



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 October 15, 2024
2:00 p.m. or shortly thereafter
Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B
4444 Rice Street, Lihu'e, Kaua'i, Hawai'i

RECEIVED

MEETING CALLED TO ORDER

24 OCT -8 AM 11:43

ROLL CALL TO ASCERTAIN QUORUM

APPROVAL OF AGENDA

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUAI

CHAIR'S ANNOUNCEMENT

- Next Regular Monthly Meeting: 2:00 p.m., Tuesday, November 19, 2024, at the Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Lihu'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

September 17, 2024, Open Session Meeting Minutes

FIRST RESPONDER RECOGNITION

CHIEF'S MONTHLY SEPTEMBER BUREAU REPORTS AND PERTINENT UPDATES

- Update on Kaua'i Fire and Ocean Safety, including updates on Partnerships, Resources Highlights, and Wildfire/Council
- Administrative Bureau Update, including updates on the budget, staffing, overtime report, facilities, and fleet
- Fire Operations Bureau Update, including statistics on calls for service and brief description of some of the incidents responded to
- Fire Prevention Bureau Update, including monthly statistics
- Fire Training Bureau Update, including monthly statistics
- Ocean Safety Bureau Update, including monthly statistics and bureau highlights
- Update on Fire Chief Gibson's progress regarding the Goals and Objectives for FY 2024-2025

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:	September 17, 2024	
Location	Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Lihu'e, Kaua'i, Hawai'i	Start of Meeting:	2:01 p.m.	End of Meeting: 3:32 p.m.
Present	Vice Chair Gary Pacheco; Commissioners: Lori Almarza, Trevor Ford, Alfredo Garces Jr., Jeff Murray. Also present: Boards & Commissions Office Staff: Support Clerk Lisa Oyama; Administrator Ellen Ching; Office of the County Attorney: Deputy County Attorney Jenna Tatsey			
Excused	Chair Rodney Yama, Commissioner: Jen Chahanovich			
Absent				



SUBJECT	DISCUSSION	ACTION
Meeting Called to Order/Roll Call to ascertain quorum	Vice Chair Pacheco called the Fire Commission September 17, 2024, meeting to order at 2:01 p.m. A roll call ensued that quorum was established, five (5) Commissioners were present to conduct business.	Quorum was established with five (5) Commissioners present.
Approval of Agenda	Vice Chair Pacheco called for a motion to amend the agenda, to add the First Responder Recognition for Community Members, and for a motion to accept the amended agenda.	Commissioner Murray moved to accept the July 14, 2024, Lifesaving Rescue. Commissioner Garces seconded the motion. Hearing no objections, motion carried 5:0. Commissioner Almarza moved to accept the amended agenda for September 17, 2024, Commissioner Garces seconded the motion. Hearing no objections, motion carried 5:0.

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
Chair's Announcements	Next Regular Monthly Meeting will be 2:00 p.m., Tuesday, October 15, 2024, at the: Lihu'e Civic Center, Moikeha Building Meeting Room 2A-2B 4444 Rice Street, Lihu'e, Kaua'i, Hawai'i 96766	
Public Testimony	Vice Chair Pacheco 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	Vice Chair Pacheco called for a motion to amend or approve the minutes of the August 20, 2024, meeting.	Commissioner Almarza moved to approve the August 20, 2024, meeting minutes as circulated. Commissioner Murray seconded the motion. Hearing no objections, the minutes were approved. 5:0.
First Responder Recognition	<p>Ocean Safety Bureau Chief Kalani Vierra gave a short speech recognizing our First Responders for lives saved at the Hanalei Pier on July 10, 2024.</p> <p style="text-align: center;">AMR Paramedic Christopher Whitworth EMT Christopher Waite</p> <p style="text-align: center;">KFD Fire Captain Dane Smith Fire Fighter III Jed Smith (Retired) Fire Fighter I Paul Haraguchi</p> <p style="text-align: center;">Ocean Safety Captain Tyrus Siale OSO II Dustin Williams OSO II Josh Lindstedt OSO II Kanstanstin Dashkevich</p>	

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p style="text-align: center;">OSO II Kesava Davis</p> <p>Vice Chair Pacheco thanked the EMT’s, Fire Fighters, and OSO’s for a job well done.</p> <p>Commissioner Garces gave his thanks for putting their lives on the line in this rescue.</p> <p>Commissioner Almarza expressed her gratitude.</p> <p>Commissioner Ford thanked them for being out there.</p> <p>Commissioner Murray thanked the ohana for being here, showing support. He thanked the rescuers for all that they do.</p> <p>Ms. Stephanie Reid, representing Councilmember Felicia Cowden gave her many thanks to the rescuers.</p> <p>OSO III Josh Lindstedt gave his thanks to the Commission and Fire Department staff on behalf of the rescuers for all their support.</p>	
<p>Community Members First Responder Recognition</p>	<p>OSB Chief Kalani Vierra gave a short speech recognizing our Community Members First Responders for lives saved at Brenneke’s Beach on July 14, 2024.</p> <p style="text-align: center;">Community Members Chava Greenlee Keliimoanakahi Javier Talon Morales Zaenyn Yamamoto</p> <p>Vice Chair Pacheco expressed his thanks to the community member rescuers.</p>	

