



FIRE COMMISSION

RODNEY YAMA, CHAIR
GARY PACHECO, VICE CHAIR

ALFREDO GARCES JR., COMMISSIONER
LINDA KAAUWAI-IWAMOTO, COMMISSIONER
ALFRED LEVINTHOL, COMMISSIONER
TREVOR FORD, COMMISSIONER
JEN CHAHANOVICH, 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 January 16, 2024

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, February 20, 2024, 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

December 19, 2023, Open Session Meeting Minutes

CHIEF'S MONTHLY DECEMBER 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

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 KAUAI

Minutes of Meeting
OPEN SESSION

Board/Commission:		Kaua'i Fire Commission	Meeting Date:	December 19, 2023
Location	Līhu'e Civic Center, Moikeha Building Meeting Room 2A/2B. 4444 Rice Street, Līhu'e, Kaua'i, Hawai'i 96766		Start of Meeting: 2:01 p.m.	End of Meeting: 3:10 p.m.
Present	Chair Jen Chahanovich; Vice Chair Rodney Yama; Commissioners: Alfredo Garces, 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 Linda Kaauwai-Iwamoto, Commissioner Alfred Levinthol			
Absent				

SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Chahanovich called the Fire Commission December 19, 2023, meeting to order at 2:01 p.m. A roll call ensued that quorum was established, five (5) Commissioners were present to conduct business.	Quorum was established with five (5) Commissioners present.
Approval of Agenda	Chair Chahanovich called for a motion to approve the agenda as circulated.	Commissioner Pacheco moved to approve the December 19, 2023, agenda. Commissioner Garces seconded the motion. Motion carried 5:0.
Election of Chair and Vice Chair for Calendar Year 2024	Commissioner Garces nominated Rodney Yama as Chair. Rodney Yama accepted. Chair Chahanovich seconded the nomination. Commissioner Garces nominated Gary Pacheco as Vice Chair. Gary Pacheco accepted. Chair Chahanovich seconded the nomination.	Commissioner Garces moved to approve the elected nominees. Commissioner Ford seconded the motion. Motion carried 5:0.
Chair's Announcements	Next Regular Monthly Meeting will be 2:00 p.m., Tuesday, January 16, 2024, at the: Boards and Commissions Conference Room, Pi'ikoi Building 4444 Rice Street, Suite 300, Līhu'e, Kaua'i, Hawai'i 96766	
Public Testimony	Chair Chahanovich called for public testimony. Being there was no written testimony, or	

SUBJECT	DISCUSSION	ACTION
	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 November 21, 2023, meeting.	Commissioner Pacheco moved to approve the November 21, 2023; meeting minutes as circulated. Commissioner Ford seconded the motion. Hearing no objections, the minutes were approved. 5:0.
First Responder Recognition	<p>Chief Michael Gibson gave a short speech recognizing First Responders for an ocean rescue involving multiple swimmers at Kealia Beach River mouth on July 9, 2023. Multiple resources from Ocean Safety, American Medical Response, and the Kaua'i Fire Department responded.</p> <p>AMR/MEDIC Medic 21 – Dwight Fujimoto & Giorgio Dieguez Medic 23 – Stacey Oho & Kayana Yamaguchi Medic 25 – Jon Kusano & Gavin Bryan</p> <p>Kaiākea Blue Fire Captain Joseph Durocher Fire Fighter III Kevin Cook Fire Fighter II Micah Contrades Fire Fighter II Abraham Mohr</p> <p>Ocean Safety OSO LT Anthony Jaquias OSO Aric Acorda OSO Eugene Ancheta</p>	

