



## 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](mailto: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](mailto: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](mailto: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, November 21, 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, December 19, 2023, at the

Līhu'e Civic Center, Moikeha Building

Meeting Room 2A-2B

4444 Rice Street, Līhu'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**

October 17, 2023, Open Session Meeting

**CHIEF'S MONTHLY OCTOBER 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 2023-2024

**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 Mark Bradbury  
Fire Chief Michael Gibson

**COUNTY OF KAUAI**Minutes of Meeting  
OPEN SESSION

Board/Commission:		Kaua'i Fire Commission	Meeting Date:	October 17, 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: 3:03 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama; Commissioners: Alfredo Garces Jr., Linda Kaauwai-Iwamoto, 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: Fire Chief Michael Gibson, and Chief's Secretary Soncy Tamashiro.				
Excused	Commissioner Alfred Levinthol				
Absent					

SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Chanhanovich called the Fire Commission October 17, 2023, meeting to order at 2:00 p.m. A roll call ensued that quorum was established, six (6) Commissioners were present to conduct business.	Quorum was established with six (6) Commissioners present.
Approval of Agenda	Chair Chahanovich called for a motion to approve the agenda as circulated.	Commissioner Pacheco moved to approve the October 17, 2023, agenda. Commissioner Garces seconded the motion. Motion carried 6:0.
Chair's Announcements	Next Regular Monthly Meeting will be on Tuesday, November 21, 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 Councilmember Felicia Cowden was present and Chair Chahanovich should 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 September 19, 2023, meeting.	Commissioner Garces moved to approve the September 19, 2023, meeting minutes as