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>Chava Greenlee gave his thanks to his fellow community rescuers and expressed his gratitude for the Jr. Lifeguard program.</p> <p>Commissioner Garces expressed his thanks to the county for the programs that they offer, and maybe one day we'll see one of these boys as personnel for KFD or OSO.</p> <p>Commissioner Almarza stated that as a mother she was very proud of these community members for this rescue.</p> <p>Commissioner Ford gave his thanks for the community members for helping each other out during the rescue.</p> <p>Commissioner Murray thanked them for their bravery, jumping into action to save a family.</p> <p>Stephanie Reid for Councilmember Cowden expressed her gratitude for the rescuers, and hoped that one day in the future we will get to see them as Firefighters, Ocean Safety, and Police Officers</p>	
<p>Recap from Fire Chief Gibson on the Fire-Rescue International Conference</p>	<p>Chief Gibson and Training Captain Micah Mokuahi attended the conference. Topics that they were most interested in were Data and Analytics and Artificial Intelligence. He gave a summary of the conference.</p>	
<p>Chief's Monthly Bureau Reports and Updates for August 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 	

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>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</p> <p><u>Fire and Ocean Safety</u> Large structure fire in Kapa'a at Kaua'i Marine & Mower, fire started on the second floor, building is a total loss. Structure fire on Kahuna Road, that was a complete loss, and a kitchen fire at Plantation Hale. 15-acre fire in Anahola, and several smaller brush fires in that area. Norovirus cases in Kalalau, Kalalau has been closed. Lost swimmer, who was snorkeling with his family off of Nukoli'i, was not found. On August 23, 2024, KFD was awarded the FEMA Assistant to Firefighters Grant Award, \$352,727.00, this will be used for a Type 5 Brush Truck, to be stationed at Kapa'a Fire Station. Recruit Class 33, which started on July 1, is currently in Hazmat Training, after that they will be going into NREMT Training, and the tentative completion date is the first or second week of January 2025. Looking to start Recruit Class 34 as soon as Recruit Class 33 is completed. 2 vacancies because there have been 2 retirements, one on July 1 and the second one was on September 1. Two firefighters are on long-term injuries. Account 3 position is still vacant.</p> <p><u>Partnerships</u> Within the next few months, they are working on is clearing out behind the airport. There are up to 49 camp sites back there.</p>	<p>Commissioner Ford moved to receive the Chief’s Monthly Report. Commissioner Garces seconded the motion. Hearing no objections, motion passes. 5:0.</p>
<p>BUSINESS</p>	<p><u>KFC 2024-4</u> Discussion on Fire Chief Michael Gibson’s Fiscal Year Performance Evaluation DRAFT Report for the period of July 1, 2023 – June 30, 2024. Ms. Ching suggested that this item be deferred to Executive Session.</p>	<p>Commissioner Garces motioned to move this item into Executive Session. Commissioner Murray seconded the motion. Hearing</p>

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p><u>KFC 2024-5</u> Discussion and decision-making on a salary increase for Fire Chief Michael Gibson pursuant to Salary Resolution 2002-1, for the period of July 1, 2023, to June 30, 2024.</p> <p>Ms. Ching also asked for a deferral until after the Executive Session and review of the evaluation report.</p> <p><u>KFC 2024-6</u> Discussion and possible action on supporting additional positions for the Fire Department to assist with expediting filling vacancies.</p> <p>Chief Gibson gave a summary of what he is looking for in support of the Commission. Chief Gibson is looking for 6 positions on a yearly basis.</p> <p>If the Commissions allows, Ms. Ching offered to draft a letter of support that would go to the Mayor as well as Council.</p>	<p>no objections, motion carries. 5:0.</p> <p>Commissioner Garces motioned to defer until after Executive Session and review. Commissioner Ford seconded the motion. Hearing no objections, motion carries. 5:0.</p> <p>Commissioner Garces made a motion for Ms. Ching to draft a letter of support to Mayor and County Council. Commissioner Murray seconded the motion. Hearing no objection, motion carries. 5:0.</p>
Executive Session	<p><u>KFC 2024-4</u> Discussion on Fire Chief Michael Gibson’s Fiscal Year Performance Evaluation DRAFT Report for the period of July 1, 2023 – June 30, 2024.</p> <p><u>KFC 2024-5</u> Discussion and decision-making on a salary increase for Fire Chief Michael Gibson pursuant to Salary Resolution 2002-1, for the period of July 1, 2023, to June 30, 2024.</p>	<p>Commissioner Garces moved to enter into Executive Session. Commissioner Murray seconded the motion. Hearing no objections, motion carries. 5:0.</p>
Return to Open Session	<p>KFC 2024-4 Commission accepted the draft evaluation. Ms. Ching will finalize the evaluation. Commission Support Clerk Lisa Oyama will coordinate with HR, Chair Yama, Vice Chair</p>	

