COUNCIL OF THE COUNTY OF MAUI

WATER AND INFRASTRUCTURE COMMITTEE

November 22, 2019

Committee Report No.

19-141

Honorable Chair and Members of the County Council County of Maui Wailuku, Maui, Hawaii

Chair and Members:

Your Water and Infrastructure Committee, having met on November 4, 2019, makes reference to County Communication 19-423, from the Deputy Director of Water Supply, transmitting a proposed bill entitled "A BILL FOR AN ORDINANCE AUTHORIZING THE MAYOR OF THE COUNTY OF MAUI TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY AND COUNTY OF HONOLULU. HONOLULU BOARD OF WATER SUPPLY, THE COUNTY OF HAWAII, DEPARTMENT OF WATER SUPPLY, AND THE COUNTY OF KAUAI, DEPARTMENT OF WATER SUPPLY FOR MUTUAL AID AND ASSISTANCE DURING EMERGENCIES (HAWAII WATER AGENCY RESPONSE NETWORK (HIWARN) INTRASTATE PROGRAM FOR MUTUAL AND AID ASSISTANCE)."

The purpose of the proposed bill is to authorize the Mayor to enter into an intergovernmental agreement that will allow the Department of Water Supply to participate with the other water agencies in the State to provide mutual support during an emergency.

The Hawaii Water Agency Response Network is a program that allows a public water agency anywhere in the State to request assistance from other counties' water agencies in an emergency. The support could include personnel, equipment, or supplies.

Your Committee notes Section 2.20.020, Maui County Code, provides that "the mayor shall not enter into any intergovernmental agreement or any amendment thereto which places a financial obligation upon the county or any department or agency thereof," unless authorized by ordinance.

COUNCIL OF THE COUNTY OF MAUI

WATER AND INFRASTRUCTURE COMMITTEE

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The Director of Water Supply provided an overview of the program. He noted support under the program can be requested at the discretion of any participating agency. Costs incurred to provide emergency assistance would be paid by the requesting agency.

Your Committee expressed support for the program.

Your Committee voted 6-0 to recommend passage of the proposed bill on first reading and filing of the communication. Committee Chair Lee, Vice-Chair Paltin, and members, Kama, Molina, Rawlins-Fernandez, and Sinenci voted "aye." Committee member Hokama was excused.

Your Water and Infrastructure Committee RECOMMENDS the following:

- 1. That Bill _____ (2019), attached hereto, entitled "A BILL" FOR AN ORDINANCE AUTHORIZING THE MAYOR OF THE COUNTY OF MAUI TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY AND COUNTY OF HONOLULU, HONOLULU BOARD OF WATER SUPPLY, THE COUNTY OF HAWAII, DEPARTMENT OF SUPPLY. AND THE COUNTY OF KAUAI. DEPARTMENT OF WATER SUPPLY FOR MUTUAL AID AND ASSISTANCE DURING EMERGENCIES (HAWAII WATER AGENCY RESPONSE NETWORK (HIWARN) INTRASTATE PROGRAM FOR MUTUAL AID AND ASSISTANCE)," be PASSED ON FIRST READING and be ORDERED TO PRINT; and
- 2. That County Communication 19-423 be FILED.

COUNCIL OF THE COUNTY OF MAUI

WATER AND INFRASTRUCTURE COMMITTEE

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Committee Report No.

19-141

This report is submitted in accordance with Rule 8 of the Rules of the Council.

ALICE L. LEE, Chair

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ORDINANCE NO.	•
BILL NO.	(2019)

A BILL FOR AN ORDINANCE AUTHORIZING THE MAYOR
OF THE COUNTY OF MAUI TO ENTER INTO
AN INTERGOVERNMENTAL AGREEMENT WITH THE
CITY AND COUNTY OF HONOLULU, HONOLULU BOARD OF WATER SUPPLY,
THE COUNTY OF HAWAII, DEPARTMENT OF WATER SUPPLY, AND
THE COUNTY OF KAUAI, DEPARTMENT OF WATER SUPPLY
FOR MUTUAL AID AND ASSISTANCE DURING EMERGENCIES
(HAWAII WATER AGENCY RESPONSE NETWORK (HIWARN)
INTRASTATE PROGRAM FOR MUTUAL AID AND ASSISTANCE)

