



FIRE COMMISSION

RODNEY YAMA, CHAIR
GARY PACHECO, VICE CHAIR

LORI ALMARZA, COMMISSIONER
JEN CHAHANOVICH, COMMISSIONER
TREVOR FORD, COMMISSIONER
ALFREDO GARCES JR., COMMISSIONER
JEFF MURRAY, COMMISSIONER

Meetings of the Fire Commission will be conducted as follows until further notice:

- 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 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, your position/title and organization you are representing, 2) whether you are a registered lobbyist and, if so, on whose behalf you are appearing, and 3) the agenda item that you are providing comment on, may be submitted to loyama@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 48 hours prior to the meeting will be distributed to all Fire Commissioners prior to the meeting.
 - 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 loyama@kauai.gov or calling (808)241-4918. Any request to register may include your 1) name, and if applicable, your position/title and organization you are representing, and 2) Whether you are a registered lobbyist and, if so, on whose behalf you are appearing, and 3) the agenda item you are providing comment on.
 - Per the Fire Commission Oral Testimony Policy, 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 ADAVIS@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 April 16, 2024
2:00 p.m. or shortly thereafter
Boards and Commissions Conference Room, Pi'ikoi Building
4444 Rice Street, Suite 300, Līhu'e, Kaua'i, Hawai'i 96766

MEETING CALLED TO ORDER

ROLL CALL TO ASCERTAIN QUORUM

APPROVAL OF AGENDA

CHAIR'S ANNOUNCEMENT

- Next Regular Monthly Meeting: 2:00 p.m., Tuesday, May 21, 2024, at the Office of 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

March 19, 2024, Open Session Meeting Minutes

CHIEF'S MONTHLY MARCH BUREAU REPORTS AND PERTINENT UPDATES

- a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council
- 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, including monthly statistics
- f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights
- g) Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2023-2024

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

COUNTY OF KAUA'I
 Minutes of Meeting
 OPEN SESSION

Board/Commission:	Kaua'i Fire Commission	Meeting Date:	March 19, 2024
Location	Boards and Commissions Conference Room, Pi'ikoi Building 4444 Rice Street, Suite 300, Līhu'e, Kaua'i, Hawai'i 96766	Start of Meeting: 2:01 p.m.	End of Meeting: 3:00 p.m.
Present	Chair Rodney Yama; Vice Chair Gary Pacheco; Commissioners: Trevor Ford, Linda Kaauwai-Iwamoto, Alfred Levinthol, Alfredo Garces Also present: Boards & Commissions Office Staff: Support Clerk Lisa Oyama; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey, Kaua'i Fire Department: Fire Chief Michael Gibson, and Chief's Secretary Soncy Tamashiro.		
Excused	Commissioner Jen Chahanovich		
Absent			



SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Yama called the Fire Commission March 19, 2024, meeting to order at 2:01 p.m. A roll call ensued that quorum was established, six (6) Commissioners were present to conduct business.	Quorum was established with six (6) Commissioners present.
Approval of Agenda	Chair Yama called for a motion to approve the agenda as circulated.	Vice Chair Pacheco moved to approve the March 19, 2024, agenda. Commissioner Kaauwai-Iwamoto seconded the motion. Motion carried 6:0.
Chair's Announcements	Next Regular Monthly Meeting will be 2:00 p.m., Tuesday, April 16, 2024, at the: Boards and Commissions Conference Room, Pi'ikoi Building 4444 Rice Street, Suite 300, Līhu'e, Kaua'i, Hawai'i 96766	
Public Testimony	Chair Yama called for public testimony. Being there was no written testimony, or members of the public present at the meeting. Boards & Commissions Administrator Ellen Ching recognized that this was Commissioner Kaauwai-Iwamoto and Commissioner Levinthol's last meeting. Ms. Ching thanked them both for their service to the community for the past six years. Chair Yama also gave his gratitude. Commissioner Garces expressed his gratitude as well. Commissioner Kaauwai-Iwamoto thanked the Commission and Staff for all their support	