KFC Open Session Minutes
of September 17, 2024, Meeting

SUBJECT	DISCUSSION	ACTION
	<p>Pacheco, and Fire Chief Gibson to go over the evaluation. Ms. Ching stated that Chair Yama is recovering from surgery and might not be able to attend, so she asked the commission to select an alternate should Chair Yama not be able to attend the meeting with HR. Commissioner Garces volunteered to be the alternate.</p> <p>KFC 2024-5, no action taken, only discussion.</p>	<p>Commissioner Almarza moved to nominate Commissioner Garces as the alternate. Commissioner Murray seconded the motion. Hearing no objections, motion carries. 5:0.</p>
<p>Adjournment</p>	<p>Vice Chair Pacheco called for a motion to adjourn the meeting.</p>	<p>Commissioner Ford moved to adjourn. Commissioner Garces seconded the motion. Hearing no objections, meeting was adjourned at 3:32 p.m. 5:0.</p>



FIRE CHIEF REPORT to the FIRE COMMISSION



Reporting Month: September 2024

Submitted by
Office of the Fire Chief



KAUAI FIRE 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"> • 2 FF III Promotions; Miller, Fujimoto • FF II Hazmat Promotion; Dettle • 9/11 (Patriot Day) Ceremony @ Kukui Grove • Promotional Exams: OSO III (Lieutenant), Fire Captain, FF III, FF II Exams Opened • New Recruit Class "34", Mid-January • Fiscal Year 2026 Process / Planning 	<ul style="list-style-type: none"> • Ninini Point / Ahukini Clean - Up • Hawaii National Guard • KFD Peer Support Program • HFFA Monthly Meeting 9/13 • KFD Safety Committee • BU 11, 15 – Contract Negotiations • HGEA – COVOD Hazard Pay 	<ul style="list-style-type: none"> • Koloa Fire Station – Floors & Cabinets • Waimea Fire Station - Driveway • Pending Delivery: Highwater Vehicle, BC Vehicle, Training Bureau Vehicle, (2) Fire Engines, 2nd Water Tender, (3) Brush Trucks • IFB: 3rd Water Tender, (2) Type V Brush Trucks, Rescue Vehicle, Admin BC, OSB Chief
Wildfire		Council
<ul style="list-style-type: none"> • Wildfire Mitigation /Risk Reduction Initiatives Task Force – 9/4, 9/18 • Cross-County Wildfire Prevention Council – 9/18 • Anahola – Heavy Equipment "Career Day" 9/26 • Fire Prevention Week (October) 		<ul style="list-style-type: none"> • Danny Smith – Honoree, Retired KFD Battalion Chief • Kilauea Neighborhood Meeting • 9/25 – County Council Testimony; Search and Rescue • 9/27 – State Fire Council; Meeting with Governor "Fire Prevention Week" Proclamation 9/27 • Consultations – Guest Houses

ADMINISTRATIVE BUREAU

FIRE DEPARTMENT FINANCIAL STATEMENT for SEPTEMBER 2024

Description	Budget	YTD Expenses	Expended	FY23-24	Variance
Payroll Admin	\$ 2,577,396.00	\$ 265,338.12	10%	\$ 395,258.42	-32.87%
Payroll Fire Ops	\$ 25,761,673.00	\$ 2,529,485.27	10%	\$ 3,870,061.60	-34.64%
Payroll Prevention	\$ 1,091,197.00	\$ 83,485.14	8%	\$ 126,158.54	-33.83%
Payroll Training	\$ 1,186,254.00	\$ 115,609.85	10%	\$ 216,905.85	-46.70%
Payroll OSB	\$ 7,405,965.00	\$ 1,183,351.55	16%	\$ 984,262.99	20.23%
PAYROLL SUBTOTAL	\$ 38,022,485.00	\$ 4,177,269.93	11%	\$ 5,592,647.40	-25.31%
Operating Admin	\$ 373,740.00	\$ 17,581.82	5%	\$ 65,964.18	-73.35%
Operating Fire Ops	\$ 5,920,357.00	\$ 1,673,580.07	28%	\$ 606,096.28	176.12%
Operating Prevention	\$ 63,663.00	\$ 5,168.49	8%	\$ 4,229.49	22.20%
Operating Training	\$ 263,527.00	\$ 26,122.42	10%	\$ 55,792.82	-53.18%
Operating OSB	\$ 696,937.00	\$ 3,451.29	0%	\$ 23,281.62	-85.18%
OPERATING SUBTOTAL	\$ 7,318,224.00	\$ 1,725,904.09	24%	\$ 755,364.39	128.49%
GRAND TOTAL	\$ 45,340,709.00	\$ 5,903,174.02	13%	\$ 6,348,011.79	-7.01%

OVERTIME REPORT

OVERTIME TYPE	Monthly Cost	YTD Cost	FY23-24 YTD Cost	Cost % Variance
Regular	\$ 144,648.51	\$ 327,406.58	\$ 275,678.53	18.76%
Rank for Rank	\$ 93,876.22	\$ 205,432.52	\$ 165,271.67	24.30%
Scheduled	\$ 27,372.09	\$ 54,740.00	\$ 52,256.17	4.75%
Training	\$ 34,913.40	\$ 58,796.91	\$ 70,699.96	-16.84%
TOTAL	\$ 300,810.22	\$ 646,376.01	\$ 563,906.33	14.62%

STAFFING

Description	Vacancies	Total Authorized	Notes
Administration	1	13	Accountant III
Operations	2	132	FF T
Prevention	0	4	
Training	0	3	
Ocean Safety FT	1	67	
Ocean Safety ST	1	6	
TOTAL	5	225	

