

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

RECEIVED

Meetings of the Fire Commission will be conducted as follows until further notice: **24 JUL -9 P2 55**

- 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.

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUAI

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 July 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, August 20, 2024, at the Līhu'e Civic Center, Moikeha Building, Meeting Room 2A-2B
4444 Rice Street, Līhu'e, Kaua'i, Hawai'i

PUBLIC TESTIMONY ON ANY AGENDA ITEMS

Oral testimony will be taken at any time during the meeting.

APPROVAL OF MINUTES

June 18, 2024, Open Session Meeting Minutes

CHIEF'S MONTHLY JUNE 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 2024-2025

BUSINESS

KFC 2024-2

Discussion and decision making on Fire Chief Michael Gibson's Fiscal Year Performance Evaluation Report for the period of July 1, 2023 – June 30, 2024.

KFC 2024-3

Discussion and decision making on selecting two (2) Commissioners to attend the 2024 Fire-Rescue International Association of Fire Chiefs Conference in Dallas, Texas, at the Kay Bailey Hutchison Convention Center, August 14-16, 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:	June 18, 2024
Location	Līhu'e Civic Center, Moikeha Building, Meeting Room 2A-2B 4444 Rice Street, Līhu'e, Kaua'i, Hawai'i 96766	Start of Meeting:	2:00 p.m. End of Meeting: 3:11 p.m.
Present	Chair Rodney Yama; Vice Chair Gary Pacheco; Commissioners: Jen Chahanovich, Jeff Murray Also present: Boards & Commissions Office Staff: Support Clerk Lisa Oyama; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Laura Barzilai, Kaua'i Fire Department: Deputy Fire Chief Roger Mills, and Secretary Debby Gatioan.		
Excused	Commissioners Lori Almarza, Trevor Ford, and Alfredo Garces Jr.		
Absent			



SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Chair Yama called the Fire Commission June 18, 2024, meeting to order at 2:00 p.m. A roll call ensued that quorum was established, four (4) Commissioners were present to conduct business.	Quorum was established with four (4) Commissioners present.
Approval of Agenda	Chair Yama called for a motion to approve the agenda as circulated.	Commissioner Chahanovich moved to approve the June 18, 2024, agenda. Vice Chair Pacheco seconded the motion. Motion carried 4:0.
Chair's Announcements	Next Regular Monthly Meeting will be 2:00 p.m., Tuesday, July 16, 2024, at the: Līhu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Līhu'e, Kaua'i, Hawai'i 96766	
Public Testimony	Chair Yama called for public testimony. No public testimony was received. Ms. Ching stated for the record that it would be necessary for Chair Yama to call for public testimony on each agenda item.	
Approval of Minutes	Chair Yama called for a motion to amend or approve the minutes of the May 21, 2024, meeting.	Commissioner Chahanovich moved to approve the May 21, 2024; meeting minutes as circulated. Vice Chair Pacheco

KFC Open Session Minutes
of June 18, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
		seconded the motion. Hearing no objections, the minutes were approved. 4:0.
<p>Responder Recognition</p>	<p>Deputy Fire Chief Mills gave a short speech recognizing our First Responders for lives saved during the Rain 2024 Flood Event on April 11, 2024.</p> <p style="text-align: center;"><u>Kapa'a</u> Fire Fighter III Marc Beeby Fire Fighter III Christopher Simpson Fire Fighter I Charles Dubocage Fire Fighter I Paul Haraguchi</p> <p style="text-align: center;"><u>Rescue 3</u> Fire Captain Francisco Garcia Fire Fighter III Maui Kjeldsen Fire Fighter II Byron Costa Fire Fighter I Frederick Caoagas</p> <p style="text-align: center;"><u>Kōloa</u> Fire Captain Aaron Hawthorne Fire Fighter III Chad Tabuchi Fire Fighter I Jetson Wakuta Fire Fighter I Ryan Allen</p> <p>Councilmember Felicia Cowden expressed her gratitude to those involved in the rescues.</p> <p>Fire Firefighter III Marc Beeby expressed that it felt good to be recognized, but that they were just doing their jobs. He thanked the commission for their continued support.</p>	

KFC Open Session Minutes
of June 18, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
<p>Chief’s Monthly Bureau Reports and Updates for May 2024</p>	<p>a) Update on Kaua’i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council</p> <p>b) Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet</p> <p>c) Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to</p> <p>d) Fire Prevention Bureau Update, including monthly statistics</p> <p>e) Fire Training Bureau Update, including monthly statistics</p> <p>f) Ocean Safety Bureau Update, including monthly statistics and bureau highlights</p> <p>g) Update on Fire Chief Gibson’s progress regarding the Goals and Objectives for FY 2024-2025</p> <p><u>Fire and Ocean Safety</u> Ka’eo Lopez filled the position of OSO Captain on the east side.</p> <p><u>Partnerships</u> Working with the Department of Housing Agency, Homeless Coordinator, Farrah Aquino to address the homeless populations on Kaua’i. They had a meeting with an independent consultant, contracted by the housing agency, to work with COK and the community to develop a five-year plan on how to handle the homeless populations.</p> <p><u>Resource Updates</u> Kalāheo Fire Engine new estimated delivery is sometime in late July, early August. The oldest spare fire engine, Spare Engine 3, has been removed from service. Currently the department has 2 spare fire engines, Hanalei has one and Waimea has one.</p> <p><u>Administrative Bureau</u> As of May 31, KFD has spent approximately 85.56% of their annual budget. Ocean Safety has four short-term vacancies, and one full-time vacancy.</p>	<p>Commissioner Murray moved to receive the Chief’s Monthly Report. Vice Chair Pacheco seconded the motion. Hearing no objections, motion passes. 4:0.</p>