SUBJECT	DISCUSSION	ACTION
		circulated. Commissioner Kaauwai-Iwamoto seconded the motion. Hearing no objections, the minutes were approved. 6:0.
Chief's Monthly Bureau Reports and Updates for September 2023	<p>a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Covid 19 and Resources Highlights</p> <p>b) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet</p> <p>c) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to</p> <p>d) Fire Prevention Bureau Update, including monthly statistics</p> <p>e) Fire Training Bureau Update</p> <p>f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights</p> <p>g) Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2023-2024</p> <p>Councilmember Cowden stated how pleased she is with the Fire Prevention Team and the Kaua'i Fire Department in how well they're working together with KEMA and the National Wildfire Organization.</p> <p><b><u>Administrative Bureau</u></b></p> <p>Fire Chief Gibson stated that in his monthly reports moving forward, each month he will rotate between different bureaus, Ocean Safety and Fire Training, Prevention Bureau to give their reports. By January 2024 he will bring back an employee of the month from both. He gave a brief summary of September 2023 Monthly Bureau Reports. Highlight of the month is the upcoming Recruit Class 32 Graduation on November 9<sup>th</sup>, 2023, at the County Rotunda. A fulltime position of Account I was filled. Currently in fire promotional recruitment process. Written tests were held over the past few weeks, 18 personnel passed the captains exam, they are scheduled for interviews, 30 fire fighters passed the Fire Fighter 3 written test, 22 for Fire Fighter 2 Rescue, 30 for Fire Fighter 2 Hazmat.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>A new process in Ocean Safety is implementing a written test for Lieutenant and a Captain position. Contract with Airborne Aviation has been finalized, they have a new 3-year contract for a pilot and maintenance services for Air1, the old contract averaged out to \$562,000 a year, new contract is \$668,000 a year.</p> <p>Hawaii is the only state that doesn't have a State Fire Marshall, in lieu the state is comprised of a State Fire Council, which includes the Fire Chiefs from the four counties. The council meets quarterly.</p> <p>Chair Chahanovich inquired who the State Fire Marshalls report to. Chief Gibson replied that that hasn't been determined yet.</p> <p><b><u>Fire Operations</u></b></p> <p>Had a one-on-one with each of the councilmembers, except Chair Rapozo, who was out, where they provided Councilmembers with updates on the wildfire mitigation prevention, laying the foundation for what they are going to need in FY 2025. Right now, the Fire Department has only one fire tender, which is located in Lihu'e, and is one of the best resources they have, it holds 3,000 gallons of water. They would like to acquire two more, one centrally, one on the west side, and one near Anahola or at Kaiakea.</p> <p>He also mentioned that they did apply for the Assistance to Firefighters Grant, and they did not get awarded the fire engine.</p> <p>Resource updates: the two fire engines that they were not awarded a bid on, they were given permission from purchasing to do an alternative procurement. A vendor has been found, two fire engines for \$1.87 million, \$933,000 each, which is a fair price in today's market. Delivery date is unknown at this time.</p> <p>Chief Mills is leading the Kapa'a Fire Station renovation, working with the mayor's Capital Improvement Manager, Keith Perry. Currently in selection for the architectural and engineering services.</p> <p>Chief Gibson stated that it's been a busy few months with the Fire Department handling fires. Abandoned vehicles, debris, tires, and trash made the 12-acre brush fire in Anahola more severe than it should've been these factors made the brush fire spread more quickly.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Chahanovich inquired what good intent was.</p> <p>Chief Gibson explained good intent is someone calls in for something they think might be dangerous or a possible fire, but it turns out that it was just something legitimate or not a problem.</p> <p>Commissioner Pacheco asked if there was any progress with the Board of Water Supply to bring in a larger water source being that there is no standpipe at the Kilauea side of Kalihiwai.</p> <p>Chief Gibson stated that he would follow up with Deputy Chief Mills.</p> <p>Deputy County Attorney Jenna Tatsey suggested that if the commission wanted to speak on the topic of the standpipe, then maybe it could be put on the next agenda.</p> <p><b><u>Fire Prevention Bureau</u></b></p> <p>Fire Prevention Captain Justin Kinoshita gave a brief report on an event that the Fire Department had at the Kaua'i Philippine Cultural Center for Fire Prevention Week. They had a great turnout.</p> <p>Vice Chair Yama commended Captain Kinoshita for handling the new requirements, especially wildfire prevention.</p> <p>Chief Gibson stated that at least 300 participants attended the Fire Prevention Kick-off, it was a very successful event.</p> <p>He also commented that the State Department of Transportation has provided help in cutting fire breaks on DHHL land, near Leho Drive. They also worked in Hanapēpē. Chief Gibson said that they will ask the State to help with the grass near Kaiakea Fire Station in Kapa'a. Chief Gibson stated that Team Rubicon, a non-profit organization is willing to spend some of a million dollar grant here on Kaua'i to help the Fire Department to identify some of the areas of nuisance fires.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Commissioner Kaauwai-Iwamoto mentioned that the sugar cane plantation used to have fire management and inquired if some of them were still around today if they could assist or teach the Fire Department about fire control.</p> <p>Chief Gibson replied that Aloun Farms has been doing that within the past year.</p> <p>Vice Chair Yama inquired if the island has an issue with water source for the wildfires.</p> <p>Chief Gibson replied that yes, at some point it will become an issue. The problem would be if a whole neighborhood is on fire and all the residents use the water to hose down their homes and property all at once, the water pressure would be the main problem. This is where the water tenders are a huge help to the Department.</p> <p>Commissioner Kaauwai-Iwamoto inquired if there were locations where water was being held back.</p> <p>Chief Gibson stated that he does not know. He suggested putting it on the agenda and he could research the information, and possibly bring in DOW.</p> <p><b><u>Fire Training Bureau</u></b></p> <p>USLA (United Staes Lifeguard Association) certification for personnel, which is required for all lifeguards who need to pass a certain standard. Kaua'i Fire Department is one of a few dozen in the U.S. that maintain the USLA standard for firefighters because are surrounded by water this is a good standard to have. Required for Firefighter 1 and Firefighter 2, but optional for Captains and Firefighter 3. EMT refresher training was completed this year. Aircraft rescue firefighter training was added to the training.</p> <p><b><u>Ocean Safety Bureau</u></b></p> <p>KFD purchased a new truck last month. KFD was able to get \$100.000 from the state to purchase new equipment for the Ke'e Tower. Ke'e Tower is a state beach, but KFD is</p>	



SUBJECT	DISCUSSION	ACTION
	<p>reimbursed for providing lifeguard services.</p> <p>Councilmember Cowden expressed her concern that substantial roads don't have appropriate standpipes or fire flow protection.</p> <p>Chief Gibson reported that they have been working with the DOW, who is willing to share their GIS layers and database with KFD. The goal is to acquire a better tool for firefighters to know which fire hydrant has the best flow when called out to a fire.</p>	<p>Commissioner Kaauwai-Iwamoto moved to accept the Chief's Monthly report. Commissioner Pacheco seconded the motion. Hearing no objections, motion passes. 6:0.</p>
Executive Session	None.	
Adjournment	<p>Chair Chahanovich called for a motion to adjourn the meeting.</p>	<p>Commissioner Pacheco moved to adjourn. Commissioner Garces seconded. Hearing no objections, meeting was adjourned at 3:03 p.m.</p>