KFC Open Session Minutes
of March 19, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>throughout the years. Commissioner Levinthol also gave thanks to fellow Commissioners and Staff for allowing him the opportunity to serve his community.</p> <p>Ms. Ching stated for the record that it would not be necessary for Chair Yama to call for public testimony on each agenda item.</p>	
<p>Approval of Minutes</p>	<p>Chair Yama called for a motion to amend or approve the minutes of the February 20, 2024, meeting.</p>	<p>Commissioner Ford moved to approve the February 20, 2024; meeting minutes as circulated. Commissioner Garces seconded the motion. Hearing no objections, the minutes were approved. 6:0.</p>
<p>Chief's Monthly Bureau Reports and Updates for February 2024</p>	<ul style="list-style-type: none"> a) Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council 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, including monthly statistics f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights g) Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2023-2024 <p><u>Fire and Ocean Safety</u></p> <p>Firefighter Trainee Recruitment applicants were at 140, but only 75 showed up for the written test, of the 75, 35 passed the test. 17 passed the agility testing, that will be going to interviews. There are three vacancies that need to be filled.</p>	

KFC Open Session Minutes
of March 19, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p><u>Partnerships</u> United States Fire Administration to donate 20 more Wildfire Detection Sensors to each island. Kaua'i is being used as a tester for these sensors. 16 of the sensors will be placed Kōloa and Anahola, the 4 extra sensors will be used remotely. Sensors should be in place by May. Kaiākea clean up is underway and will take longer than estimated due to the amount of debris.</p> <p>Commissioner Kaauwai-Iwamoto inquired how far north is the clean-up.</p> <p>Chief Gibson stated that clean-up will go all the way to the cemetery, and up towards Mahelona Hospital and Easter Seals, about 13 acres.</p> <p><u>Wildfire and Council</u> Elizabeth Picket, from HWMO is working with KFD to update the Community Wildfire Protection Plan. KFD along with Red Cross for the Sound the Alarm, installed 120 smoke detectors in homes in Kaumakani, a total of 60 homes.</p> <p><u>Resource Updates</u> FY 2025 budget, a third Water Tender is awaiting approval from Council. Tentatively approved is the new type of Brush Truck, which is a Type 5 Truck, it can carry 400 gallons of water.</p> <p><u>Administrative Bureau</u> There are three vacancies for Firefighter Trainee. Ocean Safety FT has two vacancies to be filled to be at full staff. Ocean Safety ST has four vacancies. Waimea Fire Station is having the rear driveway asphalt redone at a cost of about \$65k. Kaiākea Fire Station has had several roof leaks, Public Works and a contractor looked at it and discovered that it was due to the solar lights rusting at the base. One has been repaired, another eight to fix, at a cost of about \$1500 each.</p>	

KFC Open Session Minutes
of March 19, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>The beach has been eroding at Anahola Lifeguard Tower, about 20 feet, in the last few months. The beach is 1 foot from the base of the tower. A request has been put in with Department of Public Works for assistance in moving the railing and stairs to the side of the tower.</p> <p><u>Fire Training</u> Three personnel will be attending FDIC in Indianapolis in April. Four personnel will be attending a leadership series, a countywide training.</p>	<p>Commissioner Kaauwai-Iwamoto moved to receive the Chief’s Monthly Report. Vice Chair Pacheco seconded the motion. Hearing no objections, motion passes. 6:0.</p>
Executive Session	None.	
Adjournment	Chair Yama called for a motion to adjourn the meeting.	Commissioner Levinthol moved to adjourn. Vice Chair Pacheco seconded. Hearing no objections, meeting was adjourned at 3:00 p.m.

Submitted by: _____
Lisa Oyama, Commission Support Clerk

Reviewed and Approved by: _____
Rodney Yama, Chair

- () Approved as circulated (date of meeting approved).
- () Approved with amendments.



