%
Business Occupancy Inspection	18	38	-53%	62	105	-41%
Witness Acceptance Tests	2	2	0%	6	9	-33%
Fire Extinguisher Training	5	1	400%	30	2	1400%
Fire Safety Presentation	16	9	78%	17	20	-15%
Telephone/Email Inquiries	788	333	137%	1488	1006	48%
Complaint Investigations	12	3	300%	60	8	650%
Sparky Presentation	0	0	0%	0	2	-100%
Fireworks Displays & Inspections	0	0	0%	0	12	-100%
TOTAL	1093	562	94%	2190	1594	37%

To increase FPB efficiency, staff evaluated and improved process for:

- Built environment working group, met with County Administration to discuss plan of home hardening to mitigate wildland urban interface hazards.
- Increased demand for Fire Extinguisher Training (Kōloa Landing/Hyatt).
- Continued Day Care/Preschool inspection working with State DHS to ensure safety.
- Community Outreach meeting with residents of Ala Kinoiki (Po'ipū) area of Fire Department involvement in wildland urban interface area.

Classes/Training:

- Prevention Staff Extrication Refresher
- Fire Captain Kinoshita – Leadership Kaua'i
- Online Fire Investigation Training

Key Meetings:

- Chamber of Commerce Agricultural Division Meeting to discuss wildland hazards and possible mitigation strategies.
- State Legislature Meeting with Fire Chiefs, State Fire Council and State Representatives on Brush Fire Mitigation.

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/Opportunity	<ul style="list-style-type: none"> • USLA Refresher Makeup • Auto Extrication
EMSTraining	<ul style="list-style-type: none"> • Vector Solutions • Hands Only CPR Training for Kapa'a High Staff

TRAINING STATISTICS

Description	Sept Hours	CurrentYTD Total
RC32 Training Hours	1200	6792
Task Performances	108	1391.5
Refresher / Recerts/Prof. Develop.	313	10,799
Individual Crew Training	657	6780
TOTAL	2278	25,762.5

RC32 PROGRAM

- Currently in month 6 of 8 for RC32
- RC32 is USLA certified and passed 500m
- NREMT completed, Test/Certificate and Ride-along.
- Helicopter Awareness Training
- DOFAW Wildland Brushfire Training
- ARFF Certification at PMRF and Līhu'e Airport

Multi Agency Training

- DOFAW training with RC32
- ARFF Cert Training with PMRF and Līhu'e Crashfire

Training Bureau Training

- Auto Extrication in Station training
- Keystone Ropes in district training
- USLA Refresher Makeup
- Rescheduled PADO Keystone to November
- Hands-on Training scheduled for November

OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU TOWERS						
Description	Sept Total	FY 21-22 Month Total	% Variance	Current YTD Total	FY 21-22 YTD TOTAL	% Variance
Rescue	26	22	18%	261	400	-34.75%
Assist	0	0	0%	0	0	0%
Preventive Actions (G)	18,114	13,151	38%	91,050	260,920	-88%
1 st Aid	751	514	46	3,352	10,597	-68%
Public Contact	23,807	7,217	230%	128,401	183,740	-30%
Beach Attendance	176,593	85,247	107%	1,057,514	605,491	43%
ROVING PATROL						
Rescue	17	5	240%	143	125	13%
Jet Ski Rescue	17	5	240%	143	125	13%
Assist	0	0	0%	0	0	0%
Preventive Actions (G)	5,845	4,152	41%	22,590	71,386	-68%
1 st Aid	105	20	425%	1500	131	91%
Public Contact	8,225	592	1289%	41,948	51,509	-19%
Beach Attendance	13,285	23,530	-44%	158,407	130,765	17%
DROWNING						
Statistics	0	0	0%	1	2	-0.5%
TRAINING / COMMUNITY SERVICE						
ITEM	Month Hours	FY 21-22 Month Hours	% Variance	Current YTD Total Hours	FY 21-22 YTD Total Hours	% Variance
Training	93		0%			0%
Community Service	11		0%			0%
Jr. Lifeguard	0		0%			0%

Ocean Safety Bureau:

- Emergency Medical Responder Refresher Training
- Purchase of new 4x4 truck for Kē'ē Beach
- Ongoing OSI internal investigation
- Meeting with Maui Lifeguard Association
- OSO1 recruitment tryouts at Waimea Pool
- Rescue Watercraft SOG review & updates - HGEA
- Rescue Watercraft Operator & Crew Member Refresher Training
- OSB, HLA, KLA, & Na Kamakai partnering with Youth Ocean Safety Clinic at Kalapakī Beach