SUBJECT	DISCUSSION	ACTION
	<p>OSO Kawika Kauī</p> <p>Chair Chahanovich expressed her gratitude towards the First Responders. Vice Chair Yama congratulated the responders on their recognition and thanked them for their service to the County of Kaua'i. Commissioner Garces stated his gratitude towards the First Responders. Commissioner Ford thanked the First Responders. Commissioner Pacheco commended the First Responders for doing a fabulous job.</p> <p>Councilmember Cowden gave her thanks on behalf of herself and the County Council.</p>	
<p>Chief's Monthly Bureau Reports and Updates for November 2023</p>	<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 2023-2024 <p><u>Fire and Ocean Safety</u></p> <p>Fire Chief Gibson stated that the testing for Fire Fighter 2 and Fire Fighter 3 are complete. The captains' interviews were completed last month, and they are awaiting for HR to calculate the final scores. Captain Van Warren retired as of December 1, 2023. The Department was involved with the community with the Lights on Rice Parade, the Waimea Parade, and the COK Holly Jolly Event.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>Partnerships</u></p> <p>Battalion Chief Pablo working a lot with KEMA and KPD. Partnered with KEMA on a Homeland Security Grant, in total grant was for \$780,000, approved and accepted by Council on 12/6. Monies are to be split between KEMA, KPD, and Fire for certain projects. Fire will use their portion, about \$78,000, which will buy a second set of Fire Fighter turnouts for the Fire Fighters, which has been a goal for several years.</p> <p>Deputy Chief Mills, the County Attorney's Office, and their Managing Director have been finalizing the lease agreement for the new site landing pad for KPD's helicopter within Lihu'e Airport.</p> <p><u>Resource Updates</u></p> <p>Pilot and maintenance contract with Airbourne Aviation, new contract has increased \$195,000 a year, previous contract was \$564,000, now it's up \$852,000 annually.</p> <p>Air1's engine and turbine overhaul is complete. Conducting test trials and will be returned if it passes tests.</p> <p><u>Ocean Safety Bureau</u></p> <p>OSB Chief Kalani Vierra gave a report on Ocean Safety Bureau. Ongoing recruitment for Ocean Safety Officer 1 position, administration gave 12 new funded positions, those positions will help to extend hours from 8 hours to 10 hours a day. Three full-time positions have been filled; they are in training. Once all positions are filled, the goal is to move to a 4/10-hour schedule, hopefully by March or April, depending on the recruitment. Statewide Hawaiian Lifeguard Association Quarterly Meeting was held on Kaua'i. Representatives from each island were in attendance. Lifeguard Recruiting Clinics haven't been a success, so they're taking the clinics to different parts of the island to educate people on what they do, the pay, and the process. There was a nice turnout in Hanalei, nine people showed up, three people signed up on the spot. The hardship is getting people to sign up, getting them trained and out on the beaches. Goal is to have all positions filled by the end of February. Updated video at the baggage claims at the airport will be starting soon, working with</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Ho'ike TV. Options for a Lifeguard Stewardship Program will be discussed with Kaua'i High School principal, since they have a swimming pool. Kaua'i High School is looking at different ideas to utilize the swimming pool because interest in competitive swimming has gone down since Covid, if there is no interest, they might discontinue the pool. In the process of purchasing a new tower for Wanini Operations. Lifeguards there are working out of their truck.</p> <p>Commissioner Pacheco inquired about ocean safety warning signs for Kalihiwai, mainly for the visitors who frequently swim near the river mouth.</p> <p>OSB Chief Vierra stated that it's possible to put up signs. They have signs up at Queens Bath, Lumahai river mouth, Kalapaki, Po'ipū, and are working with Kaua'i Lifeguard Association to have one put in at the very end of the Wanini back channel. The sign is usually located right next to the rescue tube location. He will bring it up in the next Kaua'i Lifeguard Association meeting.</p> <p><u>Administrative Bureau</u></p> <p>One of the items Chief Gibson will be asking for in his budget is a Data and Analytics Software that will assist in creating data sheets. Ocean Safety has it and the Chief would like to have it for Fire.</p> <p>Overall, in the Department, 3 vacancies, Fire Fighter training level, due to retirements. 2 Fire Fighters on long term leave, one was an on-duty injury, another was a personal illness, 1 military leave. 3 on various shoulder injuries.</p>	<p>Commissioner Ford moved to accept the Chief's Monthly report. Commissioner Garces seconded the motion. Hearing no objections, motion passes. 5:0.</p>
Executive Session	None.	

SUBJECT	DISCUSSION	ACTION
Adjournment	Chair Chahanovich called for a motion to adjourn the meeting.	Commissioner Pacheco moved to adjourn. Commissioner Ford seconded. Hearing no objections, meeting was adjourned at 3:10 p.m.

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:
December 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">1 - Fire Captain Promotion 2/1/24Eligibility List – FF II Rescue / FF II Hazmat, FireFighter IIIFY 2025 Budget Planning 1/11, 1/31Firefighter Trainee Recruitment 2024OSO4/OSO3 position testing – FEB/MAR	<ul style="list-style-type: none">HFCA Conference DonationsLIH Helicopter Hangar Update - Working with State on airport lease for new hanger, next; COK Planning CommissionWorking with Public Works/KPD/State to clear land north of Kaiākea Fire Station	<ul style="list-style-type: none">Balance TransfersAir1 Turbine/Engine Overhaul Complete N/UHighwater Vehicle, Truck 6, BC Vehicle, Fire Mechanic Vehicle, DC Vehicle, Training Bureau Vehicle, 2 Fire EnginesIFB – Water Tender, 3 Brush Trucks, 1 Fire Engine (Kalaheo)
Wildfire	Council	
<ul style="list-style-type: none">January 17, Western Region Wildland Fire Council MeetingFY25 Budget Requests – New PositionsFY25 Budget Requests – New Equipment / ResourcesUSFA – N5 Sensors -Next Meeting 1/17	<ul style="list-style-type: none">PulsePoint – Kick-Off and ImplementationState Fire Marshal - Leg 1/22December 20, Hawaii State Fire Council Meeting\$1m approved from General fund – Kalaheo Fire Engine	