KFC Open Session Minutes
of June 18, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
KFC 2024-1	<p><u>GOALS and OBJECTIVES 2024 deferred item from May 21, 2024, meeting. Discussion and decision making on the Fire Chief’s goals and objectives.</u></p> <p>Administrator Ching stated that Commissioner Garces initiated the deferral from last month’s meeting, and because he was not in attendance at this meeting, the Commission could either approve the Fire Chief’s Goals and Objectives or defer it to the next meeting.</p> <p>The Commission approved the Fire Chief’s Goals and Objectives for 2024-2025.</p>	<p>Vice Chair Pacheco moved to approve the Fire Chief’s Goals and Objectives for 2024-2025. Commissioner Chahanovich seconded the motion. Hearing no objections, motion passes. 4:0.</p>
KFC 2024-2	<p><u>Discussion and decision making on Fire Chief Michael Gibson’s Fiscal Year Performance Evaluation Report for the period of July 1, 2023 – June 30, 2024.</u></p> <p>Commissioner Murray asked to be excused from Chief Gibson’s FY evaluation. He feels that he just joined the commission and hasn’t had enough time on the commission to review the Chief’s performance.</p> <p>Administrator Ching asked for a motion so that she knows if the Commission will be using the same evaluation process that they have used in the past or if they want to change that process.</p> <p>Chair Yama asked for a motion that each Commissioner complete the evaluation once they receive it and return it to Commission Support Clerk Lisa Oyama.</p> <p>Administrator Ching stated that once she receives all of the evaluations, she will draft a consolidated report of all of the evaluations, and then present it to the Commission to either accept or amend any part of it.</p>	<p>Commissioner Chahanovich moved to use the same process as they have in previous years, and that each Commissioner, except the new Commissioners, give their feedback. Vice Chair Pacheco seconded the motion. Hearing no objections, motion passes. 4:0.</p>
KFC 2024-3	<p><u>Discussion and decision making on selecting two (2) Commissioners to attend the 2024 Fire-Rescue International Association of Fire Chiefs Conference in Dallas, Texas, at the Kay Bailey Hutchison Convention Center, August 14-16, 2024.</u></p>	

KFC Open Session Minutes
of June 18, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>Commissioner Chahanovich stated that she couldn't attend.</p> <p>Commissioner Murray stated that he will already be attending as the Hawai'i Director of Fire Chiefs and also as the Western Fire Chiefs representative as a Board Member.</p> <p>Chair Yama is not available to attend due to a shoulder issue.</p> <p>Administrator Ching requested that the commission allow her the ability to contact the absent Commissioners to see if they would like to attend, instead of waiting until the July meeting to ask them, because if there are any Commissioners that wish to attend, the registration process has already started. Administrator Ching inquired if Vice Chair Pacheco would like to attend.</p> <p>Vice Chair Pacheco stated that he would like to attend, but needs to check with his wife, and get back to Administrator Ching.</p> <p>Administrator Ching asked for a motion for the commission to allow her authorization to contact the Commissioners who are not present at today's meeting, to see if any of them would like to attend the convention.</p> <p>Commissioner Murray stated that it would be a great opportunity for people who are not in the business to see and attend.</p>	<p>Commissioner Murray motioned for Administrator Ching to contact the Commissioners who are not present at today's meeting. Vice Chair Pacheco seconded the motion. Hearing no objections, motion passes. 4:0.</p>
Executive Session	None.	
Adjournment	Chair Yama called for a motion to adjourn the meeting.	Vice Chair Pacheco moved to adjourn. Commissioner Murray seconded. Hearing no objections, meeting was adjourned at 3:11 p.m. 4:0.



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month:
June 2024

Submitted by
Office of the Fire Chief



KAUAI FIRE AND OCEAN SAFETY

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

VISION

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	Resource Updates
<ul style="list-style-type: none"> Recruit Class 33 7/1/24 – DEC 1st Next Class / Retirements Quarterly Captains Meetings July 22,23,26 Accountant III Vacancy Touch a Truck Event June 8 	<ul style="list-style-type: none"> KFD Website – Updated Pages Prosecuting Attorney – Captains Meetings July LIH Helicopter Hanger Update – Phase 1 ESA completed June 26 (March '25 completion) PulsePoint N5 - Wildfire Detection Sensors – Instals July 15-17 KEMA / KFD Command Staff Training June 4 	<ul style="list-style-type: none"> ETA Delivery New Engine 5 (Kalaheo): Late July Pending Delivery: Highwater Vehicle, BC Vehicle, Training Bureau Vehicle, 2 Fire Engines, 2nd Water Tender, 3 Brush Trucks IFB: 3rd Water Tender
Wildfire		Council
<ul style="list-style-type: none"> KKCR - Stay Safe Radio Show June 19 Wildfire Mitigation / Risk Reduction Initiatives Task Force – June 27 HIEMA Hukipo / Waimea Canyon Drive Fire - June 13 		<ul style="list-style-type: none"> Lihue Business Association, CM Cowden – June 27 Council Recognition - Waimea Canyon Drive Fire (Hukipo) State DOH – Emergency Ambulance Services – Finalized, \$9.5m annually Contract is for a 4 Year Period (Protest resolved) State Fire Council – June 27

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for JUNE 2024					
Description	Budget	YTD Expenses	Expended	FY22-23	Variance
Payroll Admin	\$ 2,457,623.00	\$ 2,299,400.97	94%	\$ 2,000,190.48	14.96%
Payroll Fire Ops	\$ 24,511,335.00	\$ 21,108,080.42	86%	\$ 20,283,326.23	4.07%
Payroll Prevention	\$ 1,092,351.00	\$ 712,728.40	65%	\$ 752,634.58	-5.30%
Payroll Training	\$ 1,189,394.00	\$ 851,110.07	72%	\$ 771,187.52	10.36%
Payroll OSB	\$ 6,717,012.00	\$ 5,797,847.05	86%	\$ 5,377,628.65	7.81%
PAYROLL SUBTOTAL	\$ 35,967,715.00	\$ 30,769,166.91	86%	\$ 29,184,967.46	5.43%
Operating Admin	\$ 304,186.00	\$ 273,079.64	90%	\$ 170,684.05	59.99%
Operating Fire Ops	\$ 5,200,431.00	\$ 4,465,882.84	86%	\$ 2,351,280.98	89.93%
Operating Prevention	\$ 44,463.00	\$ 22,043.39	50%	\$ 25,794.58	-14.54%
Operating Training	\$ 206,847.00	\$ 145,433.71	70%	\$ 139,598.09	4.18%
Operating OSB	\$ 305,321.00	\$ 267,977.43	88%	\$ 214,701.64	24.81%
OPERATING SUBTOTAL	\$ 6,061,248.00	\$ 5,174,417.01	85%	\$ 2,902,059.34	78.30%
GRANDTOTAL	\$ 42,028,963.00	\$ 35,943,583.92	86%	\$ 32,087,026.80	12.02%

