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

April 5, 2022

Mr. Herman Andaya, Administrator
Maui County Emergency Management Agency
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Andaya:

SUBJECT: FISCAL YEAR (“FY”) 2023 BUDGET (EMA-1) (BFED-1)

May I please request you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 6, 2022**.^{*} This will enable the Committee to comprehensively review the FY 2023 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 8, 2022**. **Date subject to change without notice.*

Overall

1. Please explain what the \$50,000 grant to the American Red Cross will cover. (Page 151, Program Budget) (TP)
2. When does MEMA anticipate moving into the new building? (TP)
3. Please explain the intended interaction with the Office of the Mayor Climate Mitigation/Adaptation Program, Resiliency Hub and Resiliency Strategy initiatives. (Pages 402-404, Program Budget) (TP)
4. Can you identify planned or pending Capital Improvement Projects (“CIP”) that can either be initiated in phases or deferred? Are any CIPs “shovel ready”? Which CIPs will require upfront funding? (AL)
5. Regarding Special Project grant revenue, are these monies received through a MEMA-written grant in consultation with affected departments and agencies and distributed by MEMA to the

respective agencies? How does the revenue show up for the respective agencies? (Pages 152 & 153, Program Budget) (TP)

6. Do you have designated grant writers for or in your Department? If yes, how many? How were grant funds received in FY 2022 used? How does the Department anticipate using the proposed FY 2023 grant funds? (AL)
7. The lack of clear and easily accessible communication during and after the Kona Low storm of December 2021 revealed areas of needed improvement from multiple County agencies. Can any of the anticipated \$6,125,000 in grant awards received by MEMA be used to strengthen an existing communications system to provide information to the public, or used to develop a new and reliable system? Please explain. (Page 153, Program Budget) (YS)
8. Which roads, bridges, and culverts damaged during the December 2021 Severe Weather Event will be repaired using the \$5,000,000 FEMA Public Assistance Grant? (Page 153, Program Budget) (KTK)

Salaries and Wages (Category “A”)

1. What vacant positions exist within your Department’s division, program, or section? (AL) (KTK)
 - a. Has it been difficult to fill these positions? What, if any, creative recruitment methods were used and how effective have they been in filling vacancies? (AL)
 - b. What is the Department’s plans to attract and retain high quality candidates for the vacant positions? (KTK)
2. Is there a difference between the CD Staff Specialist III positions listed separately in the Equivalent Personnel Summary? Are there 2.0 or 3.0 total E/P with this job title? (Page 150, Emergency Management Program, Equivalent Personnel Summary by Position Title – General Fund) (TK)

Operations and Equipment (Categories “B” and “C”)

1. In light of the pandemic, we’ve seen a spike in emergency management needs. Is the \$200,000 in Professional Services an

Mr. Herman Andaya
April 5, 2022
Page 3

ongoing expense? What types of emergency services are included? Will this funding be used to set up a proactive system? (Page 5-5, Budget Details, Index Code 912014B) (MM)

2. Please explain the types of Contractual Services that are provided in this line-item. Are these services that could be done in-house with additional staff? (Page 150, Program Budget, Index Code 9120148B, Sub-Object Code 6112) (KRF)
3. Please provide the following information on emergency plans. (Page 5-5, Budget Details, Index Code 912014B, Sub-Object Code 6132)
 - a. Which emergency plans have been successfully updated and what “other” emergency plans are included in this line-item. (KRF)
 - b. Please provide a link to updated emergency management plans. Please also list emergency management plans that are proposed to be updated in FY 2023. (TP)
 - c. Will the updated plans be for the entire County? (MM)
 - d. Will the updated plans have implementation measures for employees or vendors to act when a disaster is presented? (MM)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Jerry Paredes at ext. 7140, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI N.W. RAWLINS-FERNANDEZ, Chair
Budget, Finance, and Economic
Development Committee

bfed:2023bgt:220402aema01:wal

cc: Mayor Michael P. Victorino
Budget Director

MICHAEL P. VICTORINO
Mayor

HERMAN ANDAYA
Administrator



County of Maui
MAUI EMERGENCY MANAGEMENT AGENCY
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
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11 April 2022

Ms. Michele M. Yoshimura
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P Victorino 4/13/22
Mayor Date

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

SUBJECT: FISCAL YEAR ("FY") 2023 BUDGET (EMA-1)(BFED-1)

Dear Chair Rawlins-Fernandez:

This is in response to your letter dated April 5, 2022, relating to the above referenced subject.