Submitted by: \_\_\_\_\_  
Lisa Oyama, Commission Support Clerk

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

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



# FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month:  
October 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	Partnerships	Resource Updates
<ul style="list-style-type: none"><li>• Fire Fighter Recruit Class 32 – (7 KFD)</li><li>• Purchased new inflatable prop for Prevention Bureau – AllStar Fire Equipment</li><li>• OSO4/OSO3 position testing under way</li><li>• FF2/3/Capt. interviews scheduled Nov. 6 – Dec. 8, 2023</li></ul>	<ul style="list-style-type: none"><li>• Kapa'a Fire Sta Renovation / Mayor's Office</li><li>• Working with State on airport lease for new hanger</li><li>• Working with Public Works/KPD/State to clear land north of Kaiākea Fire Station</li><li>• Task Force to investigate fires</li></ul>	<ul style="list-style-type: none"><li>• 2 Fire Engines (Hanapepe, Kaiakea) est 4/2025</li><li>• IFB – 3 Brush Trucks with Skid Units</li><li>• Air1 Turbine/Engine Overhaul (Jan 2023)</li><li>• IFB – Waimea Fire Station – Driveway/P-Lot</li><li>• Highwater Vehicle, Truck 6, BC Vehicle, Fire Mechanic Vehicle, DC Vehicle, Training Bureau Vehicle</li></ul>

## Wildfire / Council

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Upcoming: December 12<sup>th</sup> Community Wildfire Stakeholders Meeting</li><li>• Upcoming: December 2-4 Wildfire Prevention Symposium @ Maui</li><li>• November 9, Meet with CM Cowden; Arson w/KPD</li><li>• November 9, Meet with CM DeCosta – Fire Breaks</li></ul> | <ul style="list-style-type: none"><li>• November 15, Western Region Wildland Fire Council Meeting</li><li>• November 8, Waimea / Kekaha Fire Strategies</li><li>• Balance Transfer for New Water Tender</li><li>• Truck 6 replacement should be on island before Dec. 2023</li></ul> |
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# ADMINISTRATIVE BUREAU

## FIRE DEPARTMENT FINANCIAL STATEMENT for SEPTEMBER 2023

Description	Budget	YTD Expenses	Expended	FY 22-23	Variance
Payroll Admin	\$ 2,435,860.00	\$ 596,582.15	24%	\$ 468,192.68	27.42%
Payroll Fire Ops	\$ 24,814,837.00	\$ 5,810,401.43	23%	\$ 5,653,013.68	2.78%
Payroll Prevention	\$ 1,092,351.00	\$ 196,899.07	18%	\$ 220,654.42	-10.77%
Payroll Training	\$ 1,189,344.00	\$ 319,633.46	27%	\$ 235,202.97	35.90%
Payroll OSB	\$ 6,935,323.00	\$ 1,484,974.91	21%	\$ 1,350,014.40	10.00%
<b>PAYROLL SUBTOTAL</b>	<b>\$ 36,467,715.00</b>	<b>\$ 8,408,491.02</b>	<b>23%</b>	<b>\$ 7,927,078.15</b>	<b>6.07%</b>
Operating Admin	\$ 358,740.00	\$ 79,755.04	22%	\$ 121,070.29	-34.13%
Operating Fire Ops	\$ 3,620,731.00	\$ 1,770,919.30	49%	\$ 1,250,901.98	41.57%
Operating Prevention	\$ 44,463.00	\$ 4,404.49	10%	\$ 2,286.23	92.65%
Operating Training	\$ 220,493.00	\$ 75,525.58	34%	\$ 45,771.74	65.00%
Operating OSB	\$ 316,821.00	\$ 51,433.73	16%	\$ 22,389.67	129.72%
<b>OPERATING SUBTOTAL</b>	<b>\$ 4,561,248.00</b>	<b>\$ 1,982,038.14</b>	<b>43%</b>	<b>\$ 1,442,419.91</b>	<b>37.41%</b>
<b>GRANDTOTAL</b>	<b>\$ 41,028,963.00</b>	<b>\$ 10,390,529.16</b>	<b>25%</b>	<b>\$ 9,369,498.06</b>	<b>10.90%</b>