OVERTIME REPORT				
OVERTIME TYPE	Monthly Cost	YTD Cost	FY22-23 YTD Cost	Cost % Variance
Regular	\$ 119,431.64	\$ 1,406,193.88	\$ 1,292,387.97	8.81%
Rank for Rank	\$ 70,864.05	\$ 936,859.42	\$ 841,223.76	11.37%
Scheduled	\$ 25,928.62	\$ 286,944.13	\$ 274,835.76	4.41%
Training	\$ 26,665.47	\$ 228,092.938	\$ 203,896.31	11.87%
TOTAL	\$ 242,889.78	2,858,089.81	\$ 2,612,343.80	9.41%

STAFFING			
Description	Vacancies	Total Authorized	Notes
Administration	1	13	Accountant III
Operations	0	132	
Prevention	0	4	
Training	0	3	
Ocean Safety FT	1	66	OSO III - Lieutenant
Ocean Safety ST	2	6	
TOTAL	4	224	

FACILITIES	
Description	Exceptions
Fire Stations	St. 7 Asphalt / Kapa'a Renovation
Administration	Need New carpeting
Training	Class A Burn Containers
Air Operations	Architect selected for design/plans/permitting
Towers	2 Towers / IFB
Utility	Fire Mechanics / Repair Facility Needed

FLEET UPDATE	
Description	Notes
Engines	All Mission Capable + 2 Reserve Engines
Trucks	All Mission Capable + 3 Reserve Trucks
Watercraft	All Mission Capable
Admin/Staff	All Mission Capable

FIRE OPERATIONS CALLS FOR SERVICE

Description	2024 June	2023 June	Variance	2024 YTD Total	2023 YTD Total	Variance
Brush Fire	22	21	4.76%	138	93	48.39%
Crop Fire	2	0	100.00%	7	3	133.33%
Electrical Rescue	0	0	0.00%	0	1	-100.00%
EMS	409	396	3.28%	2545	2439	4.35%
Extrication Rescue	1	2	-50.00%	18	5	260.00%
False Call	20	23	-13.04%	94	103	-8.74%
Good Intent	79	96	-17.71%	485	464	4.53%
Hazardous Condition	2	3	-33.33%	23	17	35.29%
Other	0	0	0.00%	1	0	100.00%
Rescue/EMS Standby	6	2	200.00%	19	23	-17.39%
Ruptures/Explosion	0	2	-100.00%	3	2	50.00%
Search for Lost Person	11	16	-31.25%	36	48	-25.00%
Service Call	47	35	34.29%	307	226	35.84%
Severe Weather	0	0	0.00%	4	4	0.00%
Structure Fire	6	11	-45.45%	45	33	36.36%
Type Not Specified	5	6	-16.67%	28	13	115.38%
Vehicle Fire	5	8	-37.50%	30	40	-25.00%
Water Rescue	4	5	-20.00%	22	31	-29.03%
Totals	619	626	-1.12%	3805	3545	7.33%

OPERATIONS HIGHLIGHTS

Fires:

- #3457: West of Waimea Canyon Drive – E7/T7, E6/T6, Spare E7, Tender1, Air1/Air2/Jack Harder, BC, Waailani Trucking, PMRF, PW – 300-acre brush fire extinguished by fire and assisting agencies.
- #3614: Old Līhu‘e Mill area – E3, Tender3, Prevention3 – Single story homeless encampment structure fire extinguished by fire personnel. No injuries reported.

Rescues – Trails:

- #3373: Okolehau Trail – E1/T1, R3, Air1 – 28 y/o female visitor (hip injury) short-hauled to LZ and awaiting medics.
- #3475: Kukui Trail – E7/T7, R3 – 71 y/o male visitor (faint/dehydrated) assisted out of trail by firefighters. Refused medical treatment.
- #3494: Hanakāpī‘ai Trail – E1/T1, R3, Air1 – 64 y/o female visitor (ankle injury) airlifted to Princeville airport and awaiting medics.
- #3705: Uluwehi falls – E2/T2, R3 – 47 y/o female visitor (ankle injury) wheeled out of trail to awaiting medics.
- #3733: Sleeping giant – E2/T2, R3, Air1 – 71 y/o female visitor (injured knee) short-hauled to Houselots park and awaiting medics.
- #3783: Hanakāpī‘ai Trail – E1/T1, OSB – 49 y/o female visitor (broken ankle) wheeled out of trail to awaiting medics.

Rescues – Water

- #3495: Po‘ipū Beach – L4/T4, S. roving ski – 47 y/o visiting couple (swimmers in distress) rescued by OSB. Couple released from scene without incident.