FACILITIES

Description	Exceptions
Fire Stations	St.7 Asphalt / Kapa'a Rebuild / Kōloa F & C
Administration	Need new carpeting
Training	Class A Burn Containers
Air Operations	Architect selected for design/plans/permitting
Towers	2 Towers, plus 1 / IFB
Utility	Fire Mechanics/ Repair Facility Needed

FLEET UPDATE

Description	Notes
Engines	All Mission Capable + 3 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 Sept	2023 Sept	Variance	2024 YTD Total	2023 YTD Total	Variance
Brush Fire	33	48	-31.25%	251	214	17.29%
Crop Fire	2	1	100.00%	11	8	37.50%
Electrical Rescue	0	0	0.00%	0	1	-100.00%
EMS	3931	406	-18.47%	3681	3745	-1.71%
Extrication Rescue	1	1	0.00%	23	7	228.57%
False Call	15	14	7.14%	147	158	-6.96%
Good Intent	83	96	-13.54%	790	748	5.61%
Hazardous Condition	2	7	-71.43%	34	36	-5.56%
Other	1	1	0.00%	2	2	0.00%
Rescue/EMS Standby	5	4	25.00%	32	32	0.00%
Ruptures/Explosion	0	0	0.00%	3	2	50.00%
Search for Lost Person	7	4	75.00%	61	74	-17.57%
Service Call	58	42	38.10%	485	363	33.61%
Severe Weather	0	0	0.00%	4	4	0.00%
Structure Fire	4	11	-63.64%	69	65	6.15%
Type Not Specified	4	5	-20.00%	36	26	38.46%
Vehicle Fire	6	1	500.00%	46	54	-14.581%
Water Rescue	4	0	100.00%	33	44	-25.00%
Totals	556	641	-13.26%	5708	5583	2.24%

OPERATIONS HIGHLIGHTS

Fires:

- #5285: Anahola – E8/T8, T2, Tender1, BC – 60' X 60' brushfire extinguished by fire personnel. Multiple ignition sources.
- #5502: Ulu St. – E2/T2, E8/T8, E3, R3, T3, L4, BC – 2 story commercial structure fire extinguished by fire personnel.
- #5533: Wainiha Ridge – E1/T1, R3, Tanker1, BC, Air1, Air2, Jack Harder, DOFAW, Robinson – 20-acre forest fire extinguished by Fire personnel.

Rescues–Trails:

- #5302: Queens Bath – E1/T1 – 54 y/o female visitor (leg injury) wheeled out of trail by fire personnel.
- #5372: Kalalau beach – R3, Air1 – 4 visitors and 2 dogs short hauled from beach (due to high surf) to awaiting boat. Stranded on beach from the previous day.
- #5446 – Uluwehi falls – E2/T2 – 34 y/o male resident assisted out of trail by fire personnel and transferred care to awaiting medics.
- #5733: Hanakāpī'ai Trail – E1/T1, R3, Air1 – 67 y/o male visitor (ankle injury) airlifted to Princeville airport and awaiting medics.

Rescues– Water

- #5346: Nukolii – E3/T3, E2/T2, R3, Air1 – Family of 4 (swept out to sea) rescued by fire personnel.
- #5452: Running waters – E3, R3, Air1 – 50 y/o male visitor pulled from the water by fire personnel.

FIRE PREVENTION BUREAU

PREVENTION BUREAU STATISTICS

Description	Month Total	FY24 Month	% Variance	Current YTD	FY24 YTD	% Variance
Fire Investigation	2	1	100%	8	6	33%
ADU Permit Applications	0.5	0.5	0%	2	2	0%
Building Permit Plan Review	185	181	2%	534	349	53%
Planning Dept Review	20	13	54%	52	32	63%
Certificate of Occupancy Inspection	53	29	83%	82	29	183%
Business Occupancy Inspection	5	26	-81%	36	31	16%
Witness Acceptance Tests	1	2	-50%	7	6	17%
Fire Extinguisher Training	1	0.5	100%	1	0	0%
Fire Safety Presentation	2	1	100%	8	6	33%
Telephone/Email Inquiries	489	688	-29%	1684	1195	41%
Complaint Investigations	1	4	-75%	8	7	14%
Sparky Presentation	0.5	0.5	0%	2	2	0%
Fireworks Displays & Inspections	0.5	0.5	0%	1	1	0%
TOTAL	760.5	947	-20%	2425	1666	46%

Accomplishments:

- Trained Recruit Class Fire Protection Systems @ Hotel1
- Researched fire blanket effectiveness
- Consulted Kaua'i Philippine Cultural Center on Safety Plan
- Department of Water Extinguisher Training
- Corteva – Safety Day Training (Hands only CPR/Extinguisher Training)
- Hands only CPR @ Waimea High School
- Anahola Cleanup Day, Aina Alliance – First Day and Career Day Training

Classes/Training:

- “Lessons Learned from the Battlefield” Training – Kinoshita
- Fire Ground Survival Training – Kinoshita/Minei/Keahi
- Thriving in Hawai'i Cultural Class – Kinoshita

Events:

- 9-11 Event at Kukui Grove Center – KFD/Fall Prevention Booth

Key Meetings:

