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COUNTY COUNCIL

COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

March 19, 2024

Mr. Amos Lonokailua-Hewett, Administrator
Maui County Emergency Management Agency
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Lonokailua-Hewett:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (EMA-1)

May I please request you submit your response to the following questions by **March 28, 2024**. This will enable the Committee to comprehensively review the FY 2025 Budget.

1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.
 - a. Explain any budget changes made because of the August 2023 wildfires.
 - b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?
2. How many vacant positions currently exist within your Department?
 - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.
 - b. What is the anticipated timeline for filling these vacancies?
 - c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?

3. If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?
4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2024 that were not expansion positions?
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
7. The following questions are related to overtime payments:
 - a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
 - c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?
8. The following questions are related to your Department's program and activities:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends.
9. If your Department had Capital Improvement Projects ("CIPs") in FY 2024:

- a. Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2nd Quarter CIP Report.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed CIPs for FY 2025:
 - a. Rank your proposed CIPs, by priority.
 - b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?
11. If your Department manages a revolving fund:
 - a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.
12. If your Department manages grants:
 - a. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
 - b. Provide a breakdown of all grants that will be funded by your Department under Subobject Code 6317, County grant subsidy.
13. Provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.
14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?
15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received?
16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?

Mr. Amos Lonokailua-Hewett

March 19, 2024

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17. How much of your Department's expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?
18. Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement.

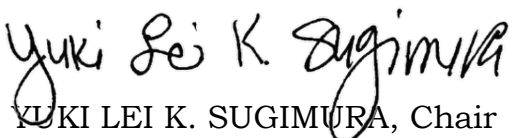
The Department is scheduled to present before the Committee on April 12, 2024. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on the changes in your Department's budget from FY 2024 to FY 2025, addressing the following:

- Operations
- CIPs
- Grants awarded by the Department, if any
- Grants received by the Department, if any
- Revolving funds
- Rates and fees, including any estimated increase or decrease in revenue as a result of the changes

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:2025bgt:240315altr01:jgk

cc: Mayor Richard T. Bissen, Jr.
Budget Director

BFED Committee

From: BFED Committee
Sent: Tuesday, March 19, 2024 6:24 PM
To: Amos Lonokailua-Hewett
Cc: BFED Committee; Gaye.R.Gabuat@co.maui.hi.us; Michelle Santos; Zeke Kalua; Maria Zielinski; Lesley Milner; Kristina Cabbat
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (EMA-1); reply by 03/28/2024
Attachments: 240319aema01.pdf

Mr. Lonokailua-Hewett: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 19, 2024. Please respond by **March 28, 2024**.

Mayor's Office (attention: Michelle Santos and Zeke Kalua): Please forward the attached letter to Mayor Bissen for his information.

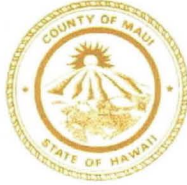
Ms. Zielinski: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director

AMOS LONOKAILUA-HEWETT
Emergency Management Administrator



MAUI EMERGENCY MANAGEMENT AGENCY
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

March 28, 2024

Ms. Lesley Milner 
Acting Budget Director, County of Maui
200 S. High Street
Wailuku, HI 96793

Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
200 South High Street
Wailuku, HI 96793

APPROVED FOR TRANSMITTAL


Mayor 3-28-24
Date

For Transmittal to:
Honorable Yuki Lei K. Sugimura
Chair, Budget, Finance and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, HI 96793

SUBJECT: FISCAL YEAR ("FY") 2025 BUDGET (BFED-1) (EMA-1)

In response to your request for information dated March 19, 2024, your request and the corresponding answers are provided below, by the Maui Emergency Management Agency.



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the County of Maui to Achieve Whole Community Resilience*



1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.

I am proposing an increase in staffing by 6 positions.

