



FIRE COMMISSION

CHAD PACHECO, CHAIR
JEN CHAHANOVICH, VICE CHAIR

ALFREDO GARCES JR., COMMISSIONER
LINDA IWAMOTO, COMMISSIONER
ALFRED LEVINTHOL, COMMISSIONER
MICHAEL MARTINEZ, COMMISSIONER
RODNEY YAMA, COMMISSIONER

RECEIVED

Meetings of the Fire Commission will be conducted as follows:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of meetings will be completed pursuant to HRS Chapter 92 and posted to the Fire Commission's website upon completion and approval.

Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
 - Written testimony indicating your 1) name, and if applicable, you position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address), may be submitted to mromo@kauai.gov or mailed to the Fire Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Fire Commission at least 24 hours prior to the meeting will be distributed to all Fire Commissioners prior to the meeting.
 - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Fire Commission during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the to the members after the meeting is concluded.
- **Oral testimony** will be accepted for any agenda item herein.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing mromo@kauai.gov or calling (808) 241-4920. Any request to register shall include your 1) name, and if applicable, your position/title and organization you are representing, and 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
 - Per the Fire Commission Policy on oral testimony, there is a three-minute time limit per testifier per agenda item.
 - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speakers.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH-SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ASEGRETI@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST. UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

REGULAR MONTHLY FIRE COMMISSION MEETING NOTICE AND AGENDA

Tuesday, November 22, 2022

2:00 p.m. or shortly thereafter

Boards and Commissions Conference Room

Piikoi Building, 4444 Rice Street, Suite 300, Līhu'e, Hawai'i 96766

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CHAIR'S ANNOUNCEMENT

Next Regularly Monthly Meeting: 2:00 p.m., Tuesday, December 20, 2022,
Boards and Commissions Conference Room.

PUBLIC TESTIMONY ON ANY AGENDA ITEMS

Oral testimony will be taken at any time during the meeting

APPROVAL OF MINUTES

October 18, 2022, Regular Open Session Meeting

CHIEF'S MONTHLY BUREAU REPORTS AND PERTINENT UPDATES

- 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 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 Gibson's progress on the Goals and Objectives for FY 2021-2022

BUSINESS:

KFC 2022-5:

Discussion and decision-making on conducting a six-month performance evaluation on Fire Chief Michael Gibson for the period of June 16, 2022 to December 2022.

EXECUTIVE SESSION (CLOSED TO PUBLIC)

Pursuant to Hawai'i Revised Statutes, ("H.R.S.") §92-7(a), the Commission may, when deemed necessary, hold an Executive Session on any agenda item without written public notice if the Executive Session was not anticipated in advance. Any such Executive Session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

ADJOURNMENT

cc: Deputy County Attorney Jenna Tatsey
Fire Chief Michael Gibson



BOARDS AND COMMISSIONS

Government / Boards And Commissions

Event Detail

<< All Events

Fire Commission Meeting

Tuesday, November 22, 2022 @ 2:00 PM - 3:30 PM

This notice is to satisfy the notice requirement of Hawaii Revised Statutes (HRS) Section 92-7.

Click on the link below for a pdf copy of the posted agenda

[2022.11.22 FC Agenda](#)

When & Where

Date / Time

Tuesday, November 22, 2022 @ 2:00 PM - 3:30 PM
Hawaiian Standard Time

Venue

[Lihue Civic Center - Boards & Commissions
Conference Room](#)
4444 Rice St, Lihue, HI 96766, USA

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FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month: October 2022

Submitted by
Office of the Fire Chief



KAUAI FIRE AND OCEAN SAFETY

VISION KAUAI FIRE DEPARTMENT CREATES A SAFER COMMUNITY BY CONTINUALLY STRIVING FOR EXCELLENCE IN PREVENTION & EMERGENCY RESPONSE