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for NOVEMBER 2023

Description	Budget	YTD Expenses	Expended	FY 22-23	Variance
Payroll Admin	\$ 2,436,850.00	\$ 1,038,072.06	43%	\$ 862,946.59	20.29%
Payroll Fire Ops	\$ 24,314,837.00	\$ 9,612,646.07	40%	\$ 9,400,209.29	2.26%
Payroll Prevention	\$ 1,092,351.00	\$ 332,781.10	30%	\$ 359,478.97	-7.43%
Payroll Training	\$ 1,189,344.00	\$ 495,941.25	42%	\$ 359,781.21	37.85%
Payroll OSB	\$ 6,934,333.00	\$ 2,489,074.31	36%	\$ 2,411,374.66	3.22%
PAYROLL SUBTOTAL	\$ 35,967,715.00	\$ 13,968,514.79	39%	\$ 13,393,790.72	4.29%
Operating Admin	\$ 362,332.00	\$ 94,682.44	26%	\$ 140,302.34	-32.52%
Operating Fire Ops	\$ 4,120,731.00	\$ 1,916,032.00	46%	\$ 1,559,887.54	22.83%
Operating Prevention	\$ 44,463.00	\$ 7,289.57	16%	\$ 8,484.56	-14.08%
Operating Training	\$ 216,901.00	\$ 81,042.95	37%	\$ 69,459.95	16.68%
Operating OSB	\$ 316,821.00	\$ 83,693.90	26%	\$ 62,701.18	33.48%
OPERATING SUBTOTAL	\$ 5,061,248.00	\$ 2,182,740.86	43%	\$ 1,840,835.57	18.57%
GRANDTOTAL	\$ 41,028,963.00	\$ 16,151,255.65	39%	\$ 15,234,626.29	6.02%

OVERTIME REPORT

OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost % Variance
Regular	\$ 165,999.72	\$ 630,552.15	\$ 608,197.54	3.68%
Rankfor Rank	\$ 71,410.21	\$ 415,272.17	\$ 404,314.90	2.71%
Scheduled	\$ 26,012.32	\$ 129,910.71	\$ 126,789.77	2.46%
Training	\$ 14,618.58	\$ 159,569.10	\$ 88,020.44	81.29%
TOTAL	\$ 278,040.83	\$ 1,335,304.13	\$ 1,227,322.65	8.80%

STAFFING

Description	Vacancies	Total Authorized	NOTES
Administration	0	13	
Operations	2	132	Firefighter Trainees (*)
Prevention	0	4	
Training	1	3	*
Ocean Safety FT	4	66	
Ocean Safety ST	3	6	
TOTAL	10	224	

FACILITIES

Description	Exceptions
Fire Stations	St. 1 electrical/St. 7 kitchen remodel/ Kapa'a
Administration	Need New carpeting
Training	Architect meeting; break ground 9 mos.
Air Operations	Meetings: DOTA LIH & Architect, new site
Towers	State monies received for 2 new towers
Utility	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 Dec	2022 Dec	Variance	Current YTD Total	FY 21-22 YTD Total	Variance
Brush Fire	19	23	-17.39%	274	335	-18.21%
Crop Fire	2	1	100.00%	12	12	0.00%
Electrical Rescue	0	0	0.00%	1	0	100.00%
EMS	486	438	10.96%	5059	4802	5.35%
Extrication Rescue	4	1	300.00%	15	16	-6.25%
False Call	18	22	-18.18%	215	173	24.28%
Good Intent	97	89	8.99%	1026	963	6.54%
Hazardous Condition	5	4	25.00%	59	46	28.26%
Other	0	1	-100.00%	2	2	0.00%
Rescue/EMS Standby	2	5	-60.00%	43	53	-18.87%
Ruptures/Explosion	2	0	100.00%	4	1	300.00%
Search for Lost Person	9	15	-40.00%	101	124	-18.55%
Service Call	46	31	48.39%	489	478	2.30%
Severe Weather	1	0	100.00%	5	0	100.00%
Structure Fire	5	5	0.00%	86	80	7.50%
Type Not Specified	3	0	100.00%	36	1	3500.00%
Vehicle Fire	6	10	-40.00%	69	77	-10.39%
Water Rescue	3	3	0.00%	55	56	-1.79%
Totals	708	648	9.26%	7551	7219	4.60%