Overall

- 1. Please explain what the \$50,000 grant to the American Red Cross will cover. (Page 151, Program Budget)(TP)**

Response: The American Red Cross plays an integral part in the response and recovery phases during



*Utilizing Emergency Management Principles, We Protect All Persons Within
The County of Maui to Achieve Whole Community Resilience*



emergencies. Per our agreement with the Red Cross, they are responsible for the management of evacuation centers and emergency shelters during major emergencies. The Red Cross has also assisted MEMA with damage assessments which are necessary to receive FEMA assistance. The agency has also provided recovery assistance to the public including cleaning out homes that were impacted by natural disasters.

2. When does MEMA anticipate moving into the new building (TP)

Response: We anticipate the renovations to be completed by mid-year of 2023 and move-in to be shortly after construction is complete.

3. Please explain the intended interaction with the Office of the Mayor Climate Mitigation/Adaptation Program, Resiliency Hub and Resiliency Strategy initiatives. (Pages 402-404, Program Budget)(TP)

Response: This agency has participated in meetings with the Mayor's Office on Climate Mitigation/Adaptation Program. It is our understanding that the primary responsibility of the office is to set forth the Mayor's policy initiatives as it relates to climate mitigation and adaptation. This agency provides consultation in the areas of hazard mitigation and our response to disasters specifically the coordination of our efforts and resources in addressing the emergency. With respect to resiliency hubs, this agency supports the concept which has some resemblance to the emergency shelters and Disaster Assistance Recovery Centers ("DARC") established by MEMA.

4. Can you identify planned or pending Capital Improvement Projects ("CIP") that can either be initiated in phases or deferred? Are any CIPs "shovel ready"? Which CIPs will require upfront funding? (AL)

Response: There are currently no CIP projects under the purview of this agency. The "New EOC" project is managed by the Department of Management.

5. Regarding Special Project grant revenue, are these monies received through a MEMA-written grant in consultation with affected departments and agencies and distributed by MEMA to the respective agencies? How does the revenue show up for the respective agencies? (Pages 152 & 153, Program Budget) (TP)

Response: Applications for Homeland Security Grant Program investments are developed by the respective departments and submitted to MEMA for consideration. With respect to FEMA Public Assistance, MEMA works with departments that wish to apply for FEMA reimbursements and we work with FEMA and the Hawaii Emergency Management Agency in requesting for a Presidential Declaration to receive public assistance. The funding is recognized in MEMA's budget and departments are reimbursed by this agency for repairs to their infrastructure.



6. Do you have designated grant writers for or in your Department? If yes, how many? How were grant funds received in FY 2022 used? How does the Department anticipate using the proposed FY 2023 grant funds? (AL)

Response: MEMA does not have a grant writer per se, however, we have submitted investment proposals for Homeland Security grants which was completed by our employees as well as from employees of other departments. For the Homeland Security Grant Program, the following projects are being considered for funding:

1. Purchase of Security Cameras by the Department of Management - \$150,000
2. Maui Fire Department Search and Rescue Equipment - \$30,000
3. MFD – All Hazards Incident Management Team training - \$25,000
4. MFD – Hazardous Materials equipment - \$75,000
5. Management – Respiratory Protection Fit Testing Machine - \$23,000
6. Management – PIO training - \$100,000
7. MEMA – Video Wall for new EOC - \$300,000

With respect to the FEMA Public Assistant grant, I refer you to my response to Question 8 of this section.

