

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	FIRE COMMISSION	Meeting Date:	June 21, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting: 2:02 p.m.	End of Meeting: 4:19 p.m.
Present	Chair Jennie Chahanovich. Vice Chair Michael Martinez. Commissioners: Linda Kaauwai-Iwamoto and Chad Pacheco. Deputy County Attorney Jenna Tatsey. Fire Department: Chief Steven Goble, Deputy Chief Michael Gibson and Secretary Sony Tamashiro. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Alfredo Garces, Commissioner Alfred Levinthol and Commissioner Thomas Nizo.		
Absent			

SUBJECT	DISCUSSION	ACTION
	Chair Chahanovich, Commissioner Kaauwai-Iwamoto, Commissioner Pacheco, Deputy County Attorney Tatsey, Fire Chief Goble, Deputy Chief Gibson, Secretary Tamashiro, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Vice Chair Martinez and Public Person [REDACTED] called into Microsoft Teams and entered the meeting by audio.	
Call To Order In Open Session /Roll Call	<p>Chair Chahanovich called the Open Session meeting to order at 2:02 p.m. and requested a roll call.</p> <p>Commission support clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Garces was excused.</p> <p>Commissioner Kaauwai-Iwamoto replied here.</p> <p>Commissioner Levinthol was excused.</p> <p>Commissioner Nizo was excused.</p> <p>Commissioner Pacheco replied present.</p> <p>Vice Chair Martinez replied present.</p> <p>Chair Chahanovich replied present.</p> <p>Deputy County Attorney Tatsey replied present.</p> <p>Fire Chief Goble replied present.</p> <p>Deputy Chief Gibson replied present.</p> <p>Secretary Tamashiro replied present.</p>	

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	Administrator Ching replied present. Commission Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Chair's Announcements	Next Scheduled Meeting: Monday, July 12, 2021 – 2:00 p.m., Teleconference by Microsoft Teams	
Public Comments and Testimony	Chair Chahanovich announced that anyone from the public could present a comment or testimony at this time. Hearing no response Chair Chahanovich moved to the next agenda item.	
Approval of Meeting Minutes	a) Open Session Minutes of May 3, 2021	Mr. Pacheco moved to approve the Open Session minutes of May 3, 2021, as circulated. Vice Chair Martinez seconded the motion. Motion carried 4:0.
Fire Chief Report To The Fire Commission	<p><u>April 2021.</u></p> <ul style="list-style-type: none"> a) Kaua'i Fire and Ocean Safety b) Administrative Bureau c) Fire Operations Bureau d) Fire Prevention Bureau e) Fire Training Bureau f) Ocean Safety Bureau <p>Fire Chief Steven Goble reviewed the April 2021 report with the Commission (on file) below are the highlights;</p> <p><i>Commissioner Kaauwai Iwamoto dropped off at 2:06 p.m.</i></p> <p><u>Internal Partnership:</u></p> <ul style="list-style-type: none"> • Cost saving measures taken throughout the year accumulated savings in the budget that allowed the department to compile a list of items the staff needed; such as, replacement of mattresses, ice machine, new shredder, repair work on protective clothing and other like items. 	

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	<ul style="list-style-type: none"> • Accumulated a large savings on payroll expenses that would not be expended but allowed to absorb back into the county’s general fund. <p><i>Commissioner Kaauwai Iwamoto logged back into the meeting at 2:09 p.m.</i></p> <ul style="list-style-type: none"> • Fiscal Year Budget 2022 was finalized and approved. • Began a consistent monthly or quarterly virtual teams meeting with staff on all work shifts to update and disperse departmental information. Meetings were well received and appreciated and the staff are now able to participate and have questions and concerns addressed on a regular basis. Once COVID-19 restrictions are lifted the next step would be to convert to in-person meetings at the fire stations and with the ocean safety crew at their sites. <p><u>External Partnership Updates:</u></p> <ul style="list-style-type: none"> • Met with the U.S. Coast Guard leadership team to discuss work needs and expectations on joint responses. They extended an invitation to the fire department to participate in a near shore rescue operations exercise plan scheduled in August. • The Hawai‘i Wildfire Coalition expects a drier than normal season and established mitigation measures to prevent brush fire. <p><u>COVID 19:</u></p> <ul style="list-style-type: none"> • The Hanalei landslide road closure continues and at minimum it could be completed in a couple of months. • Met with the Hanalei landslide construction superintendent and established an agreement to allow emergency vehicles priority passage. <p><u>Resource Updates:</u></p> <ul style="list-style-type: none"> • Established a list of eligible candidates that completed the fire fighter recruitment training. Delayed hiring anyone from the list because they were waiting for Safer Grant notification on any possible award. However, the stations are adequately 	