OPERATIONS HIGHLIGHTS

Fires: (KONA LOW)

- None

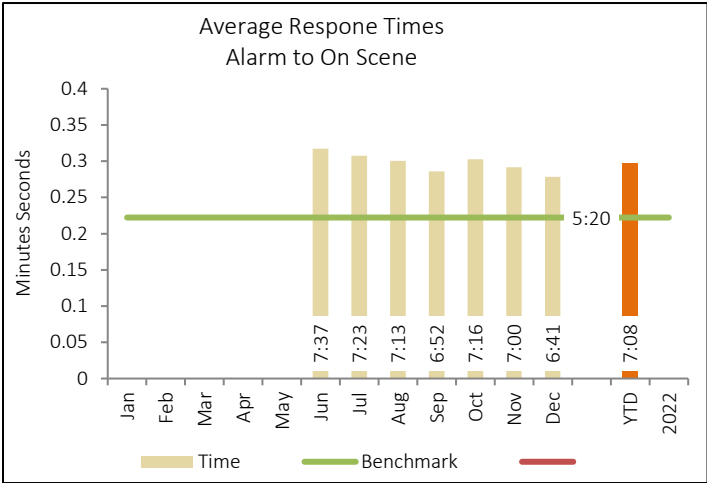
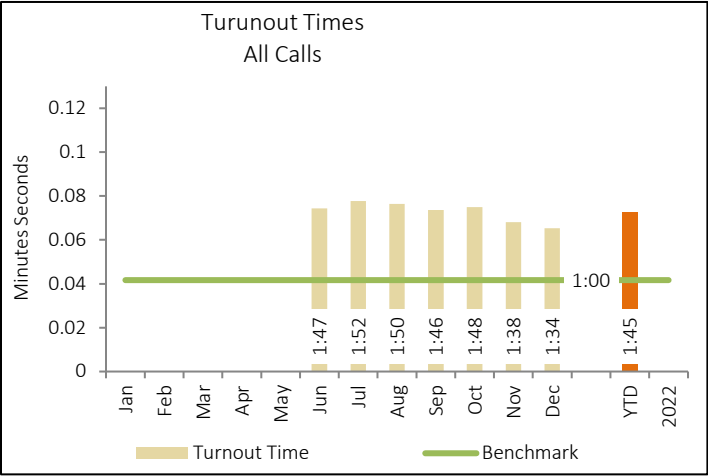
Rescues – Trails:

- #7117: Hanakāpī'ai Falls – E1/T1, R3, Air1 – 75 y/o male visitor (dehydration/possible ankle injury) airlifted to Princeville airport and awaiting medics.
- #7486: Kalalau valley – E1/T1, Air1, R3 – 56 y/o male visitor (possible broken leg) airlifted to Princeville airport and awaiting medics.

Rescues – Water

- #7122: Kukuīula harbor – L4/T4, jetski4 – 31 y/o male resident (lost kayak paddle and stranded at sea) rescued and towed back to harbor by fire personnel aboard rescue watercraft.

KFD RESPONSE TIME PERFORMANCE - DEC 2023				
Average Turnout Time		% That meet	YTD	% That meet
Fires	1:19	(80 sec) 63%	1:38	(80 Sec) 43.2%
EMS	1:31	(60 sec) 28.6%	1:40	(60 sec) 25.8%
Average Response Time		% Under 4 minutes		% Under 4 minutes
Fires	6:24	21.90%	7:30	24.10%
EMS	6:14	23.90%	6:31	22.60%



FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS

Description	Month Total	FY22 Month	% Variance	Current YTD	FY21-22	% Variance
					YTD	
Fire Investigation	0.1	0.1	0%	10	13	-23%
ADU Permit Applications	0	10	-100%	60	26	131%
Bldg Permit Plan Review	71	302	-76%	552	580	-5%
Planning Dept Review	10	4	150%	69	46	50%
Cert. of Occupancy Inspection	60	5	1100%	336	255	32%
Business Occupancy Inspection	48	3	1500%	128	71	80%
Witness Acceptance Tests	2	12	-83%	18	49	-63%
Fire Extinguisher Training	0	1	-100%	151	5	2920%
Fire Safety Presentation	4	1	300%	44	4	1000%
Telephone/Email Inquiries	224	345	-35%	2528	2040	24%
Complaint Investigations	2	3	-33%	79	6	1217%
Sparky Presentation	2	4	-50%	13	1	1200%
Fireworks Displays & Inspections	20	18	11%	21	20	5%
TOTAL	443.1	708.1	-37%	4009	3116	29%