## OVERTIME REPORT

OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost % Variance
Regular	\$ 125,624.61	\$ 401,303.14	\$ 317,137.28	26.54%
Rank for Rank	\$ 90,655.30	\$ 255,926.97	\$ 275,611.53	-7.14%
Scheduled	\$ 26,092.49	\$ 78,348.66	\$ 76,440.27	2.50%
Training	\$ 33,856.72	\$ 104,556.68	\$ 62,051.89	68.50%
<b>TOTAL</b>	<b>\$ 276,229.12</b>	<b>\$ 840,135.45</b>	<b>\$ 731,240.97</b>	<b>14.89%</b>

## STAFFING

Description	Vacancies	Total Authorized	NOTES
Administration	0	13	
Operations	2	132	1 FFT, 1 Retire 12/1
Prevention	0	4	
Training	0	3	
Ocean Safety FT	4	66	
Ocean Safety ST	0	6	Hired 2 Dec 1 <sup>st</sup>
<b>TOTAL</b>	<b>5</b>	<b>212</b>	

## FACILITIES

Description		Exceptions
Fire Stations	Yellow	St. 1 electrical/St. 7 kitchen remodel/ Kapaa
Administration	Green	Need New carpeting
Training	Yellow	Architect meeting; break ground 9 mos.
Air Operations	Red	Meetings: DOTA LIH & Architect, new site
Towers	Yellow	Floors to Hanalei Pavilion, Hā'ena
Utility	Green	Hanalei Base Yard construction completed

## FLEET UPDATE

Description	NOTES
Engines	NTP submitted to Rosenbauer for 2 new engines
Trucks	IFB submitted for 3 new brush trucks
Watercraft	All Mission Capable (Zodiac needs new motor)
Admin/Staff	All Capable – fleet is aged, ready for replacement

## FIRE OPERATIONS CALLS FOR SERVICE

Description	2023 Oct	2022 Oct	Variance	Current YTD Total	FY 21-22 YTD Total	Variance
Brush Fire	27	21	28.57%	241	271	-11.07%
Crop Fire	2	0	100.00%	10	8	25.00%
Electrical Rescue	0	0	0.00%	1	0	100.00%
EMS	423	410	3.17%	4168	3993	4.38%
Extrication Rescue	3	3	0.00%	10	15	-33.33%
False Call	19	18	5.56%	177	129	37.21%
Good Intent	89	77	15.58%	837	769	8.84%
Hazardous Condition	11	4	175.00%	47	40	17.50%
Rescue/EMS Standby	6	2	200.00%	38	8	-20.83%
Ruptures/Explosion	0	0	0.00%	2	1	100.00%
Search for Lost Person	8	16	-50.00%	82	105	-21.90%
Service Call	49	42	16.67%	412	402	2.49%
Severe Weather	0	0	0.00%	4	0	100.00%
Structure Fire	10	4	150.00%	75	66	13.64%
Type Not Specified	4	1	300.00%	30	1	2900.00%
Vehicle Fire	6	6	0.00%	60	58	3.45%
Water Rescue	4	4	0.00%	48	50	-4.00%
<b>TOTAL</b>	<b>661</b>	<b>608</b>	<b>8.54%</b>	<b>6242</b>	<b>5956</b>	<b>4.82 %</b>

## OPERATIONS HIGHLIGHTS

### Fires:

- #5548: Kalaheo – E5/T5, E3, R3, Truck3, BC2 – Two story structure fire extinguished by fire personnel. No injuries.
- #5726: Hanamaulu – E3, R3, T3, Tender1, E2/T2, BC3, Prevention – Single story residential structure extinguished by fire personnel. No injuries.
- #5908: Koloa – L4/T4, Prevention – 2 story residential structure fire (fire extinguished by fire sprinkler system) overhauled by fire personnel. Prevention Bureau investigated. No injuries.
- #5862: Kapaa flats – E8/T8 – 50' X 60' brush and rubbish fire extinguished by fire personnel. No injuries.

