

**COUNTY OF KAUAI
OPEN SESSION MEETING MINUTES**

Board/Commission	Kauai Fire Commission	Meeting Date	December 21, 2021
Location	Microsoft Teleconference Meeting	Start of Meeting: 2:03 p.m.	4:07 p.m.
Present	Chair Jen Chahanovich; Vice Chair Michael Martinez ; Commissioners: Alfredo Garces Jr., Linda Kaauwai-Iwamoto; Alfred Levinthol and Chad Pacheco. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey. Fire Chief Steven Goble and Deputy Fire Chief Michael Gibson; and Councilmember/Public Safety Committee Chair Felicia Cowden.		
Excused			
Absent	Commissioner Thomas Nizo		

SUBJECT	DISCUSSION	ACTION
Call To Order	Chair Chahanovich called the meeting to order at 2:03 p.m.	
Roll Call	A roll call ensued with Commissioners Chahanovich, Martinez, Garces, Kaauwai-Iwamoto, Levinthol and Pacheco making up a quorum to conduct business	
Chair's Announcement	Next scheduled teleconference meeting will begin at 2:00 p.m., Tuesday, January 18, 2022.	
Public Testimony	None.	
Selection of Chair and Vice Chair for Calendar Year 2022	<p>Chair Chahanovich nominated Vice Chair Michael Martinez for Chair. Mr. Martinez thanked her for the nomination ,but graciously declined due family health issues.</p> <p>Mr. Garces nominated Ms. Kaauwai-Iwamoto for Chair. Ms. Kaauwai-Iwamoto thanked Mr. Garces for the nomination, but respectfully declined the nomination. Ms. Kaauwai-Iwamoto then nominated Mr. Garces for Chair. Mr. Garces declined as well. Ms. Kaauwai-Iwamoto nominated Mr. Levinthol for chair, but he declined the nomination as well.</p>	

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	<p>Mr. Pacheco nominated Chair Chahanovich as Vice Chair. Hearing no objections from the Commissioners, Chair Chahanovich accepted the nomination to serve in the capacity of Vice-Chair for calendar year 2022. Mr. Pacheco graciously volunteered to serve in the capacity of Chair for calendar 2022. Hearing no objections from the Commissioners, Chair Chahanovich called for a motion to elect Mr. Pacheco as Chair and herself as Vice Chair for calendar year 2022.</p>	<p>Mr. Garces moved. Mr. Levinthol seconded. The motion carried 6:0 by voice vote.</p>
<p>Approval of Meeting Minutes</p>	<p>Chair Chahanovich called for a motion to approve or amend the draft Open Session Minutes of the Commission’s November 16, 2021, Meeting.</p>	<p>Mr. Pacheco moved to approve the open session draft minutes of the November 16, 2021, meeting as circulated. Mr. Garces seconded. The motion carried 6:0 by voice vote.</p>
<p>Chief’s Monthly Bureau Reports for November 2021</p>	<ul style="list-style-type: none"> a) Internal & External Partnerships/Covid 19 & Resource Updates b) Administrative Bureau/Budget Update & Fire Operations c) Fire Prevention & Training d) Ocean Safety e) Goals and Objectives update f) Kauai Fire Department’s five (5) Year Strategic Plan update g) Fire Department’s Utilization Study <p>Chief Goble submitted his Monthly Reports which was emailed to the Commissioners highlighting:</p> <p><u>Fire and Ocean Safety</u> KFD enhanced web-based process for fire prevention customers, selection of design contractor for Air 1 Hanger at the Līhu’e airport is completed, purchase of a new radio for Air 1 helicopter, 90 percent completed is the exhaust emissions filtration systems are being installed on all fire apparatus to eliminate carcinogenic emissions.</p>	

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	<p><u>Community Partnerships</u> KFD has been in contact with a couple of residents who generously offered to donate automatic chest compression devices; once the process on receiving the devices is completed KFD will acknowledge the names of the residents who donated the equipment and the amount of devices, the Pacific Missile Range Barking Sands new Fire Chief is Oric Kuapahi, KFD will continue to work closely with the new chief to provide services and training, KFD is exploring potential fire station partnerships in both Anahola and Kilauea areas.</p> <p><u>Covid 19</u> Modified mandates will now allow groups up to 40 indoor and 100 outdoor. The case count has been consistent. Vaccination/booster shots continue to climb steadily. The Omicron variant is steadily taking over and is now dominate. KFD anticipates an increase in the number of cases on Kauai and will continue to do their best to manage the pandemic.</p> <p><u>Resource Updates</u> Recruit Class 31 in progress, eight (8) new recruits are due to graduate in the early part of May. Conducted an assistant chief recruitment and based on the candidate pool there is potential to do a little restructuring to take advantage of folks with the skill set to help move the Kauai Fire Department forward, promotional. Promotional testing is completed - a list eligibility has been established. There are no current openings or vacancies for rank-for-rank, however, the Department a ready to go list should they experience any unexpected departures or if there are changes in the Department. Active recruitment for ocean safety officer (parttime) KFD is renewing its list of potential candidates and is actively recruiting for an accountant trainee.</p>	