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 formulize reporting plan and method.</p> <p>7/14/23 – Begin development of SOG, Fire Department Turnout Times</p> <p>By 9/1/2023: Delayed WUI – Jan 2024</p> <ul style="list-style-type: none"> Produce draft SOG “Turnout Times / Response Times” 0 Distribute Crew “Turnout Times” Monthly Report <p>Data:</p> <ul style="list-style-type: none"> Attachments – Turnout and Response Times Reports

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	Status
<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, 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>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>9/8/2023: Delayed – Focus on Wildfires Programs (WUI)</p> <p>Distribute draft “Workplace Operations Committee” – Document Plan and Committee process / guidelines</p> <p>9/28 – Drafted SOG, with Admin BC Pablo</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	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.			

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

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 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.			

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

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
Goal 2F: Document and archive changes: <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.			

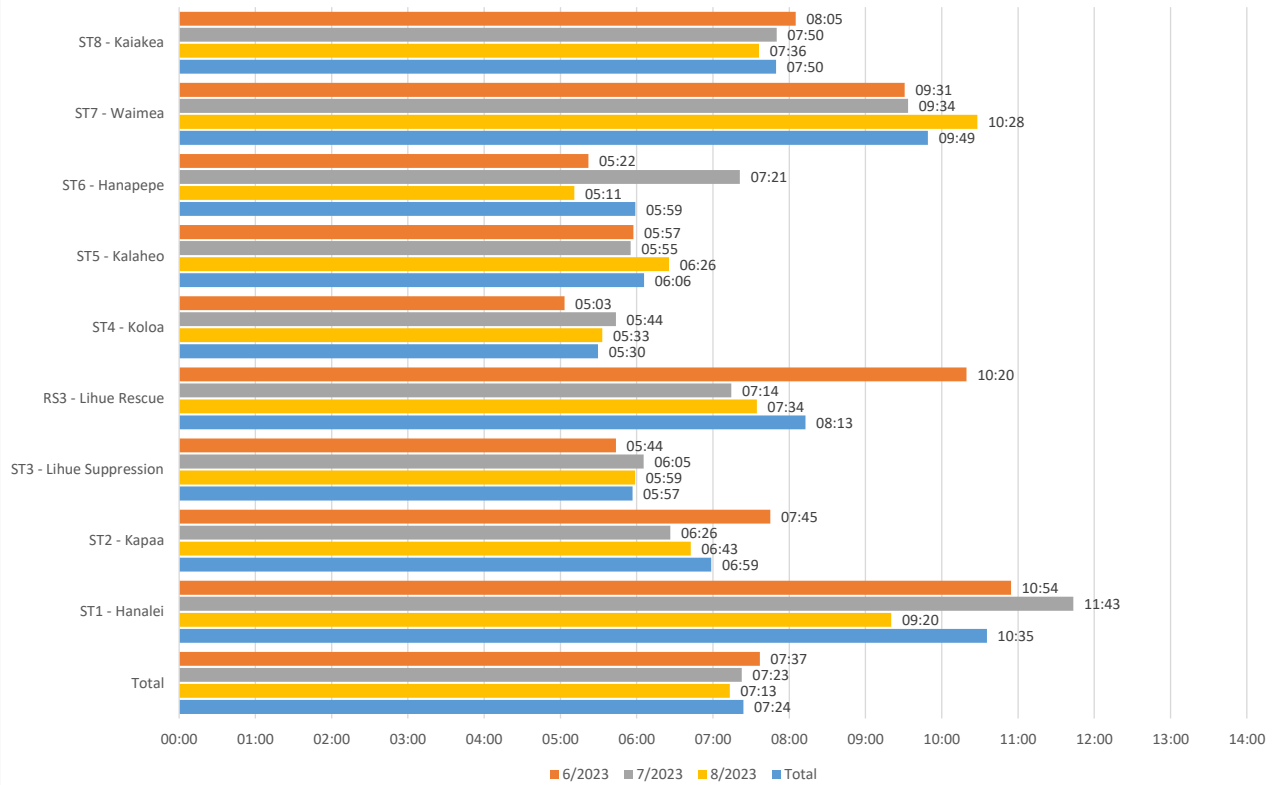
Goal #3 – Establish KFD Culture and Values			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 3A. Assess and evaluate our current mission statement, vision, and values:</p> <ul style="list-style-type: none"> Identify core values and principles that reflect the desired professional behavior 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. <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. 	<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>Jan 2024 – Create Department wide survey. Satisfaction, areas needing improvement, new ideas, and what are we doing right that we need more of.</p>

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>			

Average Response Time (Alarm to On Scene) - All Calls



Turnout Times - All Calls