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS

Description	Month Total	FY23 Month	% Variance	Current YTD	FY23 YTD	% Variance
Fire Investigation	2	0	0%	25	24	4%
ADU Permit Applications	1	1	0%	68	81	-16%
Building Permit Plan Review	147	63	133%	1213	1501	-19%
Planning Dept Review	17	8	113%	142	35	306%
Certificate of Occupancy Inspection	0	1	-100%	405	54	650%
Business Occupancy Inspection	4	7	-43%	192	154	25%
Witness Acceptance Tests	3	8	-63%	50	49	2%
Fire Extinguisher Training	0	0	0%	184	4	4500%
Fire Safety Presentation	3	0	0%	102	73	40%
Telephone/Email Inquiries	481	398	21%	5496	3134	75%
Complaint Investigations	3	0	0%	91	18	406%
Sparky Presentation	2	0	0%	15	14	7%
Fireworks Displays & Inspections	0	0	0%	21	32	-34%
TOTAL	663	486	36%	4902	4128	19%

Accomplishments:

- Stop-the-Bleed Classes – Corteva
- KKCR Radio Interview with Chief Gibson

Classes/Training:

- Kinoshita – Leadership Kaua'i
- CFI Fire Investigation Training (online)

Events:

- Touch-A-Truck with KPD – Engine 3 & KFD Prevention
- Kamehameha Day Parade with Sparky & Toyota Tundra
- Lihu'e Business Association Meeting with Chief Gibson, Elton Ushio, HWMO (Elizabeth Pickett), State Forestry (Sherri Mann)

Key Meetings:

- Kaua'i Drought Meeting
- CM DeCosta: Fire Code & Wildland buffers
- Wildfire Prevention Mitigation with KEMA & HWMO
- Meeting with Maui Prevention Bureau – Chief Otsuba
- Meeting with Department of Water Planners (Claus Bollman & Takara Kunioka):
 - How to streamline plan review
 - Hydrant placement for Po'ipū road project
 - How to work seamlessly on future projects

FIRE TRAINING BUREAU

2024 TRAINING PLAN Q2

Keystone Objective	<ul style="list-style-type: none"> Trimester1 Keystone – USLA (3/24) Trimester 2 Keystone – High Angle Ropes (6/24) Trimester3 Keystone – Pump Relay Ops(9/24)
Task Performances	<ul style="list-style-type: none"> Don Structure Gear Don SCBA go on air Restricted Egress with SCBA Forcible Entry Door District Familiarization
Certification Professional Development Train the Trainer	<ul style="list-style-type: none"> CPR Recertification Driver training Recertification Helicopter training
EMSTraining	<ul style="list-style-type: none"> Vector Solutions In Station year around refresher

June KFD Training

- Helicopter Training Reboot
- CST EX Training Hazmat/Comms
- Leadership/Culture Class
- Driver Training in Station
- Recertification of Returning Firefighters
- CPR in Station Training
- Forceable Entry Door Prop Moved

Upcoming KFD Training

- Start of RC33 (July 1st)
- ICS 305 w/KEMA (July 7th-11th)
- Prioritized KFD Physicals over training for July

Training Bureau

- Prep for RC33 start date July 1st
- Procurement start-up with Cadre needs

TRAINING STATISTICS

Description	June Hours	2024 YTD Total
Task Performances	84	1596
Refresher / Recerts/Prof. Develop.	518	2798
Individual Crew Training	718	4964
TOTAL	1320	9358

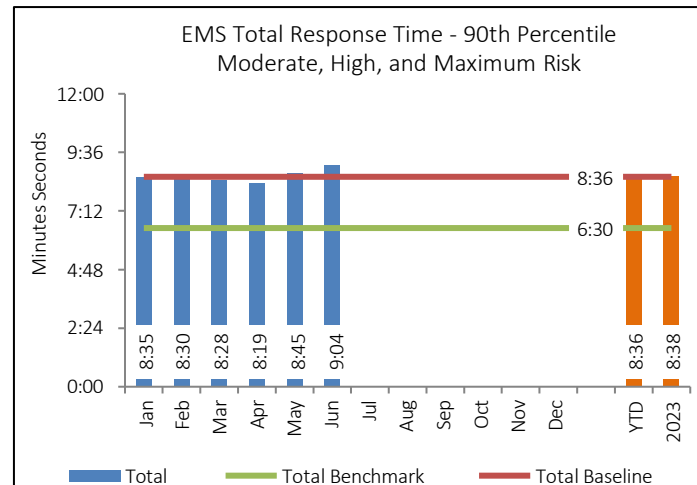
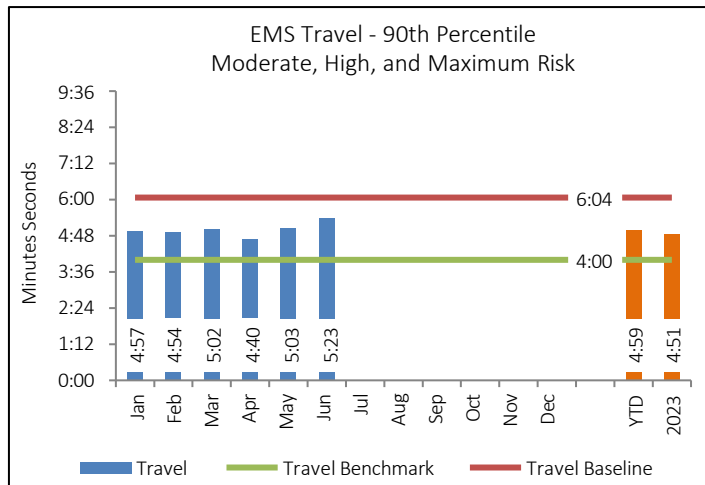
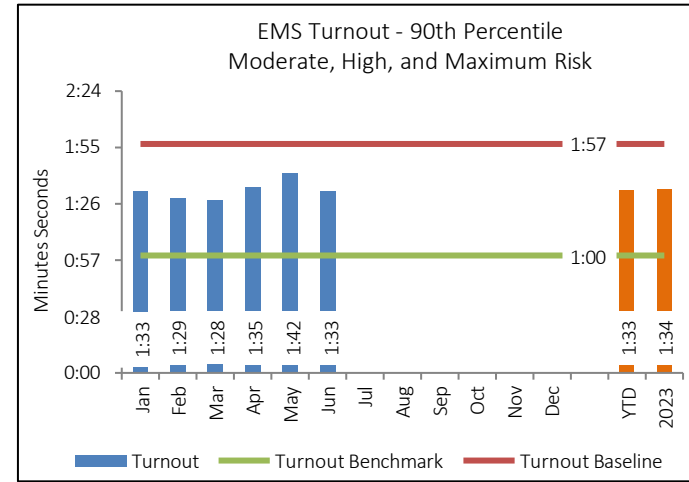
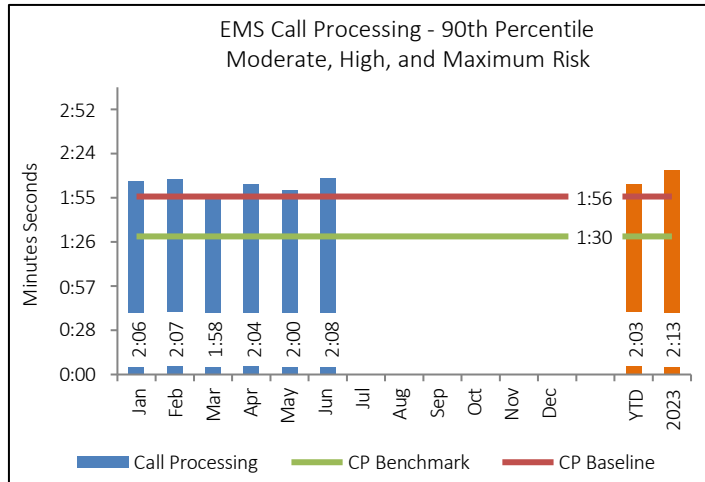
OCEAN SAFETY BUREAU

