

Approved

**COUNTY OF KAUAI
MINUTES
OPEN SESSION MEETING**

Board/Commission	Kauai Fire Commission	Meeting Date	February 15, 2022
Location	Microsoft Teams Teleconference Meeting	Start of Meeting: 2:00 p.m.	3:14 p.m.
Present	Chair Chad Pacheco; Vice Chair Jen Chahanovich; Commissioners: Alfredo Garces Jr., Alfredo Levinthol, Linda Kaauwai-Iwamoto, and Rodney Yama. Also present: 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 Steve Goble and Chief's Secretary Soncy Tamashiro. Councilmember Felica Cowden; Garden Island Newspaper Reporter Guthrie Scrimgeour.		
Excused	Commissioner Michael Martinez		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order		
Roll Call to ascertain quorum		Chair Pacheco asked staff to do a roll call of the Commissioners to ascertain quorum and to note for the record the numbers of staff and Department Heads who are in attendance. A roll call ensued with all seven (7) Commissioners present voicing that they were present and alone to conduct business.
Approval of Agenda		Chair Pacheco called for a motion to approve the agenda as circulated. Mr. Garces moved to approve the Fire Commission February 15, 2022, Meeting Notice and Agenda as circulated. Ms. Kaauwai-Iwamoto seconded. A voice vote ensued with all six (6) Commissioners present voting in favor of the motion.

SUBJECT	DISCUSSION	ACTION
Chair's Announcements	Chair Pacheco announced the next scheduled teleconference open session meeting is 2 p.m. Tuesday, March 15, 2022.	
Public Testimony	Chair Pacheco asked staff if there were any registered members of the public online who wished to testify on any of the items listed on agenda. Ms. Omo replied that Councilmember Felicia Cowden wanted to testify on data reflected in Fire Chief Goble's Monthly Reports. Chair Pacheco asked Councilmember Cowden if she was okay for him to take her testimony after Fire Chief Goble Monthly Reports to which Councilmember Cowden replied that's fine. With no further discussion, Chair Pacheco moved on to the approval of the meeting minutes.	
Approval of Minutes	<u>Draft minutes of the Commission's January 18, 2022, Meeting.</u>	Chair Pacheco called for a motion to approve or amend the minutes of January 18, 2022, meeting. Vice Chair Chahanovich moved to approve the meeting minutes as circulated. Ms. Kaauwai-Iwamoto seconded. A voice vote ensued with all six (6) Commissioners present voting in favor of the motion. At 3:14 p.m. the meeting was adjourned.
Chief's Monthly Reports	<p>Fire Chief Goble gave an overview of the data reflected in his Monthly Reports highlighting:</p> <ol style="list-style-type: none"> 1) The Department's on-going efforts to assist the Waimea community with the rockslide that happened in January 2022. 2) Rescue of three (3) local teenagers at Queen's bath who was swept from the rocks; ocean safety, jet ski personnel were deployed but their efforts to reach the teenagers was unsuccessful due to the tide being low and the building of surf conditions. Air One was deployed and was able to rescue the teenagers. 	

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	<p>3) In another incident a gentlemen had to be rescued by ocean safety personnel from the rocks at Queen’s bath.</p> <p>3) Fire crews responded to three (3) residential fires one in Hanalei, one in Līhu‘e and one in Wailua. All three (3) fires caused significant damages to the homes, no injuries reported apart from firefighters receiving minor injuries. The fire that started around 1 a.m. on Weke Road in Hanalei fire consumed two neighboring homes along Weke Road. One of the issues the fire crews faced include low water flow in the fire hydrant nearest the fire as well as other hydrants on Weke Road. The mayor’s office and the Department of Water are working on potential solutions to address the issues. In addition, KFD is assessing the rest of the island to make sure that they know where those type of issues lie so they can prioritize resources to address the problem.</p> <p>4) KFD’s initial budgetary presentation to the Administration’s budget team and donations of a Lucas device and solar power.</p> <p>5) Generous residents donated to KFD Lucas chest compression devices valued at \$5000.00 for CPR use.</p> <p>6) One solar power unit was donation by Nathan Wood Contractors through the Lifeguard Association.</p> <p>7) KFD has partnered with the Department of Water to discuss fire protection systems; Partnerships with the Kauai Police Department Communications Team; OS training with KPD & PMRF, Firefighters grant for health and wellness; and CDBG was received to replace Truck 5.</p> <p>8) Covid has impacted staffing in both fire and ocean safety – surge is losing momentum.</p>	

