

**COUNTY OF KAUAI
OPEN SESSION MEETING MINUTES**

Approved

Board/Commission	Kauai Fire Commission	Meeting Date	April 19, 2022
Location	Office of Boards and Commissions Conference Room Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, Hawai‘i 96766	Start: 2:02 p.m.	End: 2:56 p.m.
Present	Chair Chad Pacheco; Vice Chair Jen Chahanovich; Commissioners: Alfredo Garces Jr., Linda Iwamoto, Alfred Levinthol, and Rodney Yama. Also in attendance: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey; Kauai Fire Department: Fire Chief Steven Goble; Deputy Fire Chief Michael Gibson; Training Bureau Fire and Ocean Safety Captain Jeremy Cole; and Chief Goble’s Secretary Soncy Tamashiro.		
Excused	Commissioner Michael Martinez		
Absent			



SUBJECT	DISCUSSION	ACTION
Call To Order		At 2:02 p.m. Chair Pacheco called the April 19, 2022, Fire Commission meeting to order.
Roll Call	Chair Pacheco called on staff to conduct a roll call to ascertain a quorum.	A roll call ensued with Commissioners Alfredo Garces, Alfred Levinthol, Linda Kaauwai-Iwamoto, Rodney Yama, Vice Chair Chahanovich and Chair Pacheco present.
Approval of Agenda	Chair Pacheco called for a motion to approve the agenda as circulated.	There was a motion by Vice Chair Chahanovich to approve the agenda as circulated. Commissioner Levinthol seconded the motion. Hearing no objections from the six Commissioners

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		present, the agenda was approved.
Chair's Announcements	Chair Pacheco announced that the next Fire Commission monthly meeting will be on Tuesday, May 17, 2022, at 2:00 p.m. Staff noted that from now on, all Fire Commission meetings will be held in the Boards and Commissions Conference Room.	
Public Testimony on all agenda items	Chair Pacheco asked staff if there was anyone in audience who would like to testify. There were none.	
Approval of Open Session Minutes of March 15, 2022, Meeting	Chair Pacheco called for any comments or corrections to the minutes of March 15, 2022.	There was a motion by Commissioner Garces moved to approve the March 15, 2022, meeting minutes. Commissioner Iwamoto seconded the motion. Hearing no objections from the six Commissioners present, the minutes were approved.
Chief's Monthly Reports/Pertinent Updates	<p><u>CHIEF'S BUREAU REPORTS AND PERTINENT UPDATES FOR THE MONTH MARCH</u></p> <ul style="list-style-type: none"> 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 a 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's progress on the Goals and Objectives for FY 2021-2022 h) Update on the Kauai Fire Department's five (5) Year Strategic Plan 	

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	<p>i) June 2022 quarterly update on the Utilization Study</p> <p>Chair Pacheco called on Fire Chief Goble to address the Commission regarding the data reflected in his monthly reports. Fire Chief Goble highlighted some of the items from his written reports:</p> <p>Fire and Ocean Safety Highlights:</p> <ul style="list-style-type: none"> • Fire Captains submitted their budget proposals to the Administration’s budget team. • Ocean Safety Supervisors held multiple meetings throughout the month of the March. • As previously reported the CERT Team was revitalized. • The Department is continuing to track legislative bills related to lifeguard protection, fireworks and EMT licensure. <p>Partnerships Highlights:</p> <ul style="list-style-type: none"> • Efforts to address the water flow issues on Weke Road in Hanalei and in other areas on the island are continuing – KFD is working with the Department of Water to find a solution. • The County’s “workday” payroll management system is moving along. • KFD is continuing to meet with representatives from the Hawai’i Wildlife Management Organization to provide a collaborative environment among residents, communities, firefighters, decision-makers, and natural resource managers to address wildfire management goals collaboratively and proactively. <p>COVID-19 Update:</p> <ul style="list-style-type: none"> • All state and county rules are expired. • New cases on a 7-day averages equates to 4 a day. • Positive covid test on Kauai is at 3.4%. 	

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	<p>Resources Highlights:</p> <ul style="list-style-type: none"> • The members of the 31st Recruit Class is on track and will be graduating on May 13. Chair Pacheco requested that Fire Chief Goble provide the Commission with information on future events sooner rather than later. • Lateral firefighter transfer trainees were completed on March 16. • BU-11 firefighters’ contract was finalized. • BU-15 ocean safety contract is still in arbitration phase. • One assistant fire chief position remains vacant. • As reported previously procurement for Truck 6 and OSC Radon Ocean vessel is still pending. • Allocated budget to purchase Engine 6, Battalion Chief SUV, and service truck was approved. • Hanger to house Air 1 helicopter is moving forward. • State grant for the Department’s resiliency center equipment is in its procurement phase. • Exhaust emission filtration system project is completed. • The Department’s replacement policy/schedule is moving along. <p>Administrative Bureau: 61% of the Department’s \$35,990,288.00 budget has been expended and is on track. Overtime costs were slightly higher from last year. He spoke on vacancies, currently there is one assistant fire chief vacancy, three firefighter vacancies, one fire inspector vacancy and one fulltime ocean safety vacancy.</p> <p>Fire Operations Bureau: In the month of March there was a total of 570 calls for service compared to 521 calls for service last year. The bureau anticipates an uptick in calls for service to pre-covid numbers. Other responses included a response to a vehicular accident and a response to an aircraft accident below Kalalau lookout. Wreckage was located, sadly there were</p>	