MISSION TO PRESERVE AND PROTECT LIFE, PROPERTY, AND THE ENVIRONMENT OF KAUAI COUNTY FROM ALL HAZARDS AND EMERGENCIES

STRATEGIC PRIORITIES: SERVICE DELIVERY PROFESSIONAL STANDARDS TRAINING/CAREER DEVELOPMENT

Fire and Ocean Safety	Partnerships	COVID 19
<ul style="list-style-type: none"> • Battalion Chief Recruitment - Transfer • New OSB Recruits completing training • Promoted new Captain, FFIII & FFII • Completed FFII & FFIII Interviews • "Workday" – platform progressing • Fire Prevention Week – schools & stations visitations. Purchasing new inflatable prop 	<ul style="list-style-type: none"> • AFG Grant - 2nd Pumper • Submitting application - Community Wildlife Defense Grant • Controlled burns with private sector • Cooperative Purchasing Agreements 	<ul style="list-style-type: none"> • Nov 9: • New Cases: 7-day average = 7 • Test positivity Kaua'i = 7.4% (down from 12.6%) • Numbers do not reflect home tests • Minimal impact to KFD staffing for both Fire and Ocean Safety responders

RESOURCE UPDATE

- | | |
|--|--|
| <ul style="list-style-type: none"> • 2nd Fire Engine request – ETA: November 2024 • Air1 Turbine: turbine maintenance expected Jan/Feb 2023 • IFB submitted for Kōloa Fire Station Roof (AC Kanoho) • Wainiha Resiliency Center Truck in service at Station 1 • Landing Craft Sea trials completed, pending shipping to NAW | <ul style="list-style-type: none"> • Truck 6 replacement on order - ETA July 2023 • Helicopter Hangar Meeting: Architect & DOTA LIH, pending Environmental Assessment review • Lihue Fire Station - Covered Reserve Apparatus Storage • Highwater Vehicle – HCE Compliant vendor |
|--|--|

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT

Description	Budget	YTD Expenses	Expended	FY 20-21	Variance
Payroll Admin	\$ 2,237,206.00	\$ 468,192.68	21%	\$ 642,888.76	-27.17%
Payroll Fire Ops	\$ 23,474,356.00	\$ 5,653,013.68	24%	\$ 5,112,932.14	10.56%
Payroll Prevention	\$ 1,047,932.00	\$ 220,654.42	21%	\$ 210,404.30	4.87%
Payroll Training	\$ 1,148,262.00	\$ 235,202.97	20%	\$ 169,907.44	38.43%
Payroll OSB	\$ 5,798,976.00	\$ 1,350,014.40	23%	\$ 1,420,530.70	-4.96%
PAYROLL SUBTOTAL	\$ 33,706,732.00	\$ 7,927,078.15	24%	\$ 7,556,663.34	4.90%
Operating Admin	\$ 240,929.00	\$ 121,070.29	50%	\$ 27,688.81	337.25%
Operating Fire Ops	\$ 2,535,044.00	\$ 1,250,901.98	49%	\$ 1,259,756.24	-0.70%
Operating Prevention	\$ 40,793.00	\$ 2,286.23	6%	\$ -	#DIV/0
Operating Training	\$ 166,818.00	\$ 45,771.74	27%	\$ 42,960.74	6.54%
Operating OSB	\$ 261,243.00	\$ 22,389.67	9%	\$ 21,218.17	5.52%
OPERATING SUBTOTAL	\$ 3,244,827.00	\$ 1,442,419.91	44%	\$ 1,351,623.96	6.72%
GRAND TOTAL	\$ 36,951,559.00	\$ 9,369,498.06	25%	\$ 8,908,287.30	5.18%

OVERTIME REPORT

OVERTIME TYPE	Monthly Cost	YTD Cost	FY20-21 YTD Cost	Cost % Variance
Regular	\$ 104,365.05	\$ 317,137.28	\$ 302,307.86	4.91%
Rank for Rank	\$ 90,455.63	\$ 275,611.53	\$ 276,150.61	-0.20%
Scheduled	\$ 25,465.63	\$ 76,440.27	\$ 70,706.10	8.11%
Training	\$ 33,530.71	\$ 62,051.89	\$ 28,791.68	115.52%
TOTAL	\$ 253,817.02	\$ 731,240.97	\$ 677,956.25	7.86%

STAFFING

Description	Vacancies	Total Authorized	NOTES
Administration	1	13	Admin BC (HR Recruitment)
Operations	6	132	6 FFT
Prevention	0	4	Fire Inspector II removed
Training	0	3	
Ocean Safety FT	0	54	
Ocean Safety ST	0	6	Hired 2 Dec 1 st
TOTAL	7	212	