- Knox Box, proposal to upgrade Know Access Systems
- Coco Palms – Fire Lane Access
- New Project @ Hokuala with developer and L. Escalona (CoK Building)
- Hawai'i Fire Prevention Committee – Fire Code Amendment Meeting

FIRE TRAINING BUREAU

2024 TRAINING PLAN Q2

Keystone Objective	<ul style="list-style-type: none"> Trimester1 Keystone–USLA (3/24) Trimester2 Keystone– High Angle Ropes (6/24) Trimester3Keystone– Pump Relay Ops (9/24)
Task Performances	<ul style="list-style-type: none"> Don Structure Gear Don SCBAgo onair Restricted Egress with SCBA Forcible Entry Door District Familiarization
Certification Professional Development Train the Trainer	<ul style="list-style-type: none"> FGS Refresher Auto Extrication Refresher
EMS Training	<ul style="list-style-type: none"> Vector Solutions In Station year around refresher

September KFD Training

- FGS Refresher
- Auto Ex Refresher
- Eagle View Pictometry Training 9/3
- Battlefield 9/4 & 9/5
- Thriving in Hawai'i Culture Training 9/27
- RC33 HAZMAT IFSAC Certification
- RC33 Start USLA Certification

Upcoming October KFD Training

- NFA Leadership training 10/3-4
- RC33 starts NREMT Certification till 11/22
- Alt Kagesa Customer Service Training 10/15
- Promotion Testing month
- MFD/IAFF Peer Support training

TRAINING STATISTICS

Description	September Hours	2024YTD Total
Task Performances	206	2051
Refresher/Recerts/Prof. Develop.	321	3877
Individual Crew Training	454	6522
Recruit Class Training (3 FFTs)	480	1521
TOTAL	1461	13,962

Training Bureau

- Assisting HR with Testing and Certifications
- Awaiting new Training Vehicle
- Procurement of various class/instructor payments

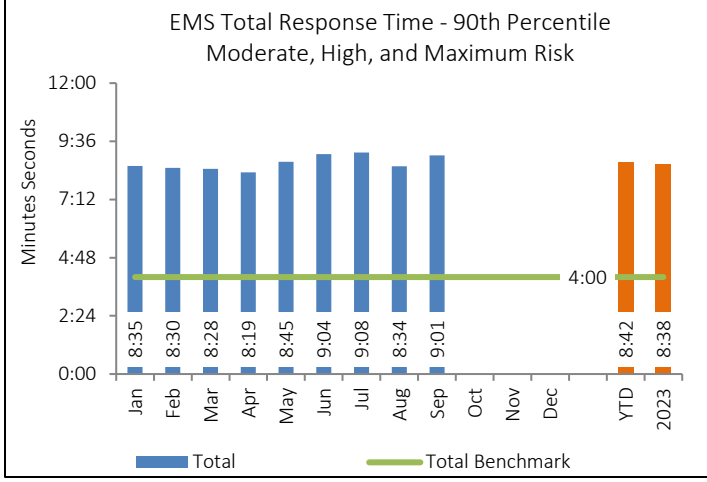
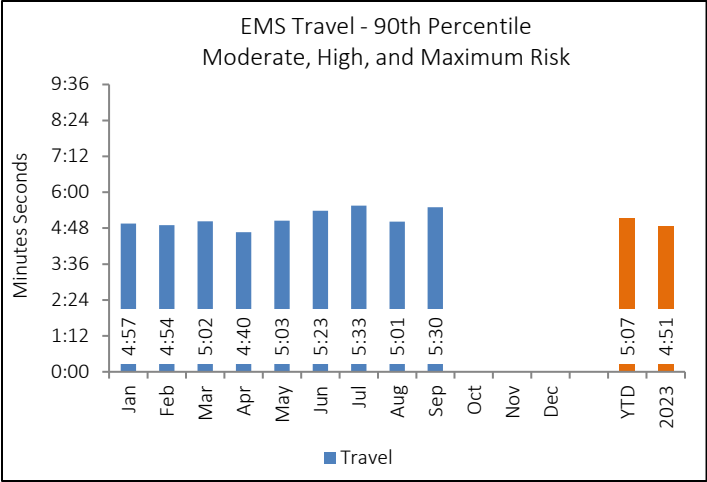
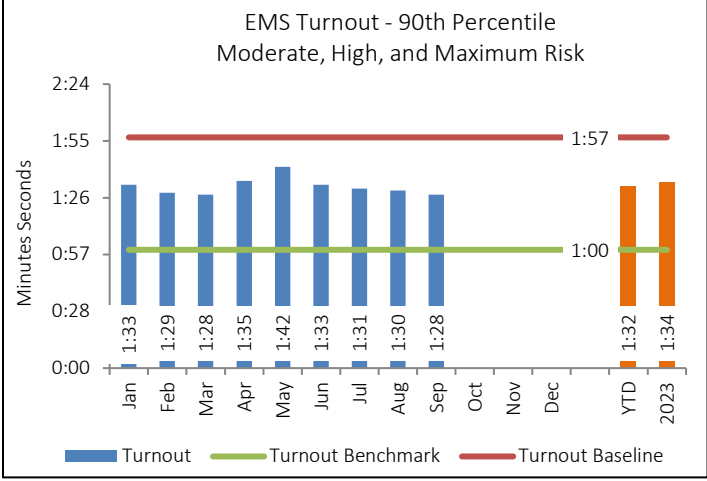
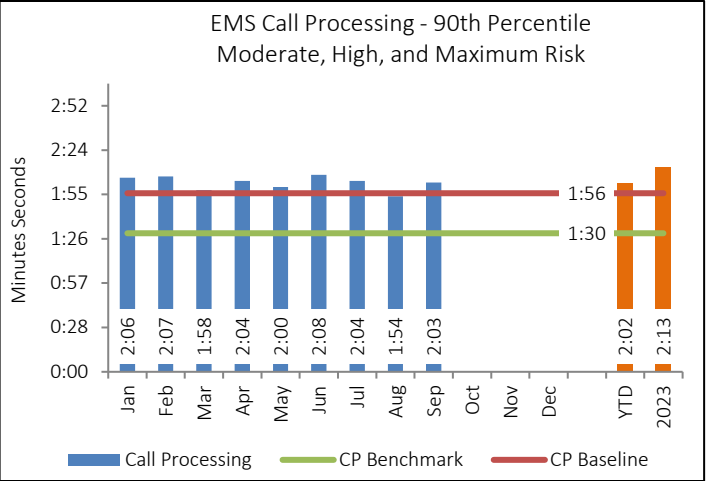
OCEAN SAFETY BUREAU