1. *Public Affairs Officer SR-24D*
2. *Training Specialist SR-24D*
3. *Accounts Clerk SR10C*
4. *Staff Specialist – Molokai SR20D*
5. *Staff Specialist – Lanai SR20D*
6. *Staff Specialist – Hana SR20D*

1. *After-Action Report RFP*
2. *Security Checkpoints – Grant funded*
3. *Evacuation Route – Public Facing Page RFP*
4. *Emergency Plans – Tsunami and Hurricane*
5. *Training Exercises*
6. *Incident Management Team Development*

Emergency Operations Center (EOC)

MEMA is requesting monies to furnish the new EOC, which is expected to be complete by January or February. The estimated costs for those furnishings which include computers, technology, desks etc. total to \$1,700,000.

- a. Explain any budget changes made because of the August 2023 wildfires.

The Security Checkpoint contract services are managed by MEMA and a result of the 2023 fire in Lahaina. The Security Checkpoint is a measure that limits access to residents, debris removal operation entities, and government agencies. This measure is to prevent injury and illness to the public. It is also a measure to protect against criminal activities including theft and vandalism within the burn zone.

- b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public? *N/A*

2. How many vacant positions currently exist within your Department?

8 of the 9 positions are filled. There is technically only 1 position not filled. That 1 person is on military leave; he is expected to be on leave for a least a year, which potentially brings him back as early as February 2025.

3 of the 8 positions are temporary hires. I have proposed 6 new expansion positions.



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- a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.

The following 3 positions are temporary hires and filled on Feb 20, 2024.

<i>Plans and Ops Officer</i>	<i>SR24D</i>	<i>November 2023</i>
<i>Staff Specialist III</i>	<i>SR20D</i>	<i>September 2023</i>
<i>Staff Specialist IV</i>	<i>SR22D</i>	<i>November 2023</i>

The other Staff Specialist III is on military leave for at least a year and was deployed on January 16, 2024

- b. What is the anticipated timeline for filling these vacancies?
The recruiting process has been difficult which makes the timeline uncertain. My hope is that we can fill these positions with permanent staff by July 1, 2024.
- c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?

MEMA's ability to effectively lead, coordinate, and support emergency incidents from a flash flood to a mega fire to a tsunami is related to the people that fulfill emergency functions/positions. Without these positions filled, we will be ineffective at managing an emergency.

3. If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?

No expansion positions in FY24

4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?

Networking: Leveraging professional network and connections within the industry. Attend industry events, conferences, and job fairs to meet potential candidates. Engaging with professional organizations and online communities to identify individuals who may be interested in joining the organization.

Targeted Online Job Postings: Utilize online job boards and platforms that focus on emergency management.

Social Media Presence: Establish and maintain an active presence on social media platforms such as LinkedIn, Facebook, Instagram and X. Share job openings, company updates, and engaging content to attract potential candidates who may be following MEMA's online presence.

Develop relationships with local colleges and universities. Offer internships, and engage with faculty and career services offices to build connections with potential candidates.



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Professional Development and Training Programs: I hope our focus on IMT, ICS, and CERT training in the community will help to attract and expose more people to the emergency management world.

Build a Strong MEMA Brand: I hope to build a positive brand by highlighting our organization's values, mission, and culture.

5. How many positions were filled in FY 2024 that were not expansion positions?
3 temporary hires were used to fill 3 vacancies.
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
Active recruiting for retired fire officers.
7. The following questions are related to overtime payments:
 - a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?
\$157,222 to date 4 senior personnel left the agency between September and November of 2023. 1 person was on family leave for 6 months. And yet another person was deployed and on military leave from January 2024. The remaining 3-4 positions of the total 9 have been left to fill the gaps and work the necessary overtime to keep the agency afloat.
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department? ***Yes***
 - c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?
I anticipate the overtime costs will decrease when we fill the vacant positions. The division of labor and amount of work will be more manageable with the positions filled. I do know that we are expecting an active hurricane season which will inevitably require longer shifts, more EOC activations, and related overtime costs.
8. The following questions are related to your Department's program and activities:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.
 - ***Senior Leader Workshop***
 - ***Training and exercise Coordination Workshop***
 - ***Community Safety Meeting***
 - ***CERT***
 - ***NLE Midterm Planning Coordination Workshop***
 - ***Web EOC Training***
 - ***Remote Incident Command VTC Training***
 - ***Local Tsunami Training***
 - ***Cyber Disruption Tabletop Exercise***
 - ***EOC Operations Workshop or Tabletop Exercise***