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	<p>staffed and able to safely and effectively respond.</p> <ul style="list-style-type: none"> • Hired three part-time Ocean Safety Officers that start a two week training on July 1 before being rotated out to all the life guard towers. • Waimea engine #7 would arrive in July and go through inspections before placing in service. • Nominated Jacob Minei for Employee of the Year. Mr. Minei operates the apparatus at Hanapēpē fire station #3. He took the lead in developing online educational resources for schools and public safety when he was in the prevention bureau last year. • Nominated Josh Linstead for Ocean Safety Officer of the year. Mr. Linstead is located on the north shore. He took on a temporary supervisory assignment and has demonstrated solid leadership skills during the pandemic and landslide shut down. <p><u>Administrative Bureau:</u></p> <ul style="list-style-type: none"> • Cut operating cost by 13%. • Payroll cost increased due to an arbitration award to the ocean safety group that included a retroactive pay settlement and other collective bargaining agreements. • Reduced overtime by 18%. This was attributed to scheduling training sessions during work hours that resulted in a 60% reduction in overtime. <p><i>Commissioner Kaauwai Iwamoto dropped off at 2:38 p.m.</i></p> <ul style="list-style-type: none"> • One 89-day contract hired to assist in the administration office. • Staff would report back to the fire department office on July 6. <p><i>Commissioner Kaauwai Iwamoto logged back into the meeting at 2:43 p.m.</i></p> <ul style="list-style-type: none"> • Three Lifeguard towers need repairs; <ul style="list-style-type: none"> ○ Deteriorating floors will be replaced with a manufacturers repair kit that costs \$10,000 for each kit. 	

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	<ul style="list-style-type: none"> ○ This would add 10 more years of use to the towers. ○ Nathan Woods contractor has pledged to donate funds to the Kaua‘i Lifeguard Association to purchase one repair kit. The county has allocated funds to repair the other two. ○ Gathering bids for purchase and installation of a PA (public address) system and solar panels. The PA system would be used to announce warnings to the public and the solar panels used to charge iPads and communication devices at the towers. ○ Two new jet skis purchased and placed in service on June 15. <p><u>Fire Operations Bureau:</u></p> <ul style="list-style-type: none"> ● Return of visitors have impacted calls which increased by 19%. <p><u>Fire Prevention Bureau:</u></p> <ul style="list-style-type: none"> ● Educating fire fighters on fire incidents as they happen, sharing findings on types of fires, causes, safety measures, prevention, response, mitigation and other important fire risk information. ● Leadership role in brush fire mitigation efforts, revisiting processes to broaden reach and improving ways to strengthen prevention efforts. ● Working on creating an online portal for the public to pay plan review fees. ● To mitigate brush fires in Anahola the department needed to address the cause which were the houseless occupants and took the initiative to partner with the state and local agencies for help. <p><u>Fire Training Bureau:</u></p> <ul style="list-style-type: none"> ● Information provided in this section would capture training plans and incorporate an annual training report. The outline and information provided may change and rearrange. ● The training plan provides a snap shot view of upcoming and accomplished training. ● The training statistics captures the completed task 	

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	<p><u>Ocean Safety Bureau:</u></p> <ul style="list-style-type: none"> • The mayor allocated disaster relief funds to be used for staffing the Kē‘ē beach lifeguard tower. The state has agreed to also assist with funding. <p>Vice Chair Martinez asked the following questions;</p> <ol style="list-style-type: none"> 1. Explain the accumulated savings in the budget. Chief Goble replied the savings were from holding back on hiring retirement vacancies and the state delay in billing for retirement contributions. He said next fiscal year will be worst once payment for retirement contributions are due. 2. Explain the houseless situation and why was the fire department involved. Chief Goble replied that fire station #8 were addressing several brush fires a week. They encountered abandoned vehicles, trash and houseless people in the area. The problem was not just clearing the brush but addressing the houseless. 3. Asked if fire department funds were used to address the houseless. Chief Goble said only state and local agency resources were used. 4. Asked if the surf program would return. Chief Goble said surf instructors use off-duty overtime to run the program. The Friends of the Kaua‘i Fire Department have partnered with a north shore surf group to accept donations to restart the surf program. <p>Commissioner Pacheco asked the following questions;</p> <ol style="list-style-type: none"> 1. Asked if the current recruitment list had an expiration date. Chief Goble replied they typically keep the list active for six months; however, they have the ability to extend for another six months. 2. Asked if there was another contingency plan to fund the new recruits. Chief Goble replied the county council allocated funds should they not be awarded the Safer Grant. 3. Asked if they communicated with the current recruitment list on what the plans were. Chief Goble replied he would follow-up and provide an update. 	