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month:
March 2024

Submitted by
Office of the Fire Chief



KAUAIFIRE AND OCEAN SAFETY

VISION

KAUA'I 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 KAUA'I COUNTY FROM ALL HAZARDS AND EMERGENCIES

STRATEGIC PRIORITIES: SERVICE DELIVERY

PROFESSIONAL STANDARDS

TRAINING/CAREER DEVELOPMENT

Fire and Ocean Safety	Partnerships	Resource Updates
<ul style="list-style-type: none"> • FY 2025 Budget Update (Council Hearing) • Firefighter Trainee Recruitment (3 positions) • OSB 4x10 Implementation / BU 15 • OSO 3, OSO 4 Promotional Testing 	<ul style="list-style-type: none"> • KEMA – Video Wall for Alternate EOC (KFD Classroom) • KEMA / Homeland Security Grant Fund App. • Working with Public Works/KPD/COK Admin to clear land north of Kaiākea Fire Station • LIH Helicopter Hanger Update – Phase 1 ESA to commence after signing of new lease (State) 	<ul style="list-style-type: none"> • Kalāheo Fire Engine / Pre-delivery Inspection • Pending Delivery: Highwater Vehicle, BC Vehicle, Training Bureau Vehicle, 3 Fire Engines • IFB Processing: Water Tender, 3 Brush Trucks w/Skid Units
Wildfire		Council
<ul style="list-style-type: none"> • March 20th Cross County & Western Region Wildland Fire Council Meetings • May 31st Annual Wildfire Stakeholders Meeting • Temporary Fill / Prevention Help 		<ul style="list-style-type: none"> • Council Briefings / Fire Prevention • AMR / State Contract – No Update • SAFER Grant Application

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for MARCH 2024						
Description	Budget	YTD Expenses	Expended	FY22-23	Variance	
Payroll Admin	\$ 2,436,850.00	\$ 1,665,751.41	68%	\$ 1,413,169.33	17.87%	
Payroll Fire Ops	\$ 24,314,837.00	\$ 15,408,239.14	63%	\$ 14,869,699.19	3.62%	
Payroll Prevention	\$ 1,092,351.00	\$ 520,378.23	48%	\$ 568,096.53	-8.40%	
Payroll Training	\$ 1,189,344.00	\$ 616,507.71	52%	\$ 542,508.76	13.64%	
Payroll OSB	\$ 6,934,333.00	\$ 4,106,487.59	59%	\$ 3,930,573.15	4.48%	
PAYROLL SUBTOTAL	\$ 35,967,715.00	\$ 22,317,364.08	62%	\$ 21,324,046.96	4.66%	
Operating Admin	\$ 383,036.00	\$ 249,578.31	65%	\$ 149,525.93	66.91%	
Operating Fire Ops	\$ 5,132,231.00	\$ 3,133,839.04	61%	\$ 2,021,432.37	55.03%	
Operating Prevention	\$ 44,463.00	\$ 12,252.44	28%	\$ 12,122.67	1.07%	
Operating Training	\$ 194,197.00	\$ 108,431.04	56%	\$ 120,783.87	-10.23%	
Operating OSB	\$ 307,321.00	\$ 147,295.90	48%	\$ 157,445.79	-6.45%	
OPERATING SUBTOTAL	\$ 6,061,248.00	\$ 3,651,396.73	60%	\$ 2,461,310.63	48.35%	
GRANDTOTAL	\$ 42,028,963.00	\$ 25,968,760.81	62%	\$ 23,785,357.59	9.18%	

OVERTIME REPORT					
OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost %	Variance
Regular	\$ 113,611.95	\$ 1,026,572.89	\$ 1,014,125.65	1.23%	
Rank for Rank	\$ 96,762.60	\$ 678,123.05	\$ 601,691.62	12.70%	
Scheduled	\$ 26,178.25	\$ 208,588.02	\$ 200,538.13	4.01%	
Training	\$ 18,474.10	\$ 180,701.95	\$ 135,767.68	33.10%	
TOTAL	\$ 255,026.90	\$ 2,093,985.91	\$ 1,952,123.08	7.27%	

STAFFING			
Description	Vacancies	Total Authorized	NOTES
Administration	0	13	
Operations	3	132	Firefighter Trainees
Prevention	0	4	
Training	0	3	
Ocean Safety FT	1	66	
Ocean Safety ST	4	6	
TOTAL	8	224	

FACILITIES		
Description		Exceptions
Fire Stations		St. 1 electrical/St. 7 kitchen remodel/ Kapa'a
Administration		Need New carpeting
Training		Class A Burn Containers
Air Operations		Meetings: DOTA LIH & Architect, new site
Towers		State monies received for 2 new towers
Utility		Fire Mechanics / Repair Facility Needed

FLEET UPDATE	
Description	NOTES
Engines	NTP submitted to Rosenbauer for 2 new engines
Trucks	IFB submitted for 3 new brush trucks
Watercraft	All Mission Capable
Admin/Staff	All Capable