Accomplishments:

- Held our 1st Wildland Mitigation Meeting since 2019 @ KFD HQ
 - 30 attendees
 - Organizations represented: KFD, KEMA, Hawai'i Wildland Management Organization, NOAA, Grove Farm, Team Rubicon, State Forestry, COK Public Works, Planning, DOW, KIUC, GNR, McBryde, Airborne Aviation, DHHL
 - Presentations made by NOAA (weather outlook), HWMO (grants available for wildland mitigation, KEMA (emergency management role in wildfire), Airborne Aviation (key points for successful wildfire response), Team Rubicon (resources available for Kaua'i)
 - Tabletop discussion on how we can collaborate to mitigate wildfire risks
- Debut of our Inflatable Fire House at Kekaha Community Event

Classes/Training:

- Kinoshita: Wildland ASIP Training (Maui)
- Kinoshita: Leadership Kaua'i
- Kinoshita/Minei/Oda: Hawai'i State Wildfire Safety Symposium

Events:

- 12/1: Lights on Rice Street Parade – Sparky, F1, Prevention
- 12/6: Hope for Heros @ Target
- 12/8: COK/Hoola Lahui Community Outreach @ Lydgate
- 12/13: Waimea Canyon Middle School Career Day
- 12/15: Kekaha Community Event "Choose Love Concert/Fair"
- 12/16: Waimea Light Parade – Prevention, Ocean Safety, Sparky

Key Meetings:

- Prevention staff @ Wildland Symposium on Maui

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 Angle Ropes (8/23) • Trimester 3 Keystone – Pump Relay Ops (12/23)
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"> • None scheduled
EMS Training	<ul style="list-style-type: none"> • Vector Solutions

TRAINING STATISTICS

Description	December Hours	Current YTD Total
RC32 Training Hours	0	8952
Task Performances	191	1810
Refresher / Recerts/Prof. Develop.	0	12,725.5
Individual Crew Training	795	8733
TOTAL	986	32,221

RC32 PROGRAM

- 12 recruits graduated from KFD's Recruit Class and assigned to stations

Department Training

- ICS – Structural Collapse (Feb)
- DLNR – Wildfire Training (Feb)

Training Bureau

- Training Plan for 2024
- Budget for FY 2024-2025
- Postponed PADO Keystone (no spare apparatus)
- Blue Door Prop moved to Station 5

OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	Dec Total	FY 21-22 Month Total	% Variance	Current YTD Total	FY21-22YTD TOTAL	% Variance
Rescue	40	27	48%	391	399	-2%
Assist	0	0	0%	0	0	0%
Preventive Actions	18,885	19,068	-1%	157,443	167,051	-6%
1 st Aid	861	183	370%	7,313	7,351	-1%
Public Contact	24,811	11,883	109%	220,730	63,547	247%
Beach Attendance	143,199	154,292	-7%	1,634,368	1,094,224	49%
ROVING PATROL						
Rescue	29	18	61%	188	123	53%
Jet Ski Rescue	10	6	67%	88	98	-10%
Assist	0	0	0%	0	0	0%
Preventive Actions	11,034	3,681	200%	59,044	46,277	28%
1 st Aid	506	6	8333%	2,250	837	169%
Public Contact	19,080	1,080	1667%	118,059	16,577	612%
Beach Attendance	66,476	17,625	277%	385,390	224,407	72%
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	124		0%	1004		0%
Community Service	16		0%	300		0%
Jr. Lifeguard	0		0%	500		0%

Ocean Safety Bureau:

- Dec. 18: Agility Physical Test OSO1
- Lifeguard Recruitment Clinic at Hanalei Pavilion
- OSB participates in Līhu'e & Waimea Christmas Parades
- New OSO1 recruits effective Dec 1st & Dec 16th
- OSO1 Interviews
- CPR save at Nukumoi Tower (elderly female)
- Begin taping & recording for new-updated Ocean Safety video at Līhu'e Airport
- Fire Commission recognition of First Responders of Keālia Beach rescue
- Fiscal Budget preparations
- Meeting with Kaua'i High School Principal and Vice-Principal in possible Lifeguard Stewardship Program

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 – Draft SOG, Fire Department Turnout Times</p> <p>New Data – Included in NOV FC Report</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

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) JAN 2024</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

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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>			