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	<p>Engine six (6) is fully functional. Boat (radon) is still out of service, funding to replace the unusable out board motors will come via the budget augmentation – the Marine Response Committee is working on identifying the right motors to purchase. The initial attack pumpers for the brush truck at the Hanalei fire station is due to arrive from Oakland, California. KFD is on the current budget to identify funds to replace the old emergency generator at the Kapa’a fire station and an emergency procurement (Act12) for a Water Fording Apparatus specifically for use on the Northshore is moving forward.</p> <p><u>Administrative Bureau</u> 2022/2023 Fiscal Year will be a flat budget. The Department is on track and will move funds as necessary. YTD (year-to-date) expenses 32% which totaled to \$11,564,723.48 compared to last fiscal year same period of \$12,375.638.01 a variance of -6.55%.</p> <p><u>Fire Operations</u> As of November 2021, calls for service as at 540 compared to 453 calls for service same time last year. YTD current number 5605 compared to FY 2022/2021 of 5194. Brush fire near Donkey Beach, multiple fires were located within the area. Crews airlifted to inaccessible areas for extinguishments. Recuses: Station 2, Rescue 3, Air 1 responded to injured hiker on the Sleeping Giant Trail – victim transferred to AMR for further treatment and transport. Response to an injured hiker at Secret Falls – person evaluated and was transported via Boston Whaler to Wailua Marina. Crews responded: to 13 kayakers stranded at Wailua River due to rising waters – all victims were safely shuttled to Wailua Marina, a body recovered from water pool below Sea Lodge in Princeville fatal traffic collision on Kūhiō Highway in the vicinity of Leho Road, and pedestrian accident on Hardy Street in Līhu‘e –victim transported by AMR in critical condition.</p>	

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	<p><u>Fire Prevention</u> YTD bureau handled various requests totaling 2528 compared to 1051 in the previous fiscal year. An evaluation was done to improve the processes for future inspectors, brushfire mitigation through controlled burns, transition to online firework permits. Enhance skills and knowledge for web-based land information management and restaurant inspections and plans review. Key meetings attended: NFPA Fore Code 2021, Building Reports for of address data, State of Hawai'i Fire Council, NIC Hawai'i on automation of invoicing and meeting with the Department of Finance regarding online fireworks process.</p> <p><u>Training</u> 3rd quarter training – tasks performances 217 hours, keystone training eight (8) hours, certification 160 hours, planning hours 311 and additional training hours put in 466 hours.</p> <p><u>Ocean Safety activities for November</u> Tower activities for the month of November: 18 rescues, 5,841 preventive actions were taken, first aid 208, public contact 11,872 and beach attendance 80,831.</p> <p>Roving Patrol – 8 rescues, 3 jet ski rescues, 904 preventive actions, administering of first aid 34, public contact 2,775 and total beach attendance 23,091.</p> <p><u>Drowning</u> None reported in November – YTD there was 8 drownings reported compared to last fiscal year of 4 drownings reported.</p> <p><u>Training and Community Service</u> 80 total hours of training</p> <p>In addition, the bureau attended district staff meetings, conducted KFD/OSB rescue craft training, and conducted USLA agility test make-up.</p>	

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	<p><u>Goals and Objectives</u> Chief Goble reported that some of the high priority goals he adopted as his personal goals came from the Strategic Plan. The Department has been making great strides but its not perfect yet, and they will continue to work to make the Department better for today and the future.</p> <p><u>Goal & Objectives No. 1 Define Standards of Response Coverage</u> Relative to the Utilization Study the Department was able to define the type of service they should be providing while addressing the needs of the state. The study also established what the expectations for the Department’s response crews are, how-to respond and properly handle risks that are present across the island and how to identify performance benchmarks. The Utilization Study is the foundation for all that.</p> <p><u>Goal & Objectives No. 2 Review, Revise, Develop Written Standard Operating Guidelines.</u> The purpose of this goal is to make sure the various documents are kept up to date and are applicable to what the Department is doing. The documents will be stored in a repository and will be accessible to everyone. Its 50 percent completed is currently being routed to the fire captains for review/input, and then out to the line for feedback.</p> <p><u>Goal & Objectives No. 3 Enhance Promotional Process and Career Development.</u> As reported earlier, the Department completed its promotional process and implemented some of the recommendations, as well adjust the process to better identify the right candidates for promotion with the organization. It’s an on-going process and they will continue to do improvements along the way, but they are pleased with where the process is at today. With nothing further to report, Chief Goble opened the floor up for questions.</p> <p>Mr. Pacheco asked Chief Goble how many applicants applied for the assistant chief position to which Chief Goble replied there was only one applicant who applied for the position which was disappointing because they either didn’t have the right folks or they didn’t have</p>	