OCEANSAFETYBUREAU						
TOWERS						
Description	Sept Total	FY23-24 Month Total	% Variance	Current YTD Total	FY23-24YTD TOTAL	% Variance
Rescue	16	26	-38%	68	70	-3%
Assist	6	8	-25%	23	26	-12%
Preventive Actions	15,913	18,114	-12%	34,025	37,951	-10%
1 st Aid	733	751	-2%	1,391	1,492	-7%
Public Contact	21,888	23,807	-8%	45,555	54,693	-17%
165	132,117	176,593	-25%	471,968	464,697	2%
ROVING PATROL						
Rescue	8	17	-53%	24	53	-55%
Jet Ski Rescue	8	8	0%	16	10	-50%
Assist	0	0	0%	0	0	0%
Preventive Actions	4,723	5,854	-19%	9,173	13,081	-30%
1 st Aid	228	105	117%	529	232	128%
Public Contact	9,018	8,225	10%	19,548	23,422	-17%
Beach Attendance	33,680	13,285	154%	60,365	22,476	169%
DROWNING						
Statistics	0	1	0%	0	1	-0.5%
TRAINING/COMMUNITYSERVICE						
ITEM	Month Hours	FY23-24 Month Hours	% Variance	Current YTD Total Hours	FY23-24YTD Total Hours	% Variance
Training	32	40	-20%	268	164	63%
Community Service	24	10	140%	70	26	169%
Jr. Lifeguard	0	0	0%	1,215	998	22%

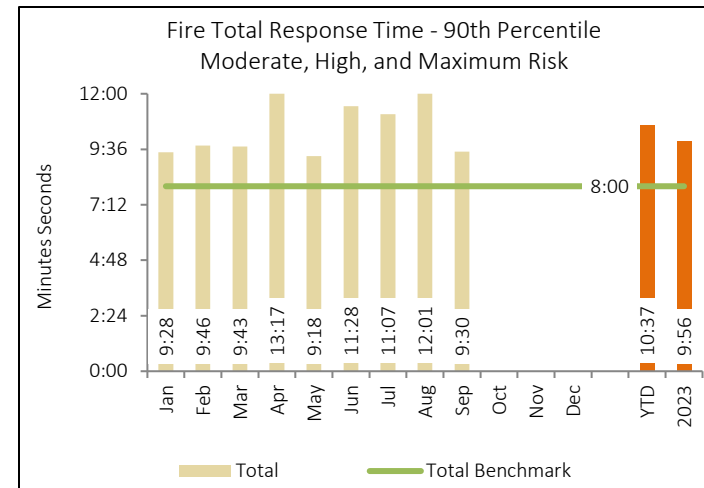
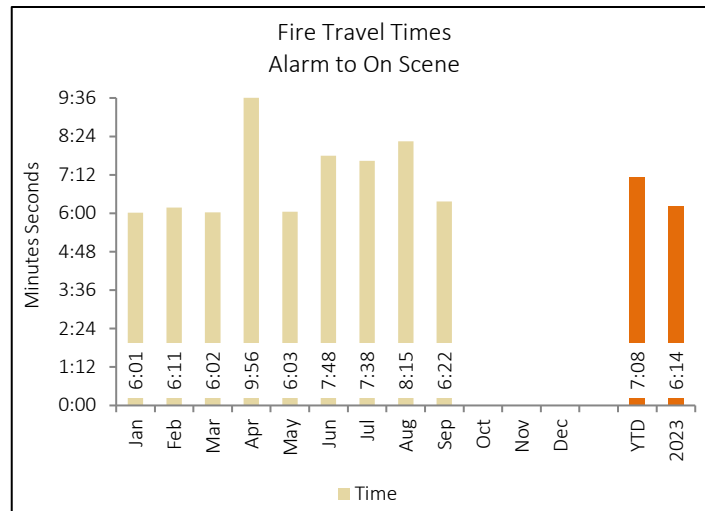
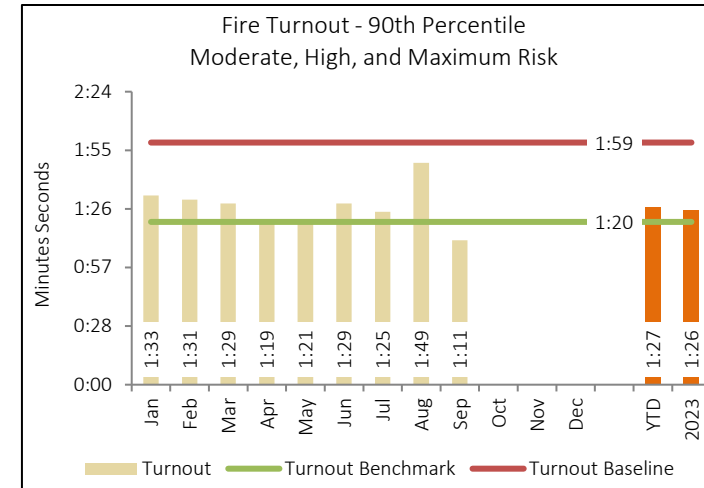
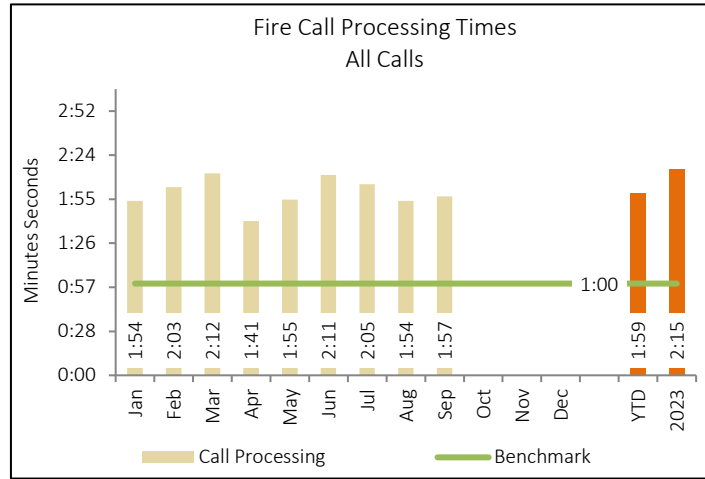
Ocean Safety Bureau:

- Youth Ocean Safety Clinic with Nakamakai organization
- Fire Commission Recognition Ceremony – Rescue Incidents
- Annual USLA Agility Test
- OSO1 Interviews
- County Council – Tower Indemnification
- Meeting with Mayor Kawakami on Youth Aquatic Center
- Kekaha Safe Workday – Ocean Safety Education

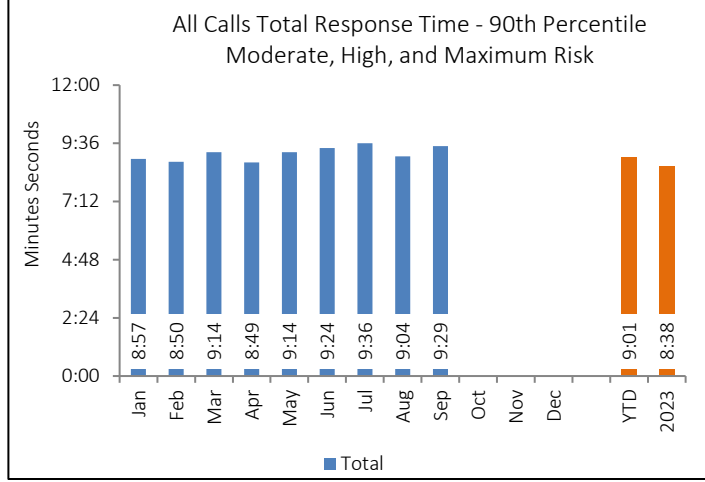
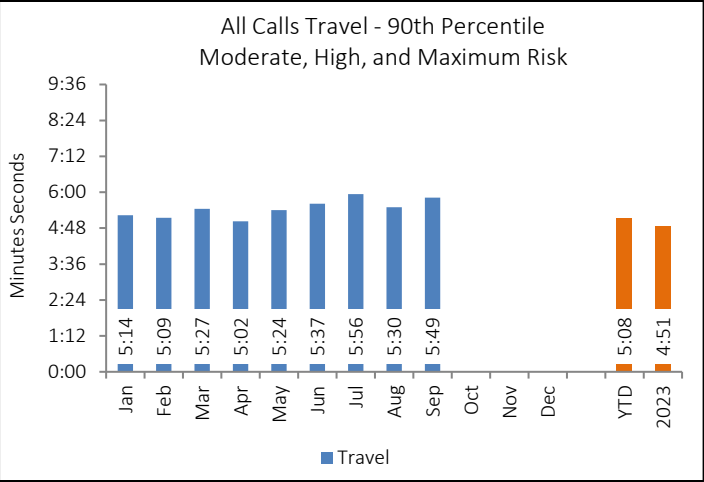
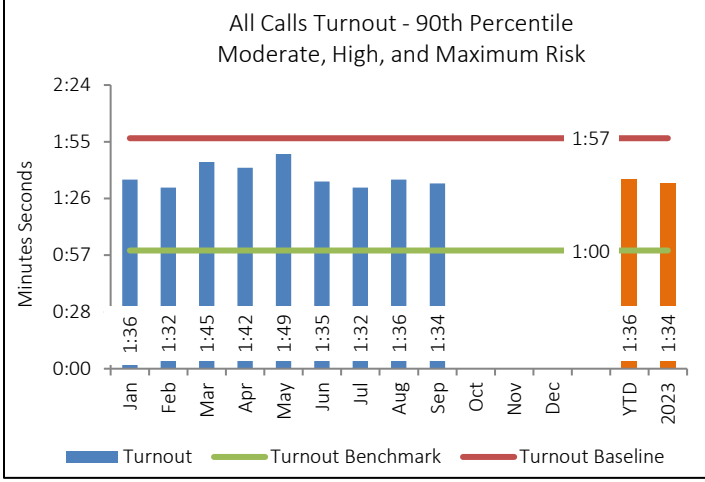
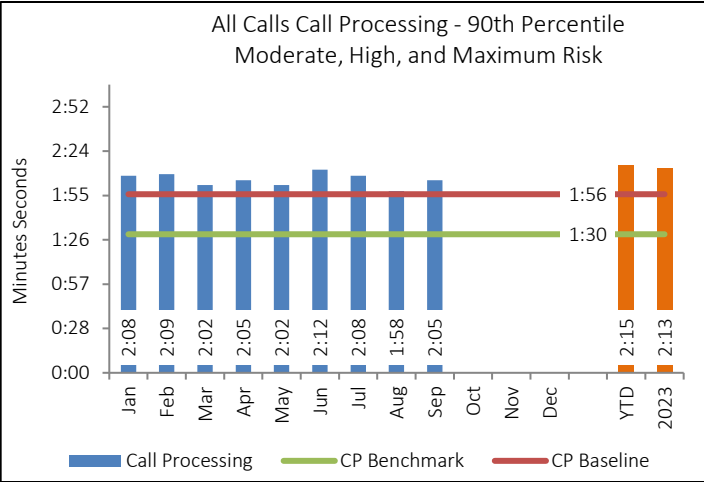
September 2024 – EMS Incidents