FIRE OPERATIONS CALLS FOR SERVICE

Description	2024 March	2023 March	Variance	2024 YTD Total	2023 YTD Total	Variance
Brush Fire	32	19	68.42%	86	49	75.51%
Crop Fire	0	1	-100.00%	1	1	0.00%
Electrical Rescue	0	1	-100.00%	0	1	-100.00%
EMS	403	435	-7.36%	1263	1191	6.05%
Extrication Rescue	4	1	300.00%	12	3	300.00%
False Call	15	24	-37.50%	46	51	-9.80%
Good Intent	84	70	20.00%	259	217	19.35%
Hazardous Condition	2	6	-66.67%	13	10	30.00%
Other	1	0	100.00%	1	0	100.00%
Rescue/EMS Standby	3	3	0.00%	8	13	-38.46%
Ruptures/Explosion	0	0	0.00%	2	0	100.00%
Search for Lost Person	3	9	-66.67%	16	23	-30.43%
Service Call	52	41	26.83%	152	110	38.18%
Severe Weather	0	0	0.00%	1	4	-75.00%
Structure Fire	7	1	600.00%	24	12	100.00%
Type Not Specified	6	2	200.00%	15	4	275.00%
Vehicle Fire	3	5	-40.00%	20	17	17.65%
Water Rescue	2	3	-33.33%	6	14	-57.14%
Totals	617	621	-0.64%	1925	1720	11.92%

OPERATIONS HIGHLIGHTS

Fires:

- #1481: Kōloa – E3/T3, Tender1, R3, L4/T4, E5/T5, BC – 2 story industrial fire (green energy plant) extinguished by fire personnel. No injuries reported.
- #1541: Kokee – E7/T7, E6/T6, Tender1, BC – Brushfire (50' X 50') extinguished by fire personnel. Cause unknown.
- #1748: Apopo Rd. – E2/T2, E8/T8, E3/T3, Tender1, BC, Prev2 – Single story (20' X 50') metal building structure fire extinguished by fire personnel. No injuries reported.
- #1886: Pakala – E7/T7, E6/T6, E5/T5, Tender1, BC – 2-acre brushfire extinguished by fire personnel and G & R personnel. No injuries.

Rescues – Trails:

- #1513: Lumaha'i – E1/T1, R3, Air1 – 31 y/o male resident (broken leg from a fall) short hauled to Waipa LZ and awaiting medics.
- #1561: Kalalau Valley – E1/T1, Air1, R3 – 48 y/o female visitor (blisters to both feet) airlifted to Princeville airport and awaiting medics. Patient refused medical care.
- #1815: Waipoo falls – E7/T7, R3, Air1 – 60 y/o female visitor (ankle injury) airlifted to NASA LZ and awaiting medics.

Rescues – Water

- None

FIREPREVENTIONBUREAU

PREVENTION BUREAU STATISTICS						
Description	Month Total	FY23 Month	% Variance	Current YTD	FY23 YTD	% Variance
Fire Investigation	3	3	0%	15	20	-25%
ADU Permit Applications	3	6	-50%	67	77	-13%
Building Permit Plan Review	80	109	-27%	802	1408	-43%
Planning Dept Review	7	5	40%	88	30	193%
Certificate of Occupancy Inspection	29	11	164%	398	44	805%
Business Occupancy Inspection	4	2	100%	153	142	8%
Witness Acceptance Tests	8	3	167%	36	48	-25%
Fire Extinguisher Training	11	1	1000%	162	4	3950%
Fire Safety Presentation	25	4	525%	80	68	18%
Telephone/Email Inquiries	458	175	162%	3613	2915	24%
Complaint Investigations	2	1	100%	84	18	367%
Sparky Presentation	0.1	0.1	0%	13	11	18%
Fireworks Displays & Inspections	0.1	0.1	0%	21	30	-30%
TOTAL	630.2	320.2	97%	4902	4128	19%

Accomplishments:

- Sound the Alarm Program: partnership between KFD/Red Cross was able to install smoke alarms and fire education for residents of high-risk area (Kaumakani Camp)
 - 59
 - 100 smoke alarms installed
 - 193 clients assisted
- New FF3 in Bureau
- Acquired NFPA Link to access codes and share with clients