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	<p>the right position or a combination of both, so they are looking to redefine the position, and then go out and recruit again and hopefully there will be more folks that are suited for the assistant chief role. With no further questions or comments, Chair Chahanovich thanked Chief Goble for his Monthly Reports, and then called for a motion to receive the Chief's Monthly Reports for November 2021.</p>	<p>Mr. Pacheco moved. Mr. Levinthol seconded. The motion carried 6:0 by voice vote.</p>
<p>PowerPoint Presentation on the Department's Utilization Study</p>	<p>Chief Goble submitted a Utilization Study that was conducted by Project Manager Bill Boyd of the Emergency Services Consulting International Company. The Study reflected Mr. Boyd's scope of work which was to perform an operational and utilization study for the Kauai Fire Department; assess deployment of responses resources; provide the Command staff with data and information to make future deployment decisions; and to examine operational aspects of staffing issues and work rules related to overtime usage.</p> <p><u>Questions and Answers</u></p> <p>Chair Chahanovich asked Chief Goble if he felt that the Utilization Study was fair and if the four (4) key short-term recommendations on discontinuing the use of the Air 1 hanger; conducting annual pump testing and aerial ladder testing; installing fire & life safety devices in each station; and ensuring all fire operations personnel are Confined Space Awareness trained were reasonable and if any of those recommendations caught him by surprise.</p> <p>Chief Goble replied that the Utilization Study really enlighten him; although there was one finding that he didn't recognize under the Technical Rescue Program Findings that states Confined Space Rescue not provided.</p> <p>Chair Chahanovich asked the Commissioners if they had any questions related to the Study for Chief Goble? Hearing none. She asked the Chief if he could provide input on what his plans are moving forward and if he could keep the Commission apprised on the progress made relative to the short/mid-term recommendations and any long-term planning.</p>	

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	<p>Chief Goble stated that he could put together another power point reflecting KFD’s progress, and then either provide the Commission with a monthly or quarterly update. Mr. Pacheco stated that he would like to receive quarterly updates on the Department’s progress. Chair Chahanovich agreed.</p> <p>On a separate note, Mr. Pacheco asked Chief Goble about the high-water rescue vehicle that allows rescuers to evacuate civilians’ areas that are partially underwater, or about to be underwater.</p> <p>Chief Goble explained that the rescue vehicle is specifically designed for that purpose unfortunately the procurement process fell apart because the company could not deliver the product in a timely or cost-effective way, so they ended up shipping the vehicle to Kauai which almost cost the same amount as the cost of the vehicle. He added that there was a lot of support for the vehicle especially during a big flood event and it will require special training to drive those vehicles which KFD would provide. It doesn’t require a special license; it comes with an automatic transmission.</p>	
<p>KFC 2021-09</p>	<p><u>Discussion and decision-making on adopting Fire Chief Goble Goals and Objectives for Fiscal Year July 1, 2021 – June 30, 2022.</u></p> <p>Chair Chahanovich called on Ms. Ching to address the item. Ms. Ching explained that there was a bit of a disconnect after coming off from working in KEMA. Mercedes needed to catch-up on their workload so she took her off the Fire Commission for a while so she could catch up on her workload. During that time, the Fire Commission had developed goals and objectives for Chief Goble’s input, but those goals and objectives were never adopted as previously thought. Therefore, because the goals and objectives are an important tool to help the Commission evaluate the Chief its important for the Commission to adopt those goals and objectives.</p>	

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	<p>Furthermore, to eliminate confusion when it comes to Chief Goble’s reporting monthly, she spoke with Chief Goble, and he agreed to stick with the previous format because it is less confusing and easier to understand. Chief Goble apologized for the added confusion and stated that moving forward he will be using the exact same format indicated by Ms. Ching.</p> <p>Ms. Ching pointed out that once the Commission adopts the goals and objectives Chief Goble cannot deviate unless the Commission makes a motion to amend. So, her question is, the Commission has a choice to adopt the goals and objectives as circulated today or have more discussion on amending the Chief’s goals and objectives at the next meeting.</p> <p>Chief Goble stated that he’s fine with the Commission adopting his goals and objectives as circulated if that is the will of the Commission.</p> <p>Chair Chahanovich stated that being that its almost halfway through the year, not to mention Chief Goble’s evaluation period coming up in July as along as he keeps the Commission updated on how goals she would like to keep moving forward with current goals. With no further discussion, Chahanovich called for a motion to adopt Chief Goble’s goals and objectives for fiscal year July 1, 2021 – June 30, 2022.</p>	<p>Ms. Kaauwai-Iwamoto moved. Mr. Pacheco seconded. The motion carried 6:0 by voice vote.</p>
<p>Adjournment</p>	<p>With no further business to conduct, Chair Chahanovich called for a motion to adjourn the meeting.</p>	<p>Mr. Pacheco moved to adjourn the meeting. Mr. Levinthol seconded. The motion carried 6:0 by voice vote. At 4:07 p.m. the meeting adjourned.</p>

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Chad Pacheco , Chair

Approved as circulated on January 18, 2022

Approved as amended. See minutes of _____ meeting.