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	<p>no survivors.</p> <p>Fire Prevention Bureau: The 2022 fire codes amendments were implemented. The bureau conducted 580 compliance checks in the month of March. To increase efficiency the bureau in coordination with the planning department and building division created a video on inspection tips. The bureau also was able to streamline the Department’s automated certified mailing issuance process making it more time worthy. Other bureau highlights under development include establishing a media team to create innovative digital commercial kitchen inspections tips, residential plan review focusing on water requirements. Also under development is a website user-friendly online payment system where a user can search for a permit by typing in the permit number.</p> <p>As part of a community effort Fire Captain Makepa and his team held meetings with the Department of Hawaiian Homeland Commission about the approved control of the Anahola coastline. Talks are continuing to address security and fire control measures, implement an automated permit invoicing system, a land management records integration system, hold joint meetings with planning, building division and finance to discuss an online payment/deposit structure. In addition, the bureau also created a video on hiking safety tips to remind the public to plan before heading out on a hike.</p> <p>Fire Training Bureau: Recruits from Alpha and Bravo completed their first quarter keystone training objectives 1-4 on offensive fire attack. The training consisted of tank water to fire hydrant attack, hose deployments, SCBA and PEE Donning, sets and reps on defensive fire attack, heavy duty strut training, EMS training on vector solutions, NREMT renewal and CPR feedback manikin. Total amount of training hours in March was 802.</p>	

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	<p>Ocean Safety Bureau: Search and rescue missions were conducted at Lumaha'i Beach, Rock Quarry in Kilauea and at the Port Allen boat harbor in 'Ele'ele. OSC did an ocean safety presentation at the Kauai Shores Hotel in Waipouli, held an ocean safety day with students from Anahola School, conducted rescue craft cross training with PMRF staff, assisted with the county's Food Drive on the westside of the island, and posted shark sightings signs at Hanalei Bay Beach Park on the north shore. Junior/Keiki Lifeguard Program is set to begin in this summer and will be held at the various locations. Salt Pond Beach Park from June 1-13, in Hanapepe, Kalapakī Beach from June 20-24, 2022, Hanalei Pavilion from June 27 – July 1, 2022, Wannī Beach from July 11-15, 2022, and again at Kalapakī Beach from July 18-22, 2022. Online registration is set to open on Monday, May 2, 2022, at 7:45 a.m. For more information go onto the County of Kauai website at www@kauai.gov/Fire . This year the State Championship will be held at the Ala Moana Beach Park on the island of O'ahu.</p> <p>Update on Fire Chief Goble's progress on the Goals and Objectives for FY 2021-2022: Fire Chief Goble gave an update on each goal:</p> <ul style="list-style-type: none"> • Goal #1 – Develop standard of response coverage for the Kauai Fire Department. <u>Objective G1A. Complete a community risk assessment.</u> Update: A vendor was identified to create a Community Risk Assessment Dashboard. The dashboard is analysis of data collected reflecting call volume, call types, incident types, call locations, time of day and day of week the Fire Department responds to. Overlapping calls are a significant issue for the Fire Department. Overlapping calls are defined as calls for service that occur while the primary response unit is already engaged in a previous emergency. These calls require secondary stations to cover the emergency resulting in longer response times and greater out of service times for units. The Community Risk Dashboard will 	

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	<p>identify insights that will lead to improved customer service and reduce risk to the crews and lower unit availability times.</p> <p>Goal #2 – Develop a policy management process for the County of Kauai Fire Department. Both objectives G2A and G2B is track for completion. Objective G2C. Institutionalize polices and procedures through communication of performance expectations, and promotional processes. Implement revised and/or new policies as deemed necessary to include a communications action plan. Update: Objective G2C is completed.</p> <p>Goal #3 – Identify career development pathway for the County of Kauai Fire Department. Objective G3A. Work with HR Department, staff, and labor groups torefine promotional processes to aid in career pathways. Update: Completed. Stakeholder committee to review promotional processes and make recommendations for the promotion process. Objective G3B. Work with HR Department, staff, and labor groups to develop a career path plan to aid in career development for KFD’s personnel. Update: Completed. Promotional written test materials identified and communicated to the proper sources.</p> <p>Update on the Kauai Fire Department’s five (5) Year Strategic Plan: No current updates.</p> <p>June 2022 Quarterly update on the Utilization Study: Update slated for June.</p> <p>With no further comments or questions, Chair Pacheco called for a motion to received Fire Chief Goble’s Monthly Reports.</p>	<p><u>Motion</u> There was a motion by Commissioner Garces to receive Fire Chief Goble’s Monthly Reports. Commissioner Iwamoto second the motion. Hearing no objections from the six Commissioners present, the Chief’s Monthly Reports were received for the record.</p>

SUBJECT	DISCUSSION	ACTION
Executive Session	None.	
Adjournment	There being no further business. Chair Pacheco called for a motion to adjourn the meeting.	There was a motion by Vice Chair Chahanovich to adjourn the meeting. Commissioner Levinthol second the motion. Hearing no objections from the six Commissioners present, the meeting adjourned at 2:56 p.m.

Submitted by: _____
 Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
 Chad Pacheco, Chair

- (x) Approved as circulated on May 17, 2022.
- () Approved as amended. See minutes of _____ meeting.