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. <u>Purpose</u>. The County of Maui, Department of Water Supply ("DWS") desires to participate in the Hawaii Water Agency Response Network (HIWARN) Intrastate Program for Mutual Aid and Assistance (the "Program") and to enter into a Hawaii Water Agency Response Network (HIWARN) Mutual Aid and Assistance Agreement (the "Agreement") with the City and County of Honolulu, Honolulu Board of Water Supply, the County of Hawaii, Department of Water Supply, and the County of Kauai, Department of Water Supply (collectively, including DWS, the "Hawaii Water Utility Members").

The Hawaii Water Utility Members recognize that emergencies may require aid or assistance in the form of personnel, equipment, and supplies from outside the area of impact. Through the Program, the Hawaii Water Utility Members would coordinate response activities and share resources during emergencies. The Agreement is attached hereto and incorporated herein as Exhibit "1" and has the potential to place a financial obligation on the County.

Section 2.20.020, Maui County Code, provides that, unless authorized by ordinance, the Mayor shall not enter into any intergovernmental agreement or

any amendment thereto which places a financial obligation upon the County or any department or agency thereof.

SECTION 2. <u>Authorization</u>. The Council of the County of Maui hereby authorizes the Mayor or his authorized representative to execute the Agreement, all other necessary documents relating to the Agreement, and any amendments thereto.

SECTION 3. <u>Effective date</u>. This ordinance shall take effect upon its approval.

APPROVED AS TO FORM AND LEGALITY:

JENNUFER M.P.E. OANA Deputy Corporation Counsel

County of Maui

2019-0951

HIWARN (2019-09-26)

G. National Incident Management System (NIMS) – A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

- H. Non-Responding Member A Member or Associate Member that does not provide aid or assistance during a Period of Assistance under the Mutual Aid and Assistance Program.
- I. Period of Assistance A specified period of time when a Responding Member assists a Requesting Member during an Emergency. The period commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when the resources return to their facility (portal to portal). All protections identified in this Agreement apply during this period.
- J. Requesting Member A Member or Associate Member who requests aid or assistance under the Mutual Aid and Assistance Program.
- K. Responding Member A Member or Associate Member that responds to a request for aid or assistance under the Mutual Aid and Assistance Program.

ARTICLE III. ADMINISTRATION

The Mutual Aid and Assistance Program shall be administered by the HIWARN Leadership Team through the HIWARN Steering Committee in accordance with the HIWARN By-Laws. The purpose of the HIWARN Steering Committee is to provide local coordination of the Mutual Aid and Assistance Program before, during, and after an emergency.

The HIWARN Leadership Team shall meet semi-annually to address Mutual Aid and Assistance Program issues. The HIWARN Steering Committee shall meet annually to review emergency preparedness and response procedures. The Leadership Team and Steering Committee represent the interests of the HIWARN program and its members. In addition to representing the interests of the Members, the Leadership Team and Steering Committee includes representatives from County water utilities and those organizations that may have a role to play in the Mutual Aid and Assistance Program, such as public health, emergency management, Rural Water Association, American Water Works Association, etc. Under the leadership of the Chair, the HIWARN Steering Committee shall plan and coordinate emergency planning and response activities for the Mutual Aid and Assistance Program.

ARTICLE IV. PROCEDURES

In coordination with the HIWARN Leadership Team, the Steering Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program. These procedures shall be reviewed at least annually and updated as needed by the Steering Committee.

ARTICLE V. REQUESTS FOR ASSISTANCE

A. Member Responsibility – Members shall each identify an Authorized Official and alternates and provide 24-hour contact information. In addition, Members shall also be responsible for

maintaining resource information that may be available from the utility for mutual aid and assistance response. Such contact information shall be updated annually or when changes occur and provided to the HIWARN Steering Committee.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member or Associate Member. Specific protocols for requesting aid shall be provided in the required procedures (Article IV).