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	<p>9) Recruitment Class 31 is in progress, firefighter trainee transfer date on March 16, 2022, proposal for an administrative battalion chief to support risk management; a decision to terminate was upheld; seasonal staff to support extended hours has approved; outboard motors are being procured; requisition to replaced Truck 6 is being processed; improvement to KFD’s training and helicopter hanger facility is moving forward.</p> <ul style="list-style-type: none"> • Budget is on track. YTD expenses \$16,765,777.88 (47%); YTD cost for overtime \$1,316,691.54 (cost variance -3.02%) compared to YTD FY 20/21 of \$1,357,761.73. • Fire operations – YTD calls for service 603 compared to last year to date of 458. Other highlights include response to a stabbing, patient treated and packaged for transport by ambulance; and assisted KPD for a body recovery at Waipo`o falls, • Fire prevention – YTD calls for service 3665 compared to last year-to-date of 1358 – a variance of 170%. FPB staff met with Hawai‘i Wildfire representatives; met with NIC Hawai‘i for automation invoicing capabilities; met with IT for land information management records integration. • Fire training – recruit training is continuing. There was a total of 790 hours of training in January 2022. Training included crews executing task performances that are part of the Department’s 2022 Training plan. • Ocean safety – staff met with the Tsunami Advisory Board to discuss tidal surges and strong currents, assisted KPD recruits on water safety awareness, open recruitment for 1 ocean safety officer position, several towers had to close due to staffing shortage. Lifeguard completed 10 rescues, 8,152 preventive actions, and provided 217 beachgoers with first aid. Roving patrol completed 2 rescues, jet ski completed 1 rescue and 98 preventive actions and aided 13 beachgoers. No training hours. • Goals and Objectives 	

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	<p>Goal #1 – Develop standard of response coverage for County of Kauai Fire Department. Objectives: G1A. Complete a community risk assessment is on track. G1B. Complete a resource utilization study is completed. G1C. Develop response/deployment plan to address identified risks. On track.</p> <p>Goal #2 – Develop a policy management process for the Kauai Fire Department. Objectives: G2A. Identify & create a working group to review, revise and implement policies and procedures is on track. G2B. Identify any KFD policies that should be revised and address the gaps in the Department existing polices is on track. G2C. Institutionalize polices & procedures through communication of performance expectations, and promotional processes. Implement revise and/or new polices as deemed necessary to include a communication action plan is completed.</p> <p>Goal #3 – Identify career development pathway for the Kauai Fire Department. Objectives: G3A. Work with HR Department, staff, and labor groups to refine promotional processes to aid in career growth pathways. Completed. G3B. Work with HR, staff, and labor groups to develop a career path plan to aid in career development for KFD personnel is on track.</p> <p>Chair Pacheco thanked Chief Goble for his presenting his reports, and then called on Councilmember Felicia Cowden to testify.</p>	

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	<p>Councilmember Cowden stated that as Chair of the public safety committee she felt it was important to inform the Commission about circumstances surrounding the fire on Weke Road in Hanalei. She stated that the fire revealed a lack of water capacity in the hydrants on Weke Road and that it was her understanding that the mayor's administration and the Department of Water are working together to find solutions to resolve the problem. She shared that in the 1960's a fire consumed the Masada's home in Hanalei and the fire crews at that time experienced the same problem.</p> <p>In reviewing the data reflected in the Operational Utilization Study it identified coverage gaps, but the study missed one striking problem not just on Weke Road but in other areas as well. As a recommendation she would the Administration or the Fire Commission to talk to the consultant to who did the study to perhaps invite him to come back to Kauai to do an analysis to locate the standpipes that do not have sufficient water capacity. She shared that she spoke with various homeowners on Weke Road, and they expressed concerns about their inability to pay for fire insurance and how the county is going to resolve the issue going forward. She added that the problem not only affects the homeowners it also affects the county's firefighters as well, so she is offering her assistance where she had conversations with people who with deep pockets who are willing to help cover some of the costs to do an analysis, but that conversation will need to happen with the Administration to move things forward not to mention that the likely hood of it being a lawsuit is possible. She ended by thanking the Commission for the opportunity to share her concerns.</p> <p>Chair Pacheco thanked Councilmember Cowden for her testimony. He asked the Commissioners if they had anything they would like to say.</p>	

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	<p>Mr. Levinthol thanked Councilmember Cowden for taking the time to come before the Commission to provide testimony. He suggested that she should bring the issue to the Department of Water because they are ones who could probably steer her in a better direction than the Commission is able to do.</p> <p>With no further comments, Chair Pacheco called for a motion to receive Fire Chief Goble’s Monthly Reports for the record.</p> <p>Before moving on to item KFC 2022-2, Chair Pacheco took the opportunity to commend the crew of station one who’s two trucks broke down and was bit of a challenge for them. He stated that the crew took everything in stride and went above and beyond to transfer all the materials from one truck to the replacement truck which had sirens, but no lights and the crew from station one took the initiative to try to figure things out so they could get to their destination safely. Chair Pacheco shared that he received calls from members of the public who witnessed the incident as it was progressing, and they were very impressed at how well the crew handled the situation.</p> <p>Fire Chief Goble thanked Chair Pacheco for taking the time to recognize his crew for their good work.</p>	<p>Vice Chair Chahanovich moved. Ms. Kaauwai-Iwamoto seconded. The motion carried 6:0.</p>
<p>Business KFC 2022-2</p>	<p><u>Discussion and decision-making on Fire Chief Steven Goble’s goals and objectives for the period of July 1, 2022, to June 30, 2023.</u></p> <p>Chair Pacheco mentioned that each Commissioner should have receive a copy of Fire Chief Goble’s goals and objectives in the meeting packet for review.</p> <p>Ms. Ching stated that the Commission could defer the matter which would give the Commissioners more time to review and consider the Chief goals and objectives or the Chair could entertain a motion to approve the goals and objectives that was submitted by Fire Chief Goble.</p>	