### Rescues: Trail

- #5613: Okolehao trail – E1/T1 – 39 y/o male visitor (lost) located by fire personnel and brought out of trail.
- #5755: Kalepa Ridge – R3, Air1, BC3 – 31 y/o male resident (laceration) short hauled to Nukolii LZ and awaiting medics.
- #5925: Kalalau beach – E1/T1, R3, Air1 – 34 y/o male visitor (lacerated foot) and his wife, airlifted from Kalalau beach to Princeville airport and awaiting medics.
- #6038: Kalalau valley – E7/T7, R3, Air1 – 48 y/o female visitor (knee injury) airlifted to Waimea canyon park. Declined medical attention.
- #6105: Hoopii falls – E8/T8, R3 – 31 y/o female visitor (broken ankle) wheeled out of trail by fire personnel to awaiting medics.
- #6118: Hanakoa valley – E1/T1, Air1, R3 – 38 y/o male visitor (sore knee) airlifted to Princeville airport and awaiting medics. Patient refused medical treatment.

### Rescues: Water

- #5799: Princeville – All units responded to a missing swimmer fronting hotel. Swimmer was located safely on shore. All units back in service.
- #6041: Aliomanu – E8/T8, OSB – 72 y/o male resident (swimmer in distress) brought to shore by OSB personnel. Declined medical attention.

# FIRE PREVENTION BUREAU

## PREVENTION BUREAU STATISTICS

Description	Month Total	FY22 Month	% Variance	Current YTD	FY21-22	% Variance
					YTD	
Fire Investigation	2	3	-33%	10	9	11%
ADU Permit Applications	0	14	-100%	60	21	186%
Bldg Permit Plan Review	147	153	-4%	408	401	2%
Planning Dept Review	8	2	300%	47	45	4%
Cert. of Occupancy Inspection	67	1	6600%	226	254	-11%
Business Occupancy Inspection	4	1	300%	66	54	22%
Witness Acceptance Tests	2	1	100%	8	34	-76%
Fire Extinguisher Training	30	0.5	5900%	130	4	3150%
Fire Safety Presentation	19	7	171%	36	3	1100%
Telephone/Email Inquiries	467	366	28%	1955	1140	71%
Complaint Investigations	15	2	650%	75	4	1775%
Sparky Presentation	11	5	120%	11	0.5	2100%
Fireworks Displays & Inspections	0.5	0.5	0%	0.5	1	-50%
<b>TOTAL</b>	<b>772.5</b>	<b>556</b>	<b>39%</b>	<b>3032.5</b>	<b>1970.5</b>	<b>54%</b>

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

- Kick-off to Fire Prevention Week Event. Approx. 300-500 attended. Highlighted Fire Extinguisher Training, Wildland Fire Safety, Sparky interaction, fire engines, information booths, public education program display.
- Fire Safety media message: "Cooking Safety starts with You", multiple ads, social media and Graden Island.
- Fire Extinguisher Training: increased up 6000% (KIUC – 4 locations), County of Kaua'i – 6 classes
- Delivery of Inflatable Fire House
- Wildland Stakeholder Meeting planned for 12/12/2023.

### Classes/Training:

- Fire Captain Kinoshita – Leadership Kaua'i
- FF Minei – NFPA online pathway to Certified Plan Review

### Events:

- KEO Health Fair
- County of Kaua'i Halloween Spooktacular Event: Sparky appearance.

### Key Meetings:

- Met with each Council Member re: Wildland Fire Initiatives and needs.
- Team Rubicon: How they can support landowners with brush abatement.
- HWMO wildland meeting with stakeholders.
- Captains Meeting: KFD – Prevention Briefing (3-days)
- Fire Commission Meeting

# FIRE TRAINING BUREAU

## 2023 TRAINING PLAN Q1

<b>Keystone Objective</b>	<ul style="list-style-type: none"> <li>Trimester 1 Keystone – USLA Completed (4/23)</li> <li>Trimester 2 Keystone – High Angel Ropes (8/23)</li> <li>Trimester 3 Keystone – Pump Relay Ops (12/23)</li> </ul>
<b>Task Performances</b>	<ul style="list-style-type: none"> <li>Tank Water Attack</li> <li>Tank to Hydrant Water Attack</li> <li>Hose Deployment – Accordion/V-split</li> </ul>
<b>Refresher/Opportunity</b>	<ul style="list-style-type: none"> <li>None scheduled for October</li> </ul>
<b>EMSTraining</b>	<ul style="list-style-type: none"> <li>Vector Solutions</li> </ul>