B. Response to a Request for Assistance – Members of this Agreement are not obligated to respond to a request. After a Member receives a request for assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

C. Discretion of Responding Member's Authorized Official – Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Official's decisions on the availability of resources shall be final.

ARTICLE VI. RESPONDING MEMBER PERSONNEL

A. National Incident Management System – When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under the National Incident Management System (NIMS).

B. Control – During the Period of Assistance the Responding Member's personnel remain under the supervision of the Responding Member, the Responding Member's employees come under the direction and control of the Requesting Member, consistent with the NIMS Incident Command System to address the needs identified by the Requesting Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Authorized Official of the Responding Member shall designate supervisor(s) who must keep accurate records of work performed by personnel during the specified Period of Assistance.

C. Food and Shelter – Whenever practical, Responding Member personnel must be self-sufficient for up to 72 hours. When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided below, the cost for such resources must not exceed the State per diem rates for that area. To the extent food and shelter costs exceed the State per diem rates for the area; the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Unless otherwise agreed

to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.

D. Communication – The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radio, in order to facilitate communications with local responders and utility personnel.

E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.

F. Licenses and Permits – To the extent permitted by law, Responding Member personnel that hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.

G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of the Responding Member's resources at any time for any reason in the Responding Member's Authorized Official's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as soon as is practicable under the circumstances.

ARTICLE VII. COST-REIMBURSEMENT

The Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred during the specified Period of Assistance as agreed in whole or in part by both parties; provided, that any Responding Member may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Requesting Member without charge or cost. This Article shall survive termination or withdrawal.

A. Personnel – The Responding Member shall be reimbursed by the Requesting Member for personnel costs incurred for work performed during the specified Period of Assistance. Responding Member personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member should consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs. The Requesting Member and the Responding Member shall remain responsible for the worker's compensation coverage of their respective personnel.

 B. Equipment – The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. At a minimum, rates for equipment use must be based on the Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, the Responding Member must provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Responding Member must lease or rent a piece of equipment while its equipment is being repaired, Requesting Member shall reimburse Responding Member for such lease or rental costs.

- C. Materials and Supplies The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable materials and supplies. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies and the Requesting Member will be responsible for the cost of reimbursement.
- D. Payment Period The Responding Member must provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Responding Member must send the itemized bill not later than ninety (90) calendar days following the end of the Period of Assistance. The Responding Member may request reasonable additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member must pay the bill in full on or before the forty-fifth (45th) calendar day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than twelve (12) months after the date a final itemized bill is submitted to the Requesting Member.
- E. Records Each Responding Member and its duly authorized representatives shall have access to a Requesting Member's books, documents, notes, reports, papers, and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost; bill; or making a financial, maintenance, or regulatory audit. Each Requesting Member's duly authorized representatives shall have access to a Responding Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost; bill; or making a financial, maintenance, or regulatory audit. Such records shall be maintained for at least three (3) years from the date of final payment to a Responding Member or longer where required by law.

ARTICLE VIII. <u>DISPUTES</u>

If any controversy or claim arises out of, or relates to, performance under this Agreement, including, but not limited to, alleged breach of the Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as a final judgment that is binding on the parties.

ARTICLE IX. REQUESTING MEMBER'S DUTY TO INDEMNIFY RESPONDING MEMBERS

To the extent permitted by law, the Requesting Member shall fully indemnify and hold harmless the Responding Member, its officers, and employees from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's indemnification includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Member or the Responding Member personnel. Where assistance is provided, this provision shall survive termination of this Agreement and withdrawal.

ARTICLE X. WORKER'S COMPENSATION CLAIMS

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

ARTICLE XI. NOTICE

A Member who becomes aware of a claim or suit that in anyway, directly or indirectly, contingently or otherwise arises out of this Agreement which affects or might affect other Members of this Agreement shall provide prompt and timely notice, verbal or in writing, to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XII. INSURANCE

Members of this Agreement shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the Mutual Aid and Assistance Program.