FACILITIES

Description	Exceptions
Fire Stations	Station 2 – new generator
Administration	New carpeting
Training	Architect meeting; break ground – 9 months
Air Operations	Meetings: DOTA LIH & Architect, new site
Towers	Floors at Hanalei Pavilion, Salt Pond, Hā'ena
Utility	Hanalei Base Yard construction progressing

FLEET UPDATE

Description	NOTES
Engines	All Mission Capable (3 extensive maintenance)
Trucks	All Mission Capable
Watercraft	All Mission Capable (Zodiac will need motors)
Staff	All Capable – Fleet is aged, ready for replacement

FIRE OPERATIONS BUREAU

FIRE OPERATIONS CALLS FOR SERVICE

Description	2022 Oct	2021 Oct	Variance	Current YTD Total	FY 20-21 YTD Total	Variance
Brush Fire	21	23	-8.70%	271	232	16.81%
Crop Fire	0	1	-100.00%	8	13	-38.46%
EMS	410	387	5.94%	3,993	3,472	15.01%
Extrication Rescue	3	1	200.00%	15	14	7.14%
False Call	18	15	20.00%	128	146	-12.33%
Good Intent	75	55	36.36%	767	568	35.04%
Hazardous Condition	4	4	0.00%	40	22	81.82%
Rescue/EMS Standby	2	4	-50.00%	48	40	20.00%
Ruptures/Explosion	0	0	0.00%	1	0	100.00%
Search for Lost Person	16	8	100.00%	105	56	87.50%
Service Call	41	33	24.24%	401	344	16.57%
Severe Weather	0	0	0.00%	0	8	-100.00%
Structure Fire	4	6	-33.33%	66	52	26.92%
Type Not Specified	6	0	100.00%	8	0	100.00%
Vehicle Fire	5	9	-44.44%	57	60	-5.00%
Water Rescue	4	4	0.00%	50	38	31.58%
TOTAL	610	550	10.91%	5,959	5,065	17.65%

OPERATIONS HIGHLIGHTS

Fires:

- Incident #'s 5719, 5744, 5759 Brush Fires at Secret Beach, All intentional with multiple starts
- Incident #5872: Wailua House lots, Fire Contained to Lāna'i area – E2 T2 arrived cancelled remainder of response – Passerby, good Samaritan saw smoke and extinguished fire
- Incident #6001: Kalapaki Joe's Līhu'e – Grill/grease fire – controlled after manual activation of extinguishment system
- Incident #6011: Anahola – E8 T8 T2, Brush and multiple abandoned vehicles
- Incident #6023: Kalāheo Bypass Road – E5 T5 E6 T6 BC

Rescues - Trail

- Incident #5921: Kalalau Beach, 30 F injured ankle, Rescue 3 via Air1 transported to Princeville; E1 T1 assisted patient
- Incident #5983: Kalalau Beach LZ, 2 Patients, 1 F Back Pain, 1 F Heat Exhaust – Rescue 3 via Air1 transported to Princeville LZ, E1 T1 transferred patient to Medic-22
- Incident #5858: Kalalau Trail – 36 y/o M stated feeling too weak to hike – Rescue 3 Air1 to Princeville, patient exited Air1 and declined further assistance
- Incident #5881: Kalalau Beach; 30 y/o M eye injury, Rescue 3 Air1 patient to Princeville to Station 1 Crew, patient exited helicopter and declined further assistance

Rescues - Water

- Incident #6005: Acid Drop Channel, 2 Body Boarders no Fins, L4 T4, OSB Rove assisted onto shore – Medic-24 transport refused

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS						
Description	Month Total	FY21-22 Month	% Variance	Current YTD	FY20-21	% Variance
					YTD	
Fire Investigation	3	1	200%	14	9	56%
ADU Permit Applications	14	11	27%	38	21	81%
Bldg Permit Plan Review	153	162	-6%	536	401	34%
Planning Dept Review	2	35	-94%	8	45	-82%
Cert. of Occupancy Inspection	1	106	-99%	7	254	-97%
Business Occupancy Inspection	1	29	-97%	106	54	96%
Witness Acceptance Tests	1	19	-95%	10	34	-71%
Fire Extinguisher Training	0	0	0%	2	4	-50%
Fire Safety Presentation	7	3	133%	27	3	800%
Telephone/Email Inquiries	366	666	-45%	1372	1140	20%
Complaint Investigations	2	1	100%	10	4	150%
Sparky Presentation	5	0	0%	7	0	0%
Fireworks Displays & Inspections	0	1	-100%	12	1	1100%
TOTAL	555	1034	-46%	2149	1970	9%