## TRAINING STATISTICS

Description	Oct Hours	Current YTD Total
RC32 Training Hours	1200	7992
Task Performances	114	1505.5
Refresher / Recerts/Prof. Develop.	1598	12,397
Individual Crew Training	515	7295
<b>TOTAL</b>	<b>3427</b>	<b>29,189.5</b>

## RC32

- Currently in month 7 of 8 for RC32
- Hazmat Tech Certification
- Driver Training
- Fire Ground Operation Training
- Fire Ground Survival Training
- ARFF Certification at PMRF and Līhu'e Airport

## Training Bureau Training

- KFD Training Cadres to focus on promotional testing
- Vortex Ropes Class. High Angle Ropes Training
- Gensis cordless extrication tools training
- Rescue Agility Testing with HR
- Rescheduled PADO Keystone to Dec (in planning)
- November scheduled Hands-on Training with HFCA

# OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	Oct Total	FY 21-22 Month Total	% Variance	Current YTD Total	FY 21-22 YTD TOTAL	% Variance
Rescue	52	19	174%	313	419	-34%
Assist	0	0	0%	0	0	0%
Preventive Actions (G)	27,604	17,022	62%	118,654	277,942	-134%
1 <sup>st</sup> Aid (G)	1045	775	35%	4,397	11,372	-158%
Public Contact	42,006	8,926	371%	225,746	192,666	15%
Beach Attendance	162,369	94,395	72%	767,860	690,738	10%
ROVING PATROL						
Rescue	10	4	150%	160	129	19%
Jet Ski Rescue	10	4	150%	160	129	19%
Assist	0	0	0%	0	0	0%
Preventive Actions (G)	10,359	6,876	51%	32,949	78,262	-137%
1 <sup>st</sup> Aid	336	514	-35%	1836	645	65%
Public Contact	17,940	3,817	370%	59,868	58,326	3%
Beach Attendance	60,610	28,795	110%	219,017	159,560	27%
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	12		0%	832		0%
Community Service	8		0%	276		0%
Jr. Lifeguard	0		0%	500		0%

## Ocean Safety Bureau:

- Purchase of new 4x4 truck for Kē'ē Beach
- Ongoing OSO internal investigation
- OSO1 Interviews
- OSO1 recruitment tryouts at Waimea Pool
- Rescue Watercraft SOG review & updates – HGEA
- CPR youth male at Hanalei Bay
- Shark attack in Hanalei Bay



Goal #1 – Improve Fire Department Response Times			
Objectives	Success Measurements	Desired Outcome	Status
<p><b>Goal 1A.</b> Analyze current response and turnout times:</p> <ul style="list-style-type: none"> <li>Gather data on response times and turnout times for different types of emergencies.</li> <li>Identify trends, patterns, and potential barriers that contribute to delays.</li> <li>Identify areas for improvement.</li> </ul> <p><b>Goal 1B.</b> Reinforce / revise training and performance:</p> <ul style="list-style-type: none"> <li>Provide directives and training focused on improving turnout times.</li> <li>Emphasize efficient and effective practices during emergency scenarios.</li> <li>Implement performance metrics and feedback systems to track and improve individual crew and team performance.</li> </ul>	<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"> <li>Utilize Fire Record Management System (RMS) to collect and review:               <ol style="list-style-type: none"> <li>Dispatch call processing times</li> <li>Fire Crew turnout times</li> <li>Drive response times</li> </ol> </li> <li>Establish and publish standard operations guidelines (SOG), set clear expectations, and provide training.</li> <li>Monthly review and report of performance</li> <li>Outside resources / new technology – Research technological industry advancements; seek feasibility in funding resources to implement.</li> </ol>	<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><b>6/29/2023</b> – 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><b>7/14/23</b> – Begin development of SOG, Fire Department Turnout Times</p> <p><b>By 9/1/2023:</b> Delayed WUI – Jan 2024</p> <ul style="list-style-type: none"> <li>Produce draft SOG “Turnout Times / Response Times” ()</li> <li>Distribute Crew “Turnout Times” Monthly Report</li> </ul>

