

APPROVED

OPEN SESSION MEETING MINUTES

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| Board/Commission | Kauai Fire Commission | Meeting Date | November 22, 2022 | |
| Location | Boards and Commissions Conference Room Suite 300 4444 Rice Street Līhu'e, Hawai'i 96766 | Start of Meeting: 2:00 p.m. | End of Meeting: 2:48 p.m. | |
| Present | Chair Chad Pacheco; Vice Chair Jen Chahanovich; Commissioners: Linda Kaauwai-Iwamoto, and Rodney Yama. Also present were Board & Commissions Office Support Clerk Mercedes Omo; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey; Kauai Fire Department: Fire Chief Michael Gibson, Deputy Fire Chief Roger Mills; Fire Captain Bryan Doo, and Chief Gibson's Secretary Soncy Tamashiro. | | | |
| Excused | Commissioners Alfredo Garces Jr., Alfred Levinthol and Michael Martinez. | | | |
| Absent | | | | |

| SUBJECT | DISCUSSION | ACTION |
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| CALL TO ORDER/ ROLL CALL TO ASCERTAIN QUORUM | | The Fire Commission meeting was called to order at 2:00 p.m. by Chair Chad Pacheco. A quorum of four (4) Commissioners was present. |
| APPROVAL OF AGENDA | Chair Pacheco sought a motion to approve the November 22, 2022, meeting agenda. | There was a motion made by Vice Chair Chahanovich to approve the agenda. Commissioner Martinez seconded the motion. Hearing no objections, the agenda was approved. |
| CHAIR'S ANNOUNCEMENTS | Chair Pacheco announced the next Regular Monthly Fire Commission meeting will be on Tuesday, January 17, 2023 @ 2:00 p.m. Boards and Commissions Conference Room Suite 300. | |

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| PUBLIC TESTIMONY | Chair Pacheco open the floor for testimony. Being that there were no testifiers in the audience, Boards and Commissions Administrator Ellen Ching stated that she would not be calling for public testimony on any agenda items. | |
| APPROVAL OF MINUTES | Commissioner Yama requested that minutes be amended to reflect that he was excused from attending the October 18, 2022, meeting. Staff acknowledged Commissioner Yama’s request would make the necessary correction. Chair Pacheco sought a approve the Fire Commission’s October 18, 2022, regular open session meeting as amended. | There was a motion made by Vice Chair Chahanovich to approve the minutes of October 18, 2022, regular open session meeting as amended. Commissioner Yama seconded the motion. Hearing no objections, the minutes were approved. |
| CHIEF’S MONTHLY BUREAU REPORTS/ PERTINENT UPDATES | Chair Pacheco called on Fire Chief Michael Gibson to address his Monthly Reports. Fire Chief Gibson acknowledged the Commissioners, then referred Monthly Reports for October 2022. He highlighted the promotion of Firefighter I Raymond Veeck to Firefighter II, the completion of interviews for FFII & FFIII, the purchase of a new inflatable for Fire Prevention Week, the Department’s partnership with the westside private sector on controlled burns, and KFD application for a community wildlife defense grant. Turning his attention to the covid statistics, Chief Gibson reported that there was a slight dip in the amount of new covid cases reported in November. The maintenance for Air1 turbine engine is expected to occur in Jan/Feb 2023; KFD has put in a request to council to purchase a new fire engine to replace the older engine, the estimated time of delivery for the new engine is sometime in November 2024. Lastly an environmental assessment review for the new Air1 helicopter hanger is pending. | |

