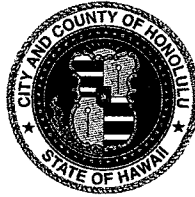


DEPARTMENT OF EMERGENCY MANAGEMENT  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET • HONOLULU, HAWAII 96813  
PHONE: (808) 723-8960 • FAX: (808) 768-1492



RICK BLANGIARDI  
MAYOR

HIROKAZU TOIYA  
DIRECTOR  
JENNIFER M. WALTER  
DEPUTY DIRECTOR

January 31, 2023

The Honorable Tommy Waters  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Waters and Councilmembers:

SUBJECT: Citizens Advisory Commission on Civil Defense – Five Year Report

In accordance with Ordinance 17-44, codified as Revised Ordinances of Honolulu, § 3-15, the Citizens Advisory Commission on Civil Defense ("Commission") is submitting the following report for review by the City Council ("Council").

**1. A statement of the purpose for which the board or commission was created**

The Commission was established to advise the Mayor, the Council, and the Director of Emergency Management ("DEM") on matters pertaining to civil defense, and the promotion of community understanding and interest in such matters.

**2. A summary of the accomplishments of the board or commission during the preceding five-year period**

The Commission provides advice and feedback on an ongoing basis on emergency management related matters. Below is a listing of the major incidents, events, and other emergency management related matters from January 2018 to December 2022 on which the Commission provide feedback or advice:

The Honorable Tommy Waters  
Chair and Presiding Office  
and Members  
January 31, 2023

- April 2018 East Oahu flood response and recovery
- City's mutual aid assistance to Kauai and Hawaii counties in 2018
- City's response to Hurricanes Lane and Olivia
- City's resilience strategy
- Advised the new director of the DEM on his transition into the role in February 2019
- New City Emergency Operations Center project
- City's response to the COVID-19 pandemic
- City's response to the March 2021 floods
- The Tsunami Signage Project

**3. Factors that aided or inhibited the achievement of the accomplishments, including, but not limited to the composition and purpose of the board or commission and staff support.**

The COVID-19 pandemic initially inhibited the Commission's ability to meet and effectively communicate but we have been able to overcome the challenges through the use of technology and remote meeting capabilities. The Commission maintained representation from multiple sectors to ensure diversity from the perspective of a whole community emergency management system.

**4. A statement of the measures implemented by the board or commission to enhance transparency in its operations.**

The Commission transitioned to using online meetings during the COVID-19 pandemic to allow attendance of the Commissioners and members of the public. Although the Commission began meeting in person in 2022, we continue to offer an online option. The Commission continues to work with the DEM to ensure timely posting of meeting notices and minutes as well as disseminate meeting information to community organizations with an interest or stake in emergency management.

**5. A statement of the measures implemented by the board or commission to ensure responsiveness to inquiries and comments from the mayor, the council, and the public.**

All members of the Commission make themselves available via email, text, or telephone for immediate response to inquiries and comments. The Commission maintains close contact with the DEM to ensure timely communication.

The Honorable Tommy Waters  
Chair and Presiding Office  
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January 31, 2023

6. **The annual costs of operation of the board or commission for each year of the preceding five-year period.**

The Commission did not incur any costs to operate from January 2018 to December 2022.

7. **A statement of whether the charter or ordinance provisions establishing the board or commission should be retained without change, amended, or repealed.**

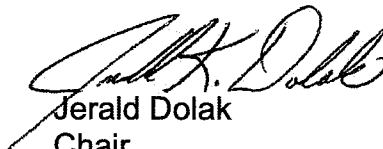
Chapter 1 Section 6-104 of the Revised Charter of the City and County of Honolulu 1973 (Amended 2017 Edition) establishes the Citizens Advisory Commission on Civil Defense. To be consistent with the 2007 reorganization which evolved the Oahu Civil Defense Agency to the Department of Emergency Management, the Commission recommends the Charter be amended to change the name to the "Citizens Advisory Commission on Emergency Management."

8. **If applicable, suggested modifications and revisions to membership number and qualifications; organization; purpose; or powers, duties, and functions to better enable the board or commission to serve its purpose, including justification and suggested amendatory language.**

The Commission has no suggested modifications or revisions.

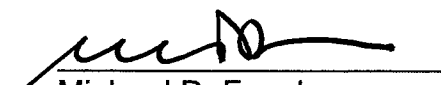
On behalf of the Citizens Advisory Commission on Civil Defense, I wish to thank you and the Council for your continued support. Should you have any questions, please contact me via the Department of Emergency Management at 723-8960.

Sincerely,



Gerald Dolak  
Chair

APPROVAL:



Michael D. Formby  
Managing Director