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

<b>Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules &amp; Regulations</b>			
<b>Objectives</b>	<b>Success Measurements</b>	<b>Desired Outcome</b>	<b>Status</b>
<p><b>Goal 2A.</b> Establish a policy review committee comprised of various ranks and bureaus.</p> <p><b>Goal 2B.</b> Define the Committee’s Scope and Responsibilities:</p> <ul style="list-style-type: none"> <li>Review existing Standard Operating Guidelines (SOGs).</li> <li>Develop new SOGs.</li> <li>Ensure compliance with regulations and best practices.</li> <li>Designate review timeline.</li> </ul> <p><b>Goal 2C.</b> Review existing SOGs:</p> <ul style="list-style-type: none"> <li>Assign to correct subject matter experts to identify areas that require revision, improvement, or clarification.</li> </ul>	<ol style="list-style-type: none"> <li>Working group recruited and orientation meeting to draft SOG review change management process.</li> <li>Written process plan developed.</li> <li>Committee reviews full SOG library and assigns specific SOGs to subject matter experts with review submission deadline.</li> <li>Committee receives revisions, makes corrections, and send draft to the line for feedback.</li> <li>Final corrections made to SOGs, Committee publishes final version with effective date and archives previous documents.</li> <li>Monitor and evaluate the review process</li> </ol>	<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><b>9/8/2023:</b> Delayed – Focus on Wildfires Programs (WUI)</p> <p>Distribute draft “Workplace Operations Committee” – Document Plan and Committee process / guidelines</p> <p><b>9/28</b> – 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"><li>• Seek input from line personnel, Officers, and other stakeholders to gather feedback on the effectiveness of specific SOGs.</li><li>• Identify any gaps or inconsistencies in the current guidelines and propose necessary changes.</li></ul> <p><b>Goal 2D.</b> Develop an effective review process:</p> <ul style="list-style-type: none"><li>• Define criteria for when an SOGs needs to be reviewed or revised.</li><li>• Implement a mechanism for soliciting input and feedback from all stakeholders.</li></ul>			

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><b>Goal 2E.</b> Promote Collaboration and Communication:</p> <ul style="list-style-type: none"><li>• Foster a culture of collaboration and inclusivity within the committee to encourage diverse perspectives and ensure a comprehensive review of the SOGs.</li><li>• Establish clear lines of communication between the committee and KFD leadership, ensuring accountability and transparency.</li><li>• Regularly communicate updates and changes to the SOGs to all department members, providing training and support as necessary.</li></ul>			

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

<b>Goal #3 – Establish KFD Culture and Values</b>			
<b>Objectives</b>	<b>Success Measurements</b>	<b>Desired Outcome</b>	<b>Status</b>
<p><b>Goal 3A.</b> Assess and evaluate our current mission statement, vision, and values:</p> <ul style="list-style-type: none"> <li>Identify core values and principles that reflect the desired professional behavior and ethics of the fire department.</li> <li>Collaborate with personnel at all levels to gather input and feedback for the development of the professional standards and values document.</li> </ul> <p><b>Goal 3B</b> – Clearly articulate expectations:</p> <ul style="list-style-type: none"> <li>Clearly articulate the expected behaviors, conduct, and ethical standards for all KFD personnel.</li> <li>Define the core values and principles that guide decision making, interactions, and actions within the KFD.</li> </ul>	<ol style="list-style-type: none"> <li>Completion of a professional standards or values document.</li> <li>Approval and endorsement by KFD leadership.</li> <li>Document distributed to all KFD personnel.</li> <li>Conduct surveys or assessments to measure the level of awareness and understanding of the document.</li> <li>Periodically assess the departments overall culture, morale, and reputation through various means: <ul style="list-style-type: none"> <li>Internal Surveys</li> <li>Interviews / discussions</li> <li>Public surveys</li> <li>Meetings</li> </ul> </li> </ol>	<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><b>June 2023</b> – “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><b>Jan 2024</b> – 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"><li>Establish a code of conduct that aligns with the KFDs mission and vision statements.</li></ul> <p><b>GOAL 3C</b> – Dissemination and communication:</p> <ul style="list-style-type: none"><li>Develop and distribute a standards or values document to all personnel (KFD Memo, SharePoint), Crew meetings.</li></ul> <p><b>Goal 3D.</b> Continuous evaluation and improvement</p>			