7. The lack of clear and easily accessible communication during and after the Kona Low storm of December 2021 revealed areas of needed improvement from multiple County agencies. Can any of the anticipated \$6,125,000 in grant awards received by MEMA be used to strengthen an existing communications system to provide information to the public, or used to develop a new and reliable system? Please explain. (Page 153, Program Budget) (YS)

Response: With respect to communication improvements from “multiple County agencies,” the Department of Management recently submitted a Homeland Security Grant Program (“HSGP”) application for funding to train public information officers (“PIO”) in each of the County departments. Approximately \$68,000 of the \$125,000 of the Emergency Management Performance Grant (“EMPG”) will be used for the Maka`ala Alert System and we will look at potential enhancements to promote more effective public messaging. MEMA currently employs a multitude of communication solutions aimed at utilizing various modes of communication including, but not limited to, text messaging, voicemail, email, radio, TV, print, and social media. In addition, the following is also utilized for emergency public messaging as well: Emergency Alert System (“EAS”), Wireless Emergency Alert (“WEA”), the outdoor siren system, and Civil Air Patrol with external speakers for areas not serviced by the outdoor siren system. MEMA is in the process of modifying some of its protocols with respect to disseminating information to media outlets. We do not expect to use the grant awards for communications with the exception of the aforementioned initiatives funded by HSGP and EMPG.



8. Which roads, bridges, and culverts damaged during the December 2021 Severe Weather Event will be repaired using the \$5,000,000 FEMA Public Assistance Grant? (Page 153, Program Budget) (KTK)

Response: The following are the infrastructures that were impacted by the storms and repair costs to be reimbursed by the FEMA Public Assistance Grant.

DR-4604-HI – Haiku Floods – 3/8-3/18/21

Pu`u Way Road Damage - \$973,122
Kealakapu Rd Damage - \$278,314
Kaupakalua Bridge - \$2,218,282
Hog Rd near Hog Back Rd - \$808,974

DR-4639-HI – Kona Low – 12/5 – 12/10/21

Water Line Repairs (6 projects) - \$589,000
Road Repairs – \$1,365,000
 Piilani Hwy Culverts Nuu Gulch
 Piilani Hwy Slope
 L Kula Rd/Pulehu Gulch
 L Kula Rd Slope
 L Kula Rd Culvert
 Maui Meadows Rds (3)
 Kepa Road Ford Crossing at Waiakoa
Debris Removal - \$800,000

Salaries and Wages (Category “A”)

1. What vacant positions exist within your Department’s division, program, or section? (AL) (KTK)

Response: There are currently 3 vacant positions within the Department, 2 of which are expansion positions 2 (public affairs officer and emergency management specialist) and 1 is due to retirement (secretary I).

a. Has it been difficult to fill these positions? What, if any, creative recruitment methods were used and how effective have they been in filling vacancies? (AL)

Response: I understand that employers are experiencing great difficulty in recruiting qualified individuals and MEMA is experiencing the same difficulties as well. Announcements for the positions were posted on social media and on job search websites. The most effective has been through posts made on governmentjobs.com.



b. What is the Department's plans to attract and retain high quality candidates for the vacant positions? (KTK)

Response: We are recruiting employees at the higher SR level and seeking individuals who may not necessarily have emergency management experience but may have similar skills that may translate well to the incident management system. As an example, certain military personnel who utilize the Military Decision-Making Process have transitioned well into emergency management's incident management system.

2. Is there a difference between the CD Staff Specialist III positions listed separately in the Equivalent Personnel Summary? Are there 2.0 or 3.0 total E/P with this job title? (Page 150, Emergency Management Program, Equivalent Personnel Summary by Position Title – General Fund) (TK)

Response: The Staff Specialists positions are general emergency management positions; however, each position has been designated for specific roles. Currently, we have 4 staff specialist positions and their specific roles are listed below per position (note: Each position is responsible for multiple roles):