September 2024 – Fire Incidents



September 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 NFPA1710 standard; turnout time: 60 seconds for EMS, 80 seconds for fire responses.</p> <ol style="list-style-type: none"> Redistribute Turnout Times SOG (Standard Operating Guidelines) / annual revision process. (1A) 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"> Identify areas that have a delayed response time and cannot meet NFPA 1710 for “effective response force”. (1B) Establish benchmark data for each fire station. <ul style="list-style-type: none"> Track and provide KFD’s Total Response Time data per district (each fire station) Implement continuous monitoring and feedback to all members. (1A-B) 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>	<p>G1A: July 22, 23, 26 Reviewed NFPA 1710 Response time standards, KFD SOG, and KFD performance expectations and why this is important.</p> <p>G1B: July 31, Discussed expanded metrics needs with Data and Analytics (DA) project team. Will seek to acquire additional expertise our software to address.</p> <p>G1B & G1C: 9/9/24 DA Team collaborated with COK GIS to develop program utilizing ESRI to feed Fire RMS incident data to provide turnout time and total response time metrics for each of the 3 platoons at all 8 fire stations. Currently working on presentation format.</p> <p>Sept – No Update</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. 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 	<p>Update at September 17 FC Meeting.</p> <p>G2A: 8/27 - Met with Admin BC to set dates for: Committee drafts with change requests due by 9/1</p> <p>a.): SOG committee meets and reviews all change requests 9/30</p> <p>b): SOG committee distributes drafts to line for feedback</p> <p>c): SOG committee reviews feedback on 12/1</p> <p>d): Effective 1/1 all revised SOG’s published and accepted / signed and received individually by all KFD employees.</p> <p>Sept – No Update</p>

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>	<p>G3C: 7/31, Submitted written plan document “Specialty Team Selection” to COK Human Resources for initial review of draft document.</p> <p>Goal 3A, 3B No update</p> <p>Goal 3C – Working group collaborated and developed a draft plan / process to select Fire Captain and Firefighter III personnel seeking to fill vacancies on Rescue 3 and Hazmat 8.</p> <p>Draft was submitted to COK Human Resources for guidance and returned to us.</p> <p>The draft has been converted to align with other KFD SOG’s and has been submitted to the HFFA Bargaining Unit leadership for their consideration and mutual agreement.</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"> Working group recruited and orientation meeting to review reports and draft a plan. Written plan developed. Plan circulated for input. Committee reviews input creates a final draft and circulates feedback. Plan is finalized, distributed for implementation. Seek partnerships and locate resources. 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"> 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>	<p>G4C: 7/31, Meeting with KEMA Leadership for collaboration on submitting NOI for FEMA Hazard Mitigation Assistance Grant Program –</p> <p>FMAG – Fire Management Assistance Grant; DC Mills, ABC Pablo coordinators for this program.</p> <p>Goal 4A/B/D - As of this report writing, date has not been finalized for our Working Group’s orientation meeting; it is tentatively scheduled for 10/30 – this has been pushed back due to training schedule commitments (instructors) and HFFA related items.</p>