

MICHAEL P. VICTORINO  
Mayor

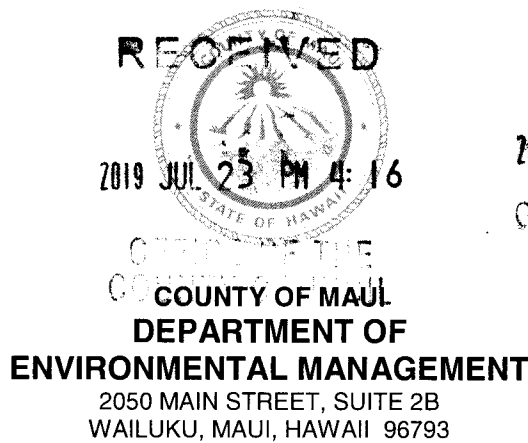
ERIC A. NAKAGAWA, P.E.  
Director

SHAYNE R. AGAWA, P.E.  
Deputy Director

MICHAEL P. RATTE  
Solid Waste Division

SCOTT R. ROLLINS, P.E.  
Wastewater Reclamation Division

TAMARA FARNSWORTH  
Environmental Protection &  
Sustainability Division



July 18, 2019

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

For Transmittal to:

Honorable Michael J. Molina, Chair  
Government, Ethics, and Transparency Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

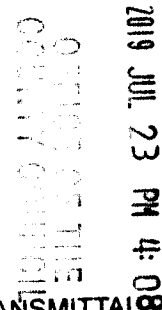
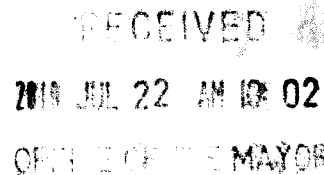
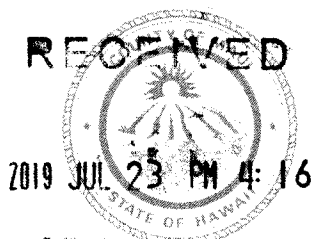
Dear Chair Molina:

**SUBJECT: LITIGATION MATTERS (SETTLEMENT AUTHORIZATION: FIRST INSURANCE COMPANY OF HAWAII, LTD., ON BEHALF OF ITS INSURED DEAN BOWMAN; CLAIM 30191690556-0002) (GET-11(5))**

This is in response to your July 10, 2019 request regarding Department of Environmental Management's policy for employee training after collisions involving County Vehicles operated by a County employee occur.

The Department of Environmental Management requires the following steps be taken when an employee is involved in a collision while operating a County Vehicle:

1. The employee involved is required to fill out and submit an accident report to his Supervisor.
2. The Supervisor reviews and when satisfied, sends it to the Safety Officer for review.
3. The Safety Officer then submits the form to the Operations Superintendent or Section Supervisor for review.
4. The report is then sent to Division's Admin Office for review by the Division Chief.
5. The Division Secretary sends a copy of the signed report to Risk Management and Safety Officer. The original goes to the DPO.
6. The DPO registers the employee to attend the "Defensive Driving" training.



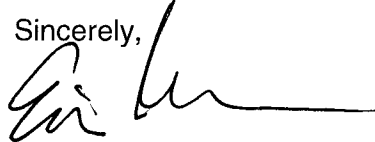
APPROVED FOR TRANSMITTAL

Michael P. Victorino 7/23/19  
Mayor Date

7. The DPO notifies the employee when they have been scheduled to attend the mandatory training.
8. Repeat, at-fault, accidents will result in written and/or further discipline, as in accordance with ADM 10. Time between accidents is taken into consideration in determining discipline.

Thank you for the opportunity to provide you with information on this matter. Should you have any questions or concerns, please feel free to transmit them to the Department of Environmental Management via transmittal through the Office of the Mayor.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Eric A. Nakagawa', with a long horizontal flourish extending to the right.

ERIC A. NAKAGAWA, P.E.  
Director of Environmental Management