Classes/Training:

- FC Kinoshita: Leadership Kaua'i
- Elements XS Software Training
- Dam Threats, Hazards and Risk (KEMA)

Events:

- Career Day – King Kaumuali'i Elementary School
- 'Ele'ele Fire Investigation
- Career Day – Kapa'a Elementary School
- Prince Kūhiō Day – Anahola (Prevention tent w/extinguisher prop)

Key Meetings:

- Namahana School Concept Meeting
- FF Mohr: Homeland Security Grant
- IAAI Board Meeting
- Mauna Kea Trask: Coco Palms Fire Access
- DOH Meeting O'ahu (Mohr)
- County Agency: Planning/Building/Engineering/Sewer/Fire Prevention on a County-wide case
- Cross Country Wildfire Prevention Council
- CM Cowden (Public Safety Chair) and KFD 2021 Amendment Package
- Kukui'ula Management on fire protection plans for future development
- Sterling Management (Hotel 1) on fire protection plans for future development

FIRETRAININGBUREAU

2024 TRAINING PLAN Q1

Keystone Objective	<ul style="list-style-type: none"> • Trimester 1 Keystone – USLA (3/24) • Trimester 2 Keystone – High Angle Ropes (6/24) • Trimester 3 Keystone – Pump Relay Ops (9/24)
Task Performances	<ul style="list-style-type: none"> • Tank Water Attack • Tank to Hydrant Water Attack • Hose Deployment
Certification Professional Development Train the Trainer	<ul style="list-style-type: none"> • Leadership Training with Leadership Works • Narcan Training (new to the Dept.) • CPR Recertification
EMS Training	<ul style="list-style-type: none"> • Vector Solutions • In Station year around refresher

TRAINING STATISTICS

Description	March Hours	2024YTD Total
Task Performances	609	996
Refresher / Recerts/Prof. Develop.	97.5	1105
Individual Crew Training	570.5	2593
TOTAL	1277	4694

March KFD Training

- Fire Ground Ops (High Rise Bundle)
- USLA Keystone
- NREMT Recertification paperwork
- Helicopter Training Reboot
- County Leadership Courses
- New Radio Roll-out and Training in Station

Upcoming KFD Training

- Ropes in Station
- FDIC (DC Mills & BC Edwards)
- USLA Keystone near district assessment
- KEMA ICS 300/400 (April)
- NFA Wildland interface for Company Officer (April)
- CPR in Station Training
- Narcan in Station Training

Training Bureau

- Assisting HR with FFT Recruit testing
- Assist Cadre leaders to execute 2024 Training Plan
- Planning stages for 93rd CST Exercise (June)
- Preparing for RC33/goal of June 2024 start

OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	March Total	FY22-23 Month Total	% Variance	Current YTD Total	FY22-23 YTD TOTAL	% Variance
Rescue	32	23	39%	248	240	3%
Assist	0	0	0%	0	0	0%
Preventive Actions	11,487	4,346	164%	148,365	150,817	-2%
1 st Aid	554	45	1131%	7,137	7,370	-3%
Public Contact	18,885	9,402	101%	215,393	86,127	150%
Beach Attendance	137,831	126,262	9%	1,288,719	1,069,306	21%
ROVING PATROL						
Rescue	8	6	33%	140	87	61%
Jet Ski Rescue	10	6	67%	88	98	-10%
Assist	0	0	0%	0	0	0%
Preventive Actions	4,500	720	525%	66,396	44,304	50%
1 st Aid	326	26	1154%	2,349	915	157%
Public Contact	8,890	782	1037%	135,334	21,892	518%
Beach Attendance	18,770	20,520	-9%	291,784	245,503	19%
DROWNING						
Statistics	0	0	0%	1	2	-0.5%
TRAINING/ COMMUNITY SERVICE						
ITEM	Month Hours	FY 22-23 Month Hours	% Variance	Current YTD Total Hours	FY 22-23 YTD Total Hours	% Variance
Training	128	24	433%	1472	894	65%
Community Service	16	0	0%	314	296	6%
Jr. Lifeguard	8	24	-67%	524	418	25%