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	<p>Chair Pacheco asked the Commissioners what they would do with the Chief's goals and objectives.</p> <p>Ms. Ching suggested that the Commission have Fire Chief Goble go through each goal to provide content and a brief explanation. Chair Pacheco stated that being that Commissioner Yama is new to the Commission he thinks it's a good idea. He called on Fire Chief Goble to address the Commission.</p> <ul style="list-style-type: none"> • Goal #1 Implement Response Performance Standards for High Priority Calls for Service. The purpose is to build on standards and response coverage and incorporate those performance standards, monitor it, and manage it in a way that helps the Department to improve service. • Goal #2 – Implement a Consistent Process for Employee Recognition. The purpose of the goal is to formalize the process on recognizing the firefighter of the month and ocean safety officer of the month. • Goals #3 – Develop a Capital Asset Management Plan. The purpose of the goal is to anticipate/assess what the Department's future needs are and come up with a comprehensive plan using the data and develop a capital management asset plan to address each facility, scheduled maintenance, a replacement plan for apparatus, vehicles rescue equipment, refrigerators, and floorcovering. <p>Fire Chief Goble stated that he would be happy to entertain any ideas or priorities the Commission would like for him to incorporate in his goals or replace some of the goals reflected in his report.</p> <p>Vice Chair Chahanovich stated that the Chief's goals are fair and relevant and although she likes all his goals, she liked Goal #2 because it recognizes the employees, and it enables feedback they deserve. Goal #3 is also important because planning and tracking what the Department needs to replace; having a plan would be beneficial.</p>	

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	<p>Mr. Garces stated that he really liked Goal 2 because it will provide a process on recognizing KFD employees and it will build moral and will help the employee to grow to the next level. Regarding Goal 3, As a person who works in the hotel industry, he deals with capital improvements all the time so establishing a system for assessing capital assets and then appropriately plan and budget for any capital maintenance and replacements needs will be a great tool for the Department to have.</p> <p>Mr. Levinthol stated that although he liked all the goals, the one goal that he liked is the recognition goal because it addresses the firefighters who go beyond the call of duty, and they should be celebrated.</p> <p>Ms. Kaauwai-Iwamoto asked Fire Chief Goble if the Department had sent a letter to the employees who did the rescues at Queen’s bath. The reason she asked was because she thinks it would be nice for the Commission to piggyback by sending a separate letter to all those involved in the rescues. Fire Chief Goble stated that he liked her idea and would look at incorporating that into the plan.</p> <p>Mr. Yama stated that like his other Commissioners, he supports all the goals, especially Goal 2 in the sense that sometimes people are overly focused on the mission and forget the human side of things in terms of a person (s) actions and what they had to do to accomplish the task. In addition, he likes the external recognition being a priority especially because it recognizes public donations.</p> <p>Chair Pacheco stated that like his fellow Commissioners he liked all the goals but would like to see a goal that addresses overtime and how the Department manages its overtime. He asked Chief Goble if he could something in writing that address that to which Chief Goble replied sure.</p>	

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	<p>With no further comments or questions, Chair Pacheco called for a motion to defer item KFC 2022-2 for continued discussion at the next Commission meeting.</p> <p>After the vote, Fire Chief Goble pointed out that because all the goals align with pieces of the Department’s strategic plan, he would call out each specific goal according to a particular strategic plan and whatever the objective is he will align it so the Commission can see the direct connection instead of having it sit out on its own.</p> <p>Chair Pacheco agreed stating that it would make it easier for the Commission to decipher what was transferred over because there are things in his goals and objectives that are in line with certain areas of the strategic plan. With no Executive Session items to address, Chair Pacheco called for a motion to adjourn the meeting.</p>	<p>Ms. Kaauwai-Iwamoto moved. Mr. Yama seconded. The motion carried 6:0.</p>
Adjournment		<p>Chair Pacheco called for a motion to adjourn the meeting. Ms. Kaauwai-Iwamoto moved. Mr. Levinthol seconded. A voice vote ensued with all six (6) Commissioners present voting in favor of the motion. At 3:14 p.m. the meeting was adjourned.</p>

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Chad Pacheco , Chair

- (x) Approved as circulated on March 15, 2022
- () Approved as amended. See minutes of _____ meeting.