OCEAN SAFETY BUREAU						
TOWERS						
Description	June Total	FY22-23 Month Total	% Variance	Current YTD Total	FY22-23 YTD TOTAL	% Variance
Rescue	42	23	83%	392	345	14%
Assist	12	0	0%	176	147	20%
Preventive Actions	11,624	4,934	136%	176,553	178,697	-1%
1 st Aid	772	259	198%	8,843	8,799	1%
Public Contact	23,419	6,899	239%	263,434	121,454	117%
Beach Attendance	182,950	129,914	41%	1,693,641	1,402,601	21%
ROVING PATROL						
Rescue	5	6	-17%	169	126	34%
Jet Ski Rescue	4	4	0%	149	119	25%
Assist	1	1	0%	73	59	24%
Preventive Actions	5,440	2,898	88%	79,127	53,193	49%
1 st Aid	330	222	49%	3,087	1,395	121%
Public Contact	16,174	1,504	975%	170,248	35,343	382%
Beach Attendance	9,475	2,270	317%	343,119	304,158	13%
DROWNING						
Statistics	0	0	0%	1	2	-0.5%
TRAINING/ COMMUNITY SERVICE						
ITEM	Month Hours	FY22-23 Month Hours	% Variance	Current YTD Total Hours	FY 22-23 YTD Total Hours	% Variance
Training	240	124	94%	1,864	1,030	81%
Community Service	24	16	50%	374	332	13%
Jr. Lifeguard	1,620	1,550	5%	2,190	1,980	11%

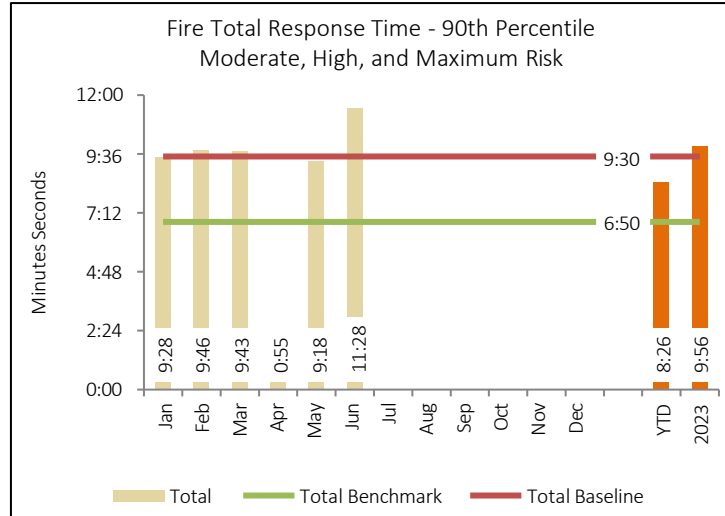
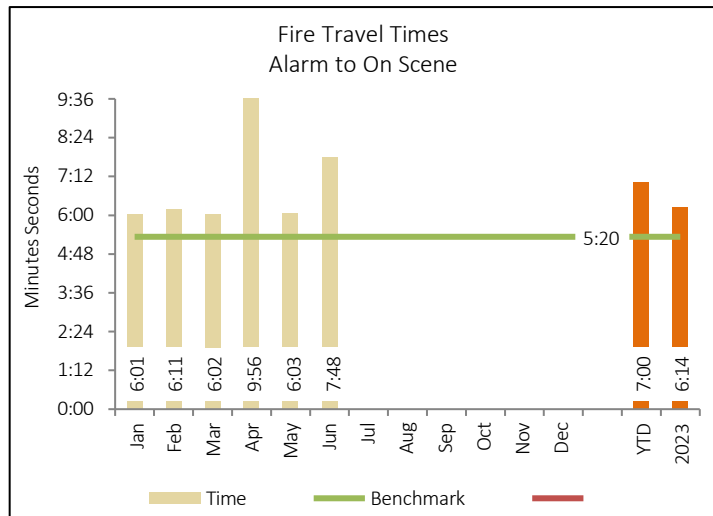
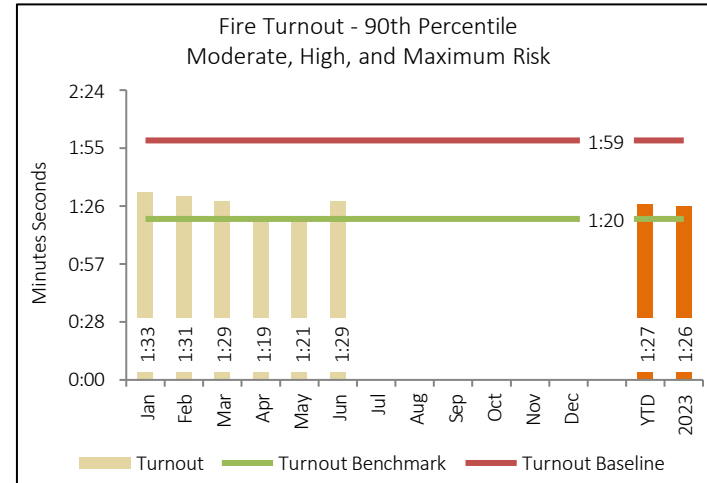
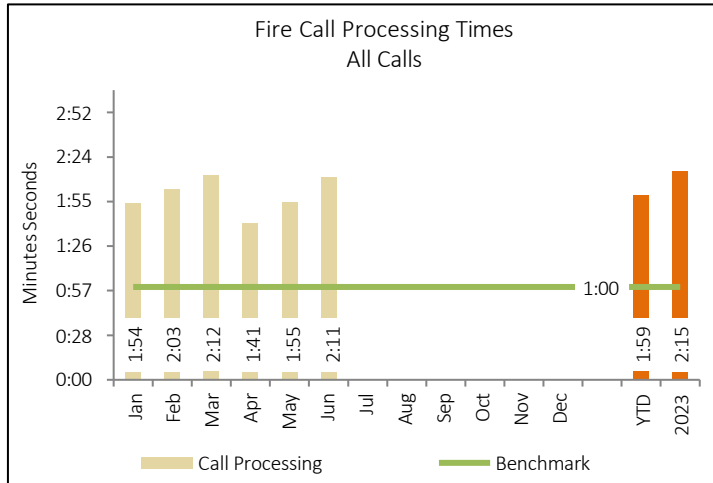
Ocean Safety Bureau:

- OSOIV New Promotion
- Keiki & Jr. Lifeguard: Salt Pond, Hanalei, Kalapaki = 300 participants
- 40-hour Emergency Medical Responder Training for new recruits
- OSB Chief Vierra traveled to Okinawa to assist efforts of Okinawa Lifesaving Association
- OSB participated in the Kaua'i Police Department Touch-A-Truck event at Vidinha Stadium

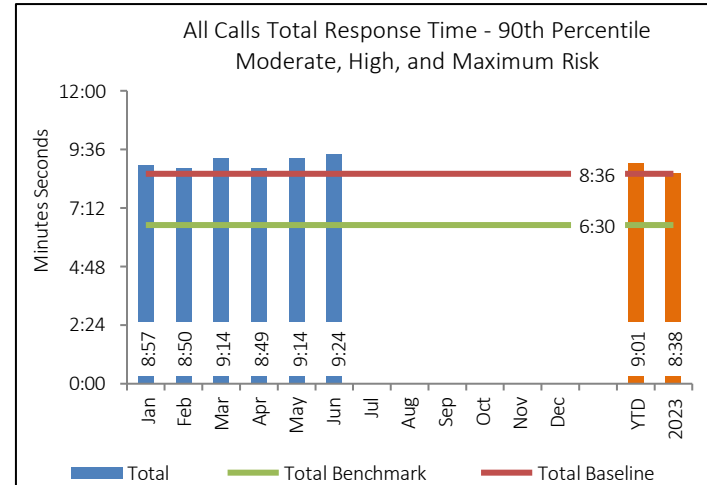
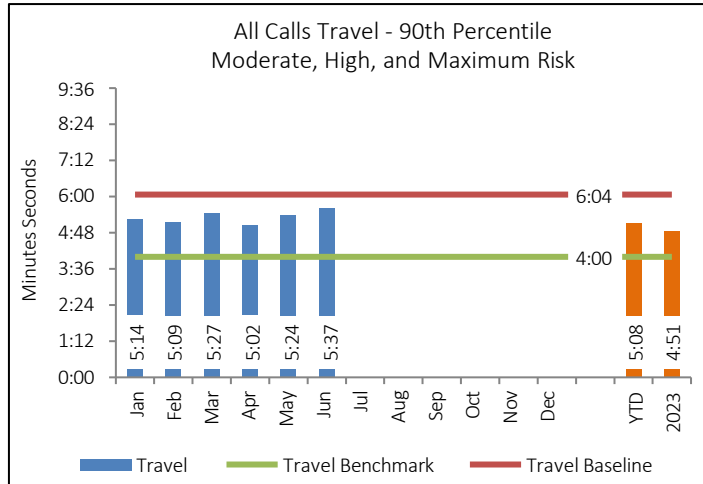
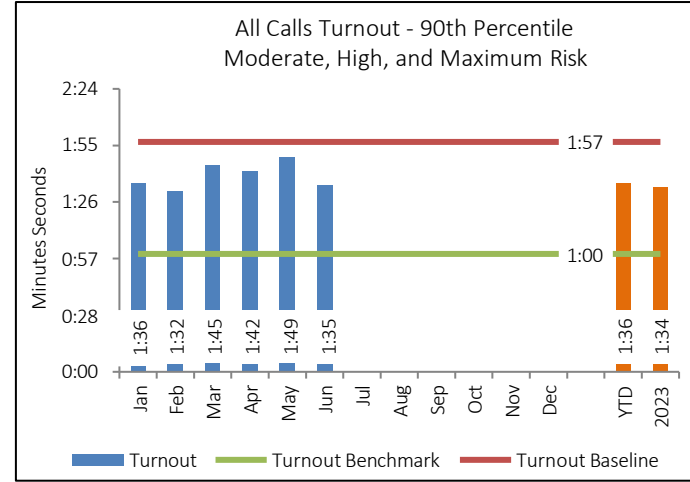
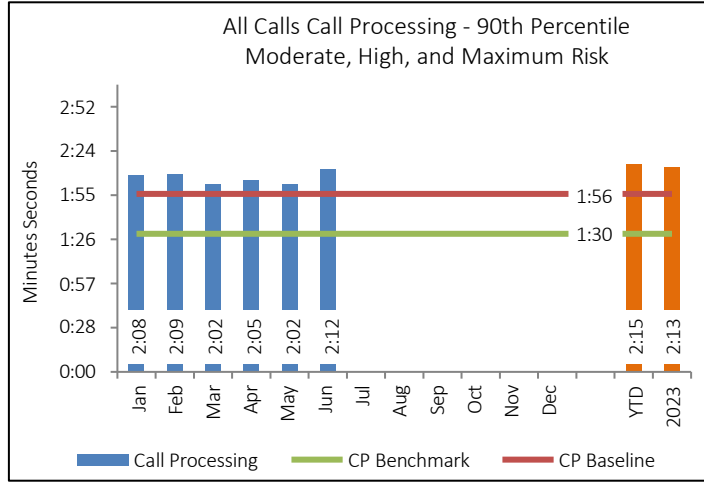
June 2024 - EMS Incidents