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	<p>With no further questions from the commission, Chair Chahanovich requested for a motion to accept the report.</p>	<p>Mr. Pacheco moved to accept the Fire Chief Report to the Fire Commission dated April 2021, as reported. Vice Chair Martinez seconded the motion. Motion carried 4:0.</p>
<p>Business</p>	<p><u>KFC 2021-01</u> <u>The Kaua‘i Fire Department’s Utilization Study</u></p> <ul style="list-style-type: none"> • Deputy Chief Gibson to share any updates • Discussion and possible decision-making on other related matters. <p>Deputy Chief Gibson shared the following updates;</p> <ul style="list-style-type: none"> • Consultant’s project managers completed a site visit in May and this would be their first ocean safety proposal. • Completed the following phases; <ul style="list-style-type: none"> ○ Phase I – Data Collection ○ Phase II – Evaluation of Current Condition ○ Phase III – System – Demand Projections • Currently working on Phase IV and Phase V <ul style="list-style-type: none"> ○ Phase IV – Proposed Strategies/Recommend ○ Phase V – Delivery & Presentation <p>Deputy Chief Gibson they should receive the proposed strategies/recommendations document by the end of June and the consultants may return for an in-person presentation or by Teams.</p> <p>With no questions from the commission, Chair Chahanovich moved to the next agenda item.</p>	
	<p><u>KFC 2021-08</u> <u>Discussion and decision-making on designating Fire Commission Member(s) to attend the Kaua‘i Fire Department Promotional Ceremony to be held on a date to-be-</u></p>	

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	<p><u>determined and held at a place to-be-determined.</u></p> <ul style="list-style-type: none"> a) Fire Chief Goble to present an overview b) Discussion and possible decision-making on other related matters. <p>Chief Goble said tradition is hugely valued and was pleased to announce they would recognize 30 staff to celebrate their achievements and promotions. Plans were finalized with the assistance from Kaua‘i Emergency Management Agency and it would take place at the Kaua‘i War Memorial Convention Hall on Wednesday, June 30 at 8:30 a.m. They have set limitations on invites but extended an invitation for the entire fire commission if that was possible. Invitees would need to present proof of vaccination card or a negative COVID-19 test within 24-hours of the event.</p> <p>Deputy County Attorney Jenna Tatsey said OIP (Office of Information Practices) Sunshine Law does not apply to social or ceremonial gatherings if board business was not discussed. DCA Tatsey said all board members could attend as long as no board business pending or likely to come before the commission, was discussed.</p> <p>Chair Chahanovich gave her regrets but encouraged the other board members to attend and nominated Vice Chair Martinez to speak on behalf of the fire commission at the event.</p>	<p>Mr. Pacheco moved to appoint Vice Chair Michael Martinez to speak on behalf of the Fire Commission at the Kaua‘i Fire Department Promotional Ceremony on Wednesday, June 30, 2021, 8:30 a.m. at the Kaua‘i War Memorial Convention Hall. Chair Chahanovich seconded the motion. Motion carried 4:0.</p>
<p>Executive Session</p>	<p>Administrator Ellen Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p>	

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	<p>Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b), 76-47 (e) the purpose of this Executive Session is to receive and approve Executive Session minutes, to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved; and to consult with the Commission's legal counsel on questions and issues pertaining to the Commission's and the County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item and take such appropriate action.</p>	<p>Mr. Pacheco moved to enter into Executive Session. Vice Chair Martinez seconded the motion. Motioned carried 4:0.</p> <p>The commission and staff, disconnected from open session at 3:34 p.m. and connected into executive session.</p>
<p>Return to Open Session</p>	<p>Chair Chahanovich, Commissioner Kaauwai-Iwamoto, Commissioner Pacheco, Deputy County Attorney Tatsey, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Vice Chair Martinez called into Microsoft Teams and entered the meeting by audio.</p>	
<p>Call To Order In Open Session /Roll Call</p>	<p>Chair Chahanovich called the Open Session meeting to order at 4:17 p.m. and requested a roll call.</p> <p>Commission support clerk Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Kaauwai-Iwamoto replied here.</p> <p>Commissioner Pacheco replied present.</p> <p>Vice Chair Martinez replied present.</p> <p>Chair Chahanovich replied present.</p> <p>Deputy County Attorney Tatsey replied present.</p>	

SUBJECT	DISCUSSION	ACTION
	Administrator Ching replied present. Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Ratify Actions	Ratify actions taken by the Fire Commission in executive session for agenda items: ES KFC 2021-06 and 2021-07.	Mr. Pacheco moved to ratify actions taken in Executive Session for ES KFC 2021-06 and 2021-07. Vice Chair Martinez seconded the motion. Motion carried 4:0.
Adjournment	With no further business to conduct, Chair Chahanovich called for a motion to adjourn the meeting.	Mr. Pacheco moved to adjourn the meeting. Vice Chair Martinez seconded the motion. Motion carried 4:0 Chair Chahanovich adjourned the meeting at 4:19 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jennie Chahanovich, Chair

(X) Approved as circulated. 07/12/21

() Approved with amendments. See minutes of _____ meeting.