

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

Board/Commission:		<b>Kaua'i Fire Commission</b>	Meeting Date:	<b>September 19, 2023</b>
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"> <li>a) Update on Kaua'i</li> <li>b) Fire and Ocean Safety, including updates on Partnerships, Covid 19 and Resources Highlights</li> <li>c) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet</li> <li>d) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to</li> <li>e) Fire Prevention Bureau Update, including monthly statistics</li> <li>f) Fire Training Bureau Update Ocean Safety Bureau Update, including monthly statistics and bureau highlights</li> <li>g) Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2023-2024</li> </ul> <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>	

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	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*  
Lisa Oyama, Commission Support Clerk

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

(X) Approved as circulated (October 17, 2023, meeting).  
( ) Approved with amendments.