

# ***I. Friends Of Kauai Fire Department***

## ***II. Meeting Minutes***

**07/20/2017**

### **I. Call to order**

- A. President Robert Westerman called to order the quarterly meeting of the Friends Of Kauai Fire Department at 0800 on July 20, 2017 at Lihue BBQ Inn.

### **II. Roll call**

- A. President Westerman conducted a roll call.
- B. The following persons were present: President Robert Westerman, Vice President Kilipaki Vaughn, Secretary Ray C. Keahi, Andrew Oda (Member), Curtis Langstaff, Justin Shinn, Micah Contrades (Member), Dr. Chuck Goodman (Guest speaker)
- C. Review and Approval of last Meeting Minutes
- D. Guest Speaker(s): Dr. Chuck Goodman
- E. Motion to Approve last Meeting Minutes

### **III. New Items**

- A. AED outside County Building
  - 1. FOKFD used State DOH funds to purchase and install AED.
  - 2. President Westerman and Justin S. to work on a press release for AED
  - 3. Dr. Goodman; Heart of Gold Program. Rotarians fundraise to purchase AED's and donate them. They also support those programs that teach CPR.
    - a. Rotary Club would like to assist KFD with CPR Training. KFD to handle actual CPR training
    - b. Dr. Goodman to work with Justin to procure AED cabinet for AED install.
  - 4. Action Item: Ray K. Write a Letter of Donation to County Council to donate an AED to County and install it in the county building outside Piikoi bulding.

### **IV. Ongoing Items**

- A. Kauai Farm Fair Bureau Participation
  - 1. Ray: Sign-up for Booth, procure a tri-fold presentation board, and write a short Narrative for a radio commercial informing the public of our mission.
    - a. Booth has been secured

2. Devin: procure bags from Sol with FOKFD Logo on it
  3. Curtis: FOKFD stickers
  4. Andy: T-shirt orders & quotes
    - a. Andy got quotes and samples from a distributor
  5. Justin: Table cloth with FOKFD logo
  6. President Robert W.: release an email asking for volunteers to work the booth.
- B. Fall Prevention Program**
1. Fall Prevention Program on County Website
    - Mandy (County IT). Can she put a Fall Prevention widget on county website? People can then click on it to sign-up for services.
    - Micah C. created a widget on county website for Fall Prevention.
    - **Action Item:** FOKFD needs to get a list of Point of Contacts (POC) with all the different Agencies on Kauai. Then, when KFD respond to “Frequent Flyers”, they can refer them to Fall Prevention
    - (who manages the data? Where does the info go? Elderly Affairs or KFD?)
    - **Memo:** Chief and Justin to work on a memo to remind Firefighter personnel to get “frequent flyer” emergency patient(s) to register with elderly affairs or the county for home visits.
- C. CERT Program**
1. No news to report
- D. FOKFD Business Insurance**
1. Ray K. working with Punua Insurance Agency. Needed some last minute documents to submit
- E. FOKFD Webpage & Social Media**
1. FOKFD Username
    - a. FOKFD will purchase “FriendsofKauaiFireDepartment.org” and “friendsofkauaifiredepartment.com” domain name.
    - b. Cost: \$130 for 5 years.
    - c. Andrew has permission to purchase domain names.
  2. Fall Prevention Pictures.
    - a. Micah C. to create a drop box for photos to be uploaded on webpage.
- V. Action Items**
- A. Farm Bureau**
1. Ray: Sign-up for Booth and procure a tri-fold presentation board
    - a. Booth has been secured
  2. Devin: procure bags from Sol
  3. Curtis: FOKFD stickers
  4. Andy: T-shirt orders & quotes
    - a. Andy got quotes and samples from a distributor
  5. Justin: Table cloth with logo

**VI. Motions**

- A. Approve Meeting Minutes
  - 1. President Westerman motions
  - 2. Ray K. seconds
- B. Meal for Member Meeting
  - 1. Ray K. motions
  - 2. Andy O. seconds
- C. Adjourn meeting
  - 1. President Westerman motions
  - 2. Andrew O. seconds

**VII. Adjournment**

- A. Meeting adjourned at 1000hrs
- B. Next Meeting
  - 1. Wednesday, August 16, 2017, 0800 hrs at Lihue BBQ Inn on Kress street

**VIII. Minutes submitted by:** Raymond Keahi (Secretary)

**IX. Minutes approved by:** Robert Westerman (President)