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| | <p><u>Administrative Bureau</u> A lot of budget stuff going on in the month of October as well next month as the Department prepare for next fiscal year’s budget. Budget narratives and exceptions requests are being prepped. Meetings with the mayor and the managing director will be both centered around next year’s budget package. Meetings have been scheduled with the mayor in regard to the Department’s CIP projects.</p> <p><u>Fire Operations Bureau</u> The bureau responded to 610 calls for service in the month of October. Some of the highlights include two (2) intentional set brush fires at secret beach, four rescues on the northside of the island at the Kalalau Trail that involved Air1, and one water rescue incident occurred at “acid drop channel” there were two (2) body boarders without fins – roving patrol assisted by bringing the two (2) individuals to shore.</p> <p><u>Fire Prevention Bureau</u> There were multiple meetings with large hotels to discuss the reduction of fire alarm activations and response. Other key meetings included meeting with Kauai Economic Development Ag Planning Committee, fire prevention week meetings, and multiple appearances by Sparky to the various fire stations as well as various community events. Items that are still under development are revising the fire safety trailer program for school outreach and the Fire Department’s website updates to ensure all of the pertinent information is readily available.</p> <p><u>Fire Training Bureau</u> The bureau is still staying busy with the 3rd Quarter Keystone Training which involves ropes and knots, equipment ties, and entanglement escape. The trainings also included refresher opportunities for HazMat technician training, and FSG/RIT classroom training that was held at the UPW building in Līhu‘e. EMS (Emergency Medical Response Team) participated in an online vector solution training course.</p> | |

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| | <p><u>Ocean Safety Bureau</u> Ocean safety personnel is staying active in the various beach locations. The proposal to increase the lifeguards hours is still pending. In the month of October there were a total of 18 rescues conducted, 16,965 preventive actions, 777 first aid, 9,082 contact with the public. Roving patrol conducted 6 water rescues, and there was a report of a missing swimmer. Other OSB activities include a community haunted hale, the rescue craft operator annual agility refresher course, and all personnel participated in the workday system drill.</p> <p><u>Goal #1 – Develop a standard response.</u> As reported last month, a vendor for develop a community risk dashboard has been identified. Majority of the objectives have been completed. Still pending is to incorporate the risk identification to standard deployment methods related to the Keystone training on water rescue.</p> <p>Commissioner Yama commented that those type of trainings are very important for the Fire Department to sustain and build the organization’s capacity to deliver knowledge and skills to staff, and to service the community.</p> <p><u>Goal #2 – Develop a policy management process.</u> As reported last month, majority of the objectives have been completed. The policy has been submitted or will be submitted to the Hawai’i Firefighters Association for review and consultation.</p> <p><u>Goal #3 – Identify career development pathway.</u> The goal and objectives have been completed. The Department’s budget wish in the fiscal year is to implement a leadership and development program.</p> | |

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| | <p>Chair Pacheco thanked Fire Chief for his Monthly Reports, then sought a motion to receive the Chief Monthly Bureau Reports.</p> | <p>There was a motion made by Vice Chair Chahanovich to receive Fire Chief Gibson’s Monthly Bureau Reports. Commissioner Iwamoto seconded the motion. Hearing no objections, the motion carried 4:0.</p> |
| <p>KFC 2022-5</p> | <p><u>Discussion and decision-making on conducting a six-month performance evaluation on Fire Chief Michael Gibson for the period of June 2022 to December 31, 2022.</u></p> <ul style="list-style-type: none"> • Due to technical difficulties the discussion on conducting a six-month performance evaluation could not be heard, by referring notes the motion to conduct a evaluation on Fire Chief Gibson carried 4:0. Staff was instructed to email the evaluation form to each Commissioner to complete. | <p>Vice Chair Chahanovich moved to conduct a six-month performance evaluation on Fire Chief Gibson for the period of June 2022 to December 31, 2022. Commissioner Iwamoto seconded the motion. Hearing no objections, the motion carried 4:0.</p> |
| <p>ADJOURNMENT</p> | <p>There being no further business to conduct, Chair Pacheco sought a motion to adjourn the meeting.</p> | <p>There was a motion made by Commissioner Yama to adjourn the meeting. Vice Chair Chahanovich seconded the motion. At 2:48 p.m. the meeting was adjourned.</p> |

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Jen Chahanovich, Chair-elect

Approved as circulated on January 17, 2023

Approved as amended, see the minutes of _____ meeting.