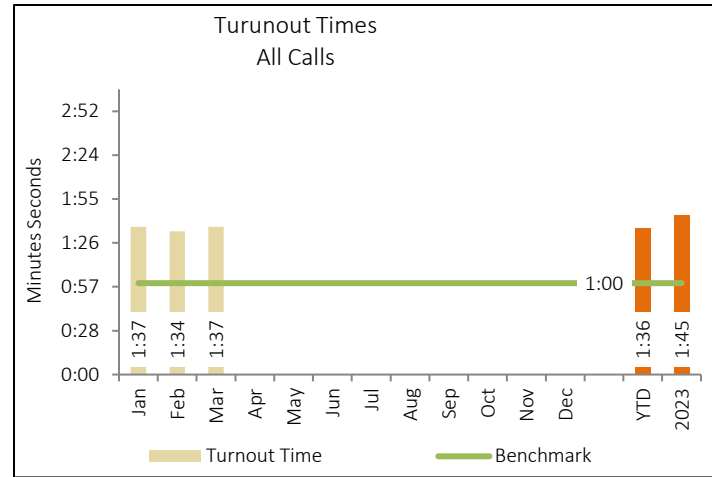
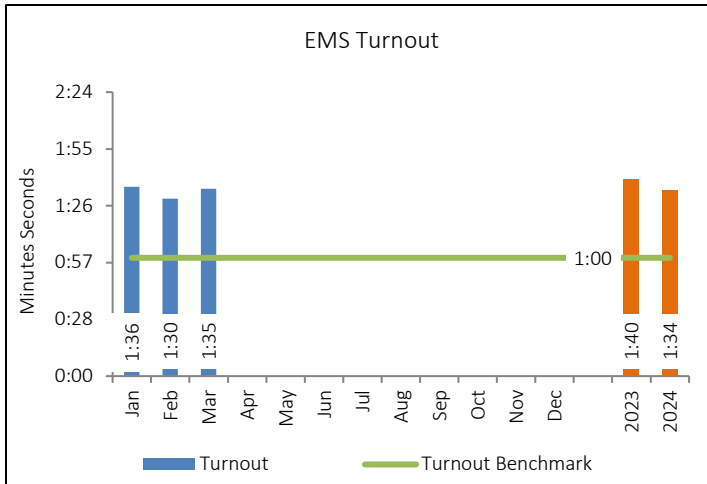
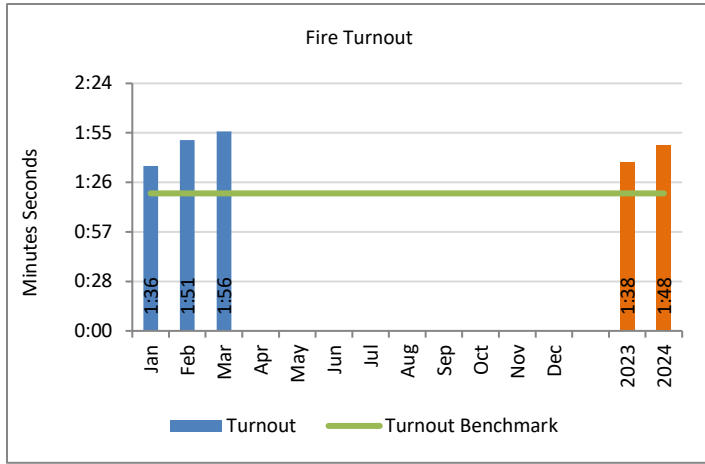
Ocean Safety Bureau:

- Anahola Tower beach erosion
- Administrative Assistant interviews
- 4/10 Hour committee meeting
- New Recruit OSO Training
- OSO1 interviews
- Waimea Middle School Career Day

JANUARY 2024						
Average Turnout Time		% That meet	YTD	% That meet	CY 2023	
Fires	1:37	(80 sec) 45.2%	1:37	(80 Sec) 45.2%	1:38	43.20%
EMS	1:36	(60 sec) 24.3%	1:36	(60 sec) 24.3%	1:40	25.80%
Average Response Time		% Under 4 minutes		% Under 4 minutes		
Fires	7:35	31.40%	7:35	31.40%	7:30	24.10%
EMS	6:31	20.20%	6:31	22.20%	6:31	22.60%