ARTICLE XIII. CONFIDENTIAL INFORMATION

To the extent provided by law, any Member or Associate Member shall maintain in the strictest

confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information disclosed under this Agreement. If any Member, Associate Member, third party or other entity requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any Confidential Information disclosed under this Agreement, the Member or Associate Member shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

This Confidentiality provision does not apply to information that: (1) was publicly known, or otherwise known to the party requesting Confidential Information, at the time it was disclosed; (2) subsequently becomes publicly known through no act or omission of a Member or Associate Member; or (3) otherwise becomes known to the party requesting Confidential Information other than through disclosure by a Member or Associate Member.

All information, data, or other material shared with Members or Associate Members that are government entities, irrespective of whether such material was identified as proprietary or confidential, is subject to the Uniform Information Practices Act, Chapter 92F, HRS.

ARTICLE XIV. EFFECTIVE DATE

This Agreement shall be effective as of the date of the last signatory. Copies of the duly executed Agreement shall be distributed to Members for their records. The Steering Committee Chair shall maintain a master list of all members of the HIWARN Mutual Aid and Assistance Program.

ARTICLE XV. WITHDRAWAL

A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the Leadership Team Chair and the Steering Committee Chair and is effective upon receipt. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

ARTICLE XVI. MODIFICATION

No provision of this Agreement may be modified, altered or rescinded by individual parties to the Agreement. Modifications to this Agreement may be due to programmatic operational changes to support this Agreement, legislative action, creation of an interstate aid and assistance agreement, or other developments. Modifications require a majority vote of the Leadership Team upon giving due consideration and deliberation to comments received from the Members and Steering Committee. The Leadership Team Chair must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect ninety (90) calendar days after the date upon which notice is sent to the Members.

ARTICLE XVII. SEVERABILITY

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

ARTICLE XVIII.
PRIOR AGREEMENTS

This Agreement supersedes all prior agreements between Members to the extent that such prior agreements are inconsistent with this Agreement.

ARTICLE XIX. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no person or entity must have any rights under this Agreement as a third-party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

ARTICLE XX. INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members of this Agreement shall participate in Mutual Aid and Assistance activities conducted under the HIWARN Intrastate Mutual Aid and Assistance Program and the State of Hawaii Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for water utilities through this Agreement if such a Program is established and this Agreement is modified to set forth the procedures and standards for the administration of such a program.

	e covenants and obligations set forth in this Agreement
	its intent to be a Member of the HIWARN Intrastate
_	or Water Utilities by executing this Agreement on this
4 day of	
Water Utility: <u>City and County of Honor</u>	olulu, Honolulu Board of Water Supply
8 9	
	Ву:
By:	By: Title: Chair
3 Print Name 5	Print Name
6 7	Approved as to Form and Legality:
8 9	
0	By: Deputy Corporation Counsel
1	Deputy Corporation Counsel
2	
3	Print Name
4 5	riiit ivanie

	the covenants and obligations set forth in this Agreement,
	sts its intent to be a Member of the HIWARN Intrastate in for Water Utilities by executing this Agreement on this
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6	
7 Water Utility: County of Hawai'i, De	epartment of Water Supply
8	
9 D By:	Ву:
Title: Manager-Chief Engineer	Title: Chair
2 3	
Print Name	Print Name
	Approved as to Form and Legality:
	Bv:
	By: Deputy Corporation Counsel
	Deputy Corporation Counsel
	Print Name

1	Now, therefore, in consideration of the covered	enants and obligations set forth in this Agreement,
2	the Water Utility listed here manifests its in	tent to be a Member of the HIWARN Intrastate
3	Mutual Aid and Assistance Program for Wa	ater Utilities by executing this Agreement on this
4	_	
5	day of	
6		
7	Water Utility: Department of Water, County	of Kaua'i
8 9		
	D	D
10	By: Title: Manager and Chief Engineer	By: Title: Chair
11 12	Title: Manager and Chief Engineer	Title: Chair
13		
14	Print Name	Print Name
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17		Approved as to Form and Legality:
18		Approved do to 1 cm and Logality.
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20		By: Deputy County Attorney
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day of	
Vater Utility: <u>County of Maui, Depar</u>	tinent of Water Supply
Ву:	_ By:
itle: Director	Title: Mayor
Print Name	Print Name
	Approved as to Form and Legality:
	By:
	Deputy Corporation Counsel