1. Hazard Mitigation Specialist/FEMA Public Assistance Coordinator/EOC Situational Awareness Section Chief
2. Internal Communications Specialist/CERT Program Coordinator/Visitor Liaison Coordinator/Alerts and Notification/EOC Logistics Section Chief
3. Planner/Remote Incident Command Post Coordinator/Exercise Coordinator/Military and Law Enforcement Liaison/EOC Plans Section Chief
4. Recovery Specialist/Grants Manager, Emergency Management Performance Grant and Homeland Security Grant Program/EOC Recovery Section Chief

Operations and Equipment (Categories "B" and "C")

1. In light of the pandemic, we've seen a spike in emergency management needs. Is the \$200,000 in Professional Services an ongoing expense? What types of emergency services are included? Will be funding be used to set up a proactive system? (Page 5-5, Budget Details, Index Code 912014B) (MM)

Response: The \$200,000 listed under Professional Services is an ongoing expense. This funding will be used to update and develop plans, provide trainings for staff and our EOC partners, and design exercises used to validate our plans and to ensure that our staff and partners are able to perform our respective EOC responsibilities. This funding is primarily to encourage a proactive stance for the agency. The plans, trainings and exercises are to ensure the operational readiness of those involved during emergencies and that our response is coordinated and timely. This can only be achieved by the preparedness posture this agency undertakes well before an emergency occurs.

2. Please explain the types of Contractual Services that are provided in this line item. Are these



services that could be done in-house with additional staff? (Page 150, Program Budget, Index Code 9120148B, Sub-Object Code 6112) (KRF)

Response: Primarily, contractual Services is used to fund the Maka`ala Alert System (Contract with Everbridge) to provide emergency alerts and notifications via text message, voicemail, landline and email to the general public. This funding is also used to purchase collaboration software services which assists EOC partners to communicate with each and promoting situational awareness and ensuring a common operating picture. Staff is not able to develop these types of services.

3. Please provide the following information on emergency plans. (Page 5-5, Budget Details, Index Code 912014B, Sub-Object Code 6132)

a. Which emergency plans have been successfully updated and what "other" emergency plans are included in this line-item (KRF)

Response: MEMA recently entered into a contract to complete the following plans: Evacuation and Sheltering Annex; Recovery Annex; Disaster Debris Action Plan; and the Damage Assessment plan. The following plans will be developed with FY23 funding: Hazardous Materials Emergency Response Plan; Distribution Management Plan; Port Restoration Plan; Mass Fatality Management Plan; and an update of the Pandemic Plan. In addition, the following plans will be developed internally including: Concept of Operations and Standard Operation Procedures for the Remote Incident Command Posts.

b. Please provide a link to updated emergency management plans. Please also list emergency management plans that are proposed to be updated in FY 2023. (TP)

For security reasons, not all plans are for wide dissemination to the public. The plans that are available are can be found at www.mauicounty.gov/emergency. With respect to the list of plans that are proposed to be updated, please refer to our response to the previous questions.

c. Will the updated plans be for the entire County? (MM)

The plans listed in our response to Question 3(a) is relevant to all parts of the County with the exception of plans relating to the Remote Incident Command Posts which pertains to only Molokai, Lanai and Hana.

d. Will the updated plans have implementation measures for employees or vendors to act when a disaster is presented? (MM).

Generally, the plans specify roles that are tasked to certain individuals of the County during an emergency. As an example, the Emergency Operations Plan designates the County PIO as the EOC PIO. Another example is in our current Debris Management Plan, the



Department of Environmental Management is responsible for the implementation of the plan.

Should you have any questions, please feel free to contact me at extension no. 7825. Thank you for your consideration.

Very respectfully,


HERMAN ANDAYA
Administrator



BFED Committee

From: Melissa Agtunong <Melissa.P.Agtunong@co.maui.hi.us>
Sent: Thursday, April 14, 2022 11:21 AM
To: BFED Committee
Cc: Herman Andaya
Subject: FY 2023 Budget (EMA-1)
Attachments: (EMA-1) Response.pdf

Please see attached response from Emergency Management.

Mahalo,
Melissa Jahja (Agtunong)
Office of the Mayor | County of Maui
(808)270-8263