FEBRUARY 2024				
Average Turnout Time		% That meet	YTD	% That meet
Fires	1:51	(80 sec) 33.3%	1:45	(80 Sec) 23.3%
EMS	1:30	(60 sec) 27.2%	1:33	(60 sec) 25.7%
Average Response Time		% Under 4 minutes		% Under 4 minutes
Fires	7:30	19.20%	7:32	24.10%
EMS	6:20	26.00%	6:26	22.90%

MARCH 2024				
Average Turnout Time		% That meet	YTD	% That meet
Fires	1:56	(80 sec) 33.3%	1:48	(80 Sec) 36.8%
EMS	1:35	(60 sec) 24.2%	1:34	(60 sec) 25.2%
Average Response Time		% Under 4 minutes		% Under 4 minutes
Fires	7:43	26.20%	7:35	24.80%
EMS	6:46	21.00%	6:32	22.40%



Goal#1 – Improve Fire Department Response Times			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 1A. Analyze current response and turnout times:</p> <ul style="list-style-type: none"> • Gather data on response times and turnout times for different types of emergencies. • Identify trends, patterns, and potential barriers that contribute to delays. • Identify areas for improvement. <p>Goal 1B. Reinforce/ revise training and performance:</p> <ul style="list-style-type: none"> • Provide directives and training focused on improving turnout times. • Emphasize efficient and effective practices during emergency scenarios. • Implement performance metrics and feedback systems to track and improve individual crew and team performance. 	<p>Measuring performance against the NFPA 1710 standard; turnout time: 60 seconds for EMS, 80 seconds for fire responses.</p> <ol style="list-style-type: none"> 1. Utilize Fire Record Management System (RMS) to collect and review: <ol style="list-style-type: none"> a. Dispatch call processing times b. Fire Crew turnout times c. Drive response times 2. Establish and publish standard operations guidelines (SOG), set clear expectations, and provide training. 3. Monthly review and report of performance 4. Outside resources/ new technology – Research technological industry advancements; seek feasibility in funding resources to implement. 	<p>To develop a continuous improvement process to increase our effectiveness in emergency situations and increasing the level of service provided to our community.</p>	<p>6/29/2023 – Met with FF Contrades (Firefighter with RMS data knowledge) to discuss Data and report needs – will reconvene in 6 weeks to update and formulize reporting plan and method.</p> <p>7/14/23 – Draft SOG, Fire Department Turnout Times</p> <p>New Data – Included in NOV FC Report</p> <p>By 9/1/2023: Jan 2024</p> <ul style="list-style-type: none"> • Produce draft SOG “Turnout Times/ Response Times” Complete • Distribute Crew “Turnout Times” Monthly Report Complete <p>JAN 2024 – For the past 2 months, KFD Response Times and Turnout Times have been sent to all line personnel. Will work with IT specialist to further break down response data per crew.</p>

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<p>Goal 1C. Strengthen Communication and coordination:</p> <ul style="list-style-type: none"> Enhance communication systems and guidelines to minimize delays and ensure rapid and accurate information sharing. Implement technology solutions for real time incident tracking, resource coordination and communication. <p>Goal 1D. Optimize turnout procedures:</p> <ul style="list-style-type: none"> Review and streamline turnout procedures to minimize time spent on preparation and increase readiness. Implement efficient systems for equipment maintenance, inspection, and readiness checks. 	<p>5. Implement continuous monitoring and feedback to all members</p>		<p>FY 2024 Goal Complete.</p> <p>SOG Established.</p> <p>Monthly KFD Turnout times and response times are being tracked and reported monthly to Fire Commission and to line staff for continued improvement.</p>