To increase FPB efficiency staff evaluated and improved processes for:

- Volunteer program started with first community service worker
- Underground tank permits with web-based data and GIS records

To enhance skills and knowledge Inspectors to courses on:

- Fireground Survival and Communication
- Adobe Creative Suite iPad apps for Social Media

Items of interest under development:

- Revising Fire Safety Trailer Program for school outreach
- County website updates for more information readily available

Key Meetings:

- Fire Prevention Week planning, advertising, and distribution of Fire Safety Guides
- Multiple meetings with large hotels to reduce Fire Alarm activation and response
- Multiple Sparky appearances, station visitations, and community events
- Kaua'i Economic Development Ag Planning Committee

FIRE TRAINING BUREAU

2022 TRAINING PLAN Q3

Keystone Objective	<ul style="list-style-type: none"> Rope Rescue Keystone in November
Task Performances	<ul style="list-style-type: none"> Ropes and Knots Equipment Ties Entanglement Escape
Refresher/Opportunity	<ul style="list-style-type: none"> HazMat Technician FGS/RIT School at UPW Building
EMS Training	<ul style="list-style-type: none"> Vector Solutions

- **Door Prop World Tour Continues**
- **Fireground Survival and RIT Rescue Drills**
- **HazMat Technician, KFD Hosted**

TRAINING STATISTICS

Description	October Hours	Current Year-to-Date Total
Task Performances	108	667
Refresher / Opportunity	1537	5737
Total Training Plan Hours	1820	8822
Additional Hours	447	4486
TOTAL	2267	13378

Total Plan Hours: Includes crews executing Task Performances, keystones, or Training that is part of the 2022 Training Plan but not assigned in Q3.

Additional Hours: Crews are training on firefighting disciplines above and beyond the Training Plan.

OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	October Total	FY 20-21 Month Total	% Variance	Current YTD Total	FY 20-21 YTD TOTAL	% Variance
Rescue	18	8	3754%	101	51	63%
Assist	0	0	0%	0	0	0%
Preventive Actions	16,965	3,708	301%	83,296	18,618	256%
1 st Aid	777	195	244%	3,505	666	310%
Public Contact	9,082	10,470	-13%	39,805	57,240	-46%
Beach Attendance	74,434	106,312	-21%	408,725	454,547	-26%
ROVING PATROL						
Rescue	6	25	0%	31	33	-52%
Jet Ski Rescue	0	3	-100%	0	16	-100%
Assist	0	0	0%	0	0	0%
Preventive Actions	6,876	30,279	2177%	37,155	3,301	326%
1 st Aid	514	617	50%	617	63	-2%
Public Contact	3,817	11,392	-8%	15,209	3,501	119%
Beach Attendance	26,545	17,668	33%	130,062	69,285	49%
DROWNING						
Statistics	1	2	-0.5%	1	2	-0.5%
TRAINING / COMMUNITY SERVICE						
ITEM	Month Hours	FY 20-21 Month Hours	% Variance	Current YTD Total Hours	FY 20-21 YTD Total Hours	% Variance
Training	32	24	0%	106	460	-83%
Community Service	0	8	0%	20	24	25%
Jr. Lifeguard	0	0	0%	161.25	0	0%

Ocean Safety Bureau:

- Haunted Hale – OSB Community Service
- Hawaiian Lifeguard Association Meeting
- Tower transfers
- OSO IV transfers – North & East District
- Missing male swimmer at Kalihiwai
- In-person District Staff Meetings
- Meeting w/Public Works on tower decking floors transport
- Rescue Craft Operator Annual Physical Agility
- High Surt on the North/West facing shores
- Queens Bath gate closed for the Winter season
- OSB Supervisors Meeting
- New Work Day system drill

GOALS

Goal #1 – Develop standard of response coverage for the County of Kaua'i Fire Department