June 2024 - Fire Incidents



June 2024 - All Incidents



Goal#1 – Improve Fire Department Response Times (continuing)

Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 1A. Reinforce/ revise training and performance:</p> <ul style="list-style-type: none"> Reinforce directives and training focused on improving turnout times. <p>Goal 1B. Implement performance metrics and feedback systems to track and improve individual crew and team performance.</p> <p>Note: Continuing this goal, formerly FY 23-24, 1B)</p> <p>Goal 1C. – Provide “Total response time metrics for complete picture</p> <p>Note: Call Processing Times (CP), the time measured from when the call is answered at PSAP by the dispatcher until the selected fire crew is aware of the call.</p> <p>Goal 1D. Utilize complete “Total Response Time” to show gaps in coverage and need for “Fire Station #9”, somewhere between Hanalei & Kaiākea.</p>	<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. Redistribute Turnout Times SOG (Standard Operating Guidelines) / annual revision process. (1A) 2. Provide each station shift / crew with individualized crew performance reports so that their Battalion Chiefs can review with them. (3 shifts x 9 members = 27 reports) (1B) <p>Note: Call processing time + Turnout Time + Travel Time = Total Response Time</p> <ol style="list-style-type: none"> 3. Identify areas that have a delayed response time and cannot meet NFPA 1710 for “effective response force”. (1B) 4. Establish benchmark data for each fire station. (1B) <ul style="list-style-type: none"> Track and provide KFD’s Total Response Time data per district (each fire station) 5. Implement continuous monitoring and feedback to all members. (1A-B) 6. Work with KPD dispatch to review/assist with staff shortages and/or implementation of software that can automate the call taking/dispatch process. (1B) <ul style="list-style-type: none"> Track and report Call processing times and review monthly with KPD Dispatch 	<p>To develop a continuous improvement process to increase our effectiveness in emergency situations and increase the level of service provided to our community.</p> <p>Note: Maintaining the same outcome.</p> <p>Gain COK Leadership and Elected Officials support to consider an additional Fire Station for Community Response and Firefighter safety. (1D)</p>	

Goal #2 – Implement a continual improvement process to review, revise, and implement workplace operations: Standard Operating Guidelines (SOGs), Rules & Regulations (R&R) (continuing)

Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 2A. Develop an effective review process:</p> <ul style="list-style-type: none"> Define criteria and annual timeline for SOGs/R&Rs to be reviewed or revised. Implement a mechanism for soliciting input and feedback from all stakeholders. <p>Note: Continuing this goal, formerly FY 23-24, 2D however R&R added)</p> <p>Goal 2B. Promote Collaboration & 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/R&R. Establish clear lines of communication between the committee and KFD leadership, ensuring accountability and transparency. Regularly communicate updates and changes to the SOGs/R&R to all dept. members, providing training and support as necessary. <p>Note: Continuing this goal, formerly FY 23-24, 2E however R&R added)</p>	<p>Revise KFD’s Rules & Regulations (R&R) document.</p> <ul style="list-style-type: none"> Working group recruited and orientation meeting to draft R&R review change management process. Written process plan developed includes input from all employees and all ranks to participate in change management process. Committee reviews full R&R library and assigns specific R&R to subject matter experts with review submission deadline. The committee receives revisions, makes corrections, and sends drafts to the line for feedback. All SOGs will be classified by subject matter and sent to each Subject Matter Expert (SME) for review – SME’s will have 30 days to review and provide needed edits – will send back to Admin Group Admin Group will finalize edits and will publish a final revision to Power DMS. Final corrections made to SOGs/R&R and final version published with effective date and previous document is archived. SOGs/R&R uploaded to Power DMS by January 1st (to coincide with promotional testing) KFD Admin group will obtain a Computer Science Intern to establish a new electronic library and index system. 	<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>Note: Continuing this Outcome from FY 23-24</p> <p>KFD Employees will be familiar with the location of and how to quickly access Rules & Regulations and all Standard Operating Guidelines by subject or topic.</p> <p>One Stop Shop” Library (PowerDMS) created to access all documents:</p> <ul style="list-style-type: none"> SOG’s, Memos, Training Manuals, Power Points, Educational and Study Guides, Wellness Resources 	