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- *NOVA Advanced CRT Training*
 - *L-102 Science of Disaster Workshop*
 - *L-103 Planning Workshop*
 - *L-300/400 Workshop*
 - *NLE – Hurricane TTX*
- b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends. *N/A*
9. If your Department had Capital Improvement Projects (“CIPs”) in FY 2024:
- a. Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2nd Quarter CIP Report. *N/A*
- b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed CIPs for FY 2025:
- a. Rank your proposed CIPs, by priority.
- b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?
11. If your Department manages a revolving fund: *N/A*
- a. Explain whether the revolving fund is still needed and why.
- b. Provide the current balance.
12. If your Department manages grants: a. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.

***Homeland Security Grant
Emergency Management Performance Grant
EMPG Supplement
Hazard Mitigation Grant Program***

- b. Provide a breakdown of all grants that will be funded by your Department under Sub object Code 6317, County grant subsidy.

<i>American Red Cross</i>	<i>\$55,000</i>	
<i>Volunteer Org</i>	<i>\$10,000</i>	
<i>Maui Search and Rescue</i>	<i>\$10,000</i>	<i>Augment County of Maui’s SAR capabilities</i>
<i>Civil Air Patrol</i>	<i>\$10,000</i>	<i>Provide assistance during disasters including aerial recon, damage assessments, alerts, and notifications.</i>



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13. Provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.

The carry over savings included in the FY 2025 budget are from the unrestricted fund balance for FY 2023 reflected in the County's Annual Comprehensive Financial Report (ACFR). Any carryover savings from FY 2024 will be recognized in the FY 2026 budget.

14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?

Our priorities relate to the enhancing response capabilities which include filling vacancies, expanding the agency, developing the Incident Management Team, developing the Community Emergency Response Team, and training.

15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received?

The Department did not apply for grant funding in FY 2024.

16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?

To date, \$2,550,787.36 were spent on professional services

- *Marr Jones and Wang – Investigation Services - \$38,000.00*

Hawaii Wildfire DR-4274 Expenses - \$2,512,787.36

- *Security Resources – Security upgrades our EOC*
- *Lauahi LLC – Private Security to man Lahaina checkpoints*
- *Service Rentals – Light tower rental for security checkpoints*
- *Sunbelt Rentals – Commercial fans and pallet truck for Old Lowes distribution center*
- *On Site Services – Generator fuel for light towers*
- *Goodfellow Brothers – Barricades and light towers for security checkpoints*
- *Island Ice & Water – Provide ice to residences that had no power and ongoing for re-opening of zones and security checkpoints*
- *King Power Systems – Generator rental to various locations and security checkpoints*

17. How much of your Department's expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?

The Department will work with the Department of Management's consultant to submit eligible costs for FEMA reimbursement. Total reimbursements will not be known until FEMA review is completed.



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18. Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement. *N/A*

Me Ka Ha'aha'a,



Amos Lonokailua-Hewett
Emergency Management Administrator



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BFED Committee

From: Lesley Milner <Lesley.J.Milner@co.maui.hi.us>
Sent: Thursday, March 28, 2024 9:30 PM
To: BFED Committee
Cc: Janina Agapay
Subject: (BFED-1)(EMA-1)
Attachments: (BFED-1)(EMA-1).pdf

Aloha,

Please see attached correspondence from the Maui Emergency Management Agency. Thank you!

-Lesley

Lesley Milner
Acting Budget Director
County of Maui
200 S. High Street
Wailuku, HI 96793
808-270-8239