Objectives	Success Measurements	Desired Outcome	Status
<p>G1A: Complete a community risk assessment</p> <p>G1B: Complete a resource utilization study to understand the "as-is" status</p> <p>G1C: Develop response/deployment plan to address identified risk</p>	<ol style="list-style-type: none"> 1. Define the threats, hazards, and vulnerabilities inherent in this environment. 2. Documented "as-is" status of KFD service delivery 3. Documented response and deployment goals, performance metrics and resource needs 	<p>Kaua'i Fire Department has established service delivery goals that meet the expectations of the community. Service delivery goals to drive resource needs, are well documented, and clearly communicated.</p>	<p>G1A: On Track</p> <ul style="list-style-type: none"> • Vendor identified for Community Risk Dashboard. Community Risk being identified through response data analysis. Analyzing call volume, call types, call locations, time of day, day of week, etc. <p style="background-color: green; color: white; padding: 2px;">G1B: COMPLETE</p> <ul style="list-style-type: none"> • Utilization study conducted to identify as-is baselines: Final report received, presented to Fire Commission at December meeting. <p>G1C: On Track</p> <ul style="list-style-type: none"> • Established baseline performance goals for the community - COMPLETE • Strategy and evaluation developed for tactical deployment operations - benchmarks developed - COMPLETE • Established training and performance evaluation criteria to support operations - COMPLETE <p>Next Steps:</p> <ul style="list-style-type: none"> ○ Incorporate risk identification to standard deployment methods "Quarterly Keystones" Training – Water Rescue

Goal #2 – Develop a policy management process for the County of Kaua'i Fire Department.

Objectives	Success Measurements	Desired Outcome	Status
<p>G2A. Identify and create a working group to review revise and implement policies and procedures.</p> <p>G2B. Identify any KFD policies that should be revised and any gaps in existing policies.</p> <p>G2C. Institutionalize policies 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.</p>	<ol style="list-style-type: none"> 1. Working group established comprised of broad cross section of personnel to review and implement policies and procedures. 2. Revised and/or new policies as implemented as needed. 3. Revised and/or new policies are successfully communicated to KFD personnel. 	<p>Policies reflect best industry practices and meet the legal/operational needs of the Fire Department. Policies are regularly reviewed and amended to meet evolving circumstances and are successfully communicated to KFD personnel.</p>	<p>G2A: On Track</p> <ul style="list-style-type: none"> • Invitations for policy and procedures committee have been sent. • Next steps to coordinate kick-off meeting and establish charter. <p>G2B: On Track</p> <ul style="list-style-type: none"> • Established “single source of truth” for written guidelines. Identified PowerDMS as the record repository. COMPLETE • Rules and Regulations draft complete, out for external review. • Next steps: <ul style="list-style-type: none"> ○ Draft to HR for review pending feedback - COMPLETE ○ Draft to Supervisors for review and feedback upon HR approval - COMPLETE pending feedback ○ Submit for HFFA consultation <p>2023 COMPLETE</p> <ul style="list-style-type: none"> • Implemented training task standards with references to applicable policies and procedures • Identified key policies and procedures for promotional exam testing this cycle. • Utilize PowerDMS to track review and acknowledgement of policies and procedures by individual.

Goal #3 – Identify career development pathway for County of Kaua'i Fire Department

Objectives	Success Measurements	Desired Outcome	Status
<p>G3A. Work with HR Department, staff, and labor groups to refine promotional processes to aid in career growth pathways</p> <p>G3B. Work with HR, staff, and labor groups to develop a career path plan to aid in career development for KFD personnel.</p>	<ol style="list-style-type: none"> 1. Personnel know and understand essential elements of career advancement and role expectations. 2. Consistency and transparency in promotional process 	<p>Personnel are better prepared to progress within the department improving morale, retention, and preserving institutional knowledge.</p>	<p>3A - COMPLETE</p> <p>Convened stakeholder committee to review promotional processes and implemented recommendations for 2021 promotion process. NOTE: This group will continue to meet to refine the process on an ongoing basis.</p> <p>3B - COMPLETE</p> <p>Promotional testing for FC, FF III, FF II in progress Fire Captain Process Update FF II, III Updates</p>