Goal #3 – Prioritize Department Improvements			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 3A. Obtain necessary resources (funding for software and personnel) to generate data, information, and reports for Department wide improvement.</p> <ul style="list-style-type: none"> Review Department priorities for resource development i.e. to benchmark station response time, standardize fillable report writing (Fire/EMS incident narratives), daily inspections of vehicles and equipment etc. <p>Goal 3B. Collaborate with County IT and KPD on the Future Implementation of a new Fire Records Management System / Platform *this will be a 2 to 3 year process</p> <p>Goal 3C. Assess, evaluate, and create a process to ensure the identification of the best potential future leaders:</p> <ul style="list-style-type: none"> Review selection process for Captains and Fire Fighter III for HazMat and Rescue Teams Seek input from personnel at all levels and other stakeholders (HR Goal #3 – Prioritize Department Improvements etc.) to gather feedback on the process. 	<p>3A:</p> <ol style="list-style-type: none"> Working group / IT Specialist/Support recruited orientation meeting to identify Department priorities. Committee solicits input from all personnel. Strategic plan is drafted that identifies resources and prioritizes needs. Draft is finalized. Plan is implemented. <p>3B:</p> <ol style="list-style-type: none"> Gain COK leadership support to obtain “Request for Proposal” of a new Fire Records Management System <p>3C:</p> <ol style="list-style-type: none"> Working group recruited and orientation meeting to draft selection process changes. Committee completes drafts, distributes, and solicits feedback. Draft is finalized with effective date and previous process is archived. Approval and endorsement by KFD leadership. Collaborate and seek support with bargaining unit (HFFA) and COK Human Resources Establish, publish, and distribute selection process documents to all KFD personnel. 	<p>Strategic changes and investments to result in the overall improvement of the Department.</p> <p>KFD employees use cloud-based software to complete daily vehicle checks, request vehicle and station maintenance needs, and inventory requests.</p> <p>Enhanced selection process for Specialty assignments to place the most qualified person versus with the most seniority. (3B)</p>	

Goal #4 – Review, revise, and implement plans for wildfire mitigation to increase community resilience.			
Objectives	Success Measurements	Desired Outcome	Status
<p>Goal 4A. Review the Maui County After Action Report and the Attorney General’s Report as it becomes available.</p> <p>Goal 4B. Create a strategic plan that prioritizes mitigation actions for implementation.</p> <p>Goal 4C. Seek partners, and grant writers for wildfire defense grants.</p> <p>Goal 4D. Solicit community engagement in Wildfire awareness and prevention.</p>	<p>4A/B/D:</p> <ol style="list-style-type: none"> 1. Working group recruited and orientation meeting to review reports and draft a plan. 2. Written plan developed. 3. Plan circulated for input. 4. Committee reviews input creates a final draft and circulates feedback. 5. Plan is finalized, distributed for implementation. 6. Seek partnerships and locate resources. 7. Fire resistant materials and mitigation measures will be integrated into County rules and regulations (Fire Adapted Communities). <p>4D:</p> <ol style="list-style-type: none"> 8. Community educated in Defensible spaces and home hardening. 	<p>The Department will have adequate resources to fulfill its mission during a wildfire event.</p> <p>Partnerships will be established with Hawaii Wildfire Management Organization, DLNR, Dept of Forestry, United States Fire Administration.</p> <p>Community Engagement will result in “neighborhood associations” to engage their neighbors on home fire prevention measures (Firewise Communities).</p> <p>Mission Statement: “To preserve and protect life, property, and the environment of the Kauai County from all hazards and emergencies”</p> <p>Vision Statement: “Kauai Fire Department creates a safer community by continually striving for excellence in prevention and emergency response”</p>	

COUNTY OF KAUAI FIRE COMMISSION

FIRE CHIEF MICHAEL GIBSON JPR

Name: Michael Gibson, Fire Chief

Reporting Period: July 1, 2023 – June 30, 2024

Appointment Date: June 24, 2022

Leadership Skills and Professional Qualities this Reporting Period:

Meets Expectations: Does Not Meet Expectations: Unable to Rate:

Policies, Procedures, Rules, and Regulations

Meets Expectations: Does Not Meet Expectations: Unable to Rate:

Planning, Organizing, and setting Priorities:

Meets Expectations: Does Not Meet Expectations: Unable to Rate:

Personnel and Resource Management :

Meets Expectations: Does Not Meet Expectations: Unable to Rate:

Communications:

Meets Expectations: Does Not Meet Expectations: Unable to Rate:

<u>Notable Accomplishments:</u>
<u>Achievement of Goals:</u>
<u>Progress Toward Goal Accomplishment:</u>
<u>Summary of Performance:</u>
<u>Areas of Concern by Fire Commission:</u>
<u>Overall Performance for this Reporting Period:</u>
I Received a Copy of this Performance Review: _____ Date: _____ Fire Chief
<u>Discussed with Chief By:</u> _____ <u>Date:</u> _____ Chair – Kauai Fire Commission

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Fire-Rescue International 2024

Registration and Housing are open now!

SCHEDULE-AT-A-GLANCE

*Schedule is subject to change

Wednesday, August 14

7:00 AM – 5:30 PM	Registration Open
8:00 AM – 10:00 AM	Opening General Session
10:00 AM – 3:15 PM	Education
12:30 PM – 2:00 PM	Division Lunches
2:15 PM – 3:15 PM	Education
3:00 PM – 7:00 PM	Welcome Reception

Thursday, August 15

7:00 AM – 6:00 PM	Registration Open
8:30 AM – 10:00 AM	General Session
10:00 AM – 10:60 AM	IAFC Business Meeting
1:00 PM – 5:00 PM	Education
5:00 PM – 7:00 PM	Thursday Night Reception

Friday, August 16

7:00 AM – 1:00 PM	Registration Open
7:00 AM – 8:30 AM	Diversity Breakfast
8:30 AM – 10:00 AM	Closing General Session & Installation of Officers
10:00 AM – 2:00 PM	Exhibit Hall Open
10:15 am – 4:45 PM	Education

Each summer, thousands of the most prominent fire and emergency service leaders from across North America and around the globe come to Fire-Rescue International (FRI). This year we are Headed to Dallas, Texas and the Kay Bailey Hutchison Convention Center, August 14-16, 2024, to Learn, network, and collaborate together.