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2A. Establish a policy review committee comprised of various ranks and bureaus.</p> <p>Goal 2B. Define the Committee’s Scope and Responsibilities:</p> <ul style="list-style-type: none"> Review existing Standard Operating Guidelines (SOGs). Develop new SOGs. Ensure compliance with regulations and best practices. Designate review timeline. <p>Goal 2C. Review existing SOGs:</p> <ul style="list-style-type: none"> Assign to correct subject matter experts to identify areas that require revision, improvement, or clarification. 	<ol style="list-style-type: none"> Working group recruited and orientation meeting to draft SOG review change management process. Written process plan developed. Committee reviews full SOG library and assigns specific SOGs to subject matter experts with review submission deadline. The committee receives revisions, makes corrections, and sends draft to the line for feedback. Final corrections made to SOGs, Committee publishes final version with effective date and archives previous documents. Monitor and evaluate the review process 	<p>Establish a culture of continuous improvement and ensure that our organization’s operations align with the best practices and evolving industry standards to enhance the department’s efficiency, safety, and overall effectiveness in serving our community.</p>	<p>Goal Progress – 4/8/2024, estimation completion date 8/1/24</p> <ol style="list-style-type: none"> KFD Administration – SOG Drafted, “Workplace Operations and procedures Change Management Plan” <ol style="list-style-type: none"> Review complete KFD SOG Library by KFD Admin Team by 4/30/24 (WPOC) SOG’s will be categorized and sent to SME’s (Cadres, Bureaus, Committees and/or administrative Teams). Deadline to review and send back is 5/31/24. WPOC meets by 6/14 to send drafts to line for feedback, due back by 7/15 Final corrections made and revised/updated SOG’s uploaded to PowerDMS by 8/1/24

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations			
Objectives	Success Measurements	Desired Outcome	Status
<ul style="list-style-type: none"> • Seek input from line personnel, Officers, and other stakeholders to gather feedback on the effectiveness of specific SOGs. • Identify any gaps or inconsistencies in the current guidelines and propose necessary changes. <p>Goal 2D. Develop an effective review process:</p> <ul style="list-style-type: none"> • Define criteria for when an SOGs needs to be reviewed or revised. • Implement a mechanism for soliciting input and feedback from all stakeholders. 			

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Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2E. Promote Collaboration and Communication:</p> <ul style="list-style-type: none"> • Foster a culture of collaboration and inclusivity within the committee to encourage diverse perspectives and ensure a comprehensive review of the SOGs. • Establish clear lines of communication between the committee and KFD leadership, ensuring accountability and transparency. • Regularly communicate updates and changes to the SOGs to all department members, providing training and support as necessary. 			

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2F: Document and archive changes:</p> <ul style="list-style-type: none"> • Maintain comprehensive records of all changes made to SOGs, including the rationale behind the revisions. • Establish a centralized system for archiving and accessing the updated SOGs, ensuring easy retrieval and dissemination of information. 			

Goal #3 – Establish KFD Culture and Values			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 3A. Assess and evaluate our current mission statement, vision, and values:</p> <ul style="list-style-type: none"> Identify core values and principles that reflect the desired professional behavior and ethics of the fire department. Collaborate with personnel at all levels to gather input and feedback for the development of the professional standards and values document. <p>Goal 3B – Clearly articulate expectations:</p> <ul style="list-style-type: none"> Clearly articulate the expected behaviors, conduct, and ethical standards for all KFD personnel. Define the core values and principles that guide decision making, interactions, and actions within the KFD. 	<ol style="list-style-type: none"> Completion of a professional standards or values document. Approval and endorsement by KFD leadership. Document distributed to all KFD personnel. Conduct surveys or assessments to measure the level of awareness and understanding of the document. Periodically assess the departments overall culture, morale, and reputation through various means: <ul style="list-style-type: none"> Internal Surveys Interviews / discussions Public surveys Meetings 	<p>Establish and permeate mission, vision, value statements and professional standards to promote a culture of professionalism, integrity, and ethical conduct among all personnel</p>	<p>Goal Complete –</p> <ol style="list-style-type: none"> June 2023 – “KFD CARES” Values statement refined with feedback from the line. Received support from all Chief Officers, all signed final page of document to be printed and distributed to all KFD personnel. Program Logo created and a prototype “Brochure” produced and began distribution to line personnel with Fire Chief Station Visits. Measurement – Line Captains conveyed to KFD Administration via quarterly Captains meetings that there was sufficient understanding and awareness of KFD CARES Document. This was further realized during KFD Promotional Interviews, as interviewees would refer to the Values within the KFD CARES document.

Goal #3 – Establish KFD Culture and Values			
Objectives	Success Measurements	Desired Outcome	Status
<ul style="list-style-type: none"> Establish a code of conduct that aligns with the KFDs mission and vision statements. <p>GOAL3C – Dissemination and communication:</p> <ul style="list-style-type: none"> Develop and distribute a standards or values document to all personnel (KFD Memo, SharePoint), Crew meetings. <p>Goal 3D. Continuous evaluation and improvement</p>			