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DEPARTMENT OF EMERGENCY MANAGEMENT
KA ʻOIHANA HOʻOKELE ULIA PŌPILIKIA
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, BASEMENT • HONOLULU, HAWAIʻI 96813
PHONE: (808) 723-8960 • FAX: (808) 768-1492 • WEBSITE: honolulu.gov/dem

RICK BLANGIARDI
MAYOR
MEIA

DR. RANDAL A. COLLINS, CEM
DIRECTOR
PO'O

JENNIFER M. WALTER
DEPUTY DIRECTOR
HOPE PO'O

May 19, 2025

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

Dear Chair Waters and Councilmembers:

SUBJECT: Resolution to Accept Gift of Travel and Related Expenses

Attached for your review and appropriate action is a resolution relating to the acceptance of a gift of travel and related expenses, valued at $1,642.99 to the City from the Incident Management Teams Association (IMTA) for the Director of the Department of Emergency Management to attend the IMTA Strategic Management meeting in Columbia, South Carolina from June 21-22, 2025.

The IMTA Strategic Management Meeting is critical to shaping the future of incident management initiatives for the country and the association. Full participation ensures unique perspectives and needs of the country and membership are reflected. This meeting is also critical to continuing to advance the mission of supporting Incident Management Teams across the nation.

DEPT. COM. 371

If you have any questions, please call me at 723-8951 or email randal.collins@ honolulu.gov.

Sincerely,

Dr. Randal A. Collins, CEM
Director

Attachment

APPROVED:

Michael D. Formby, Managing Director
Office of the Managing Director

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. _____

RESOLUTION

ACCEPTING A GIFT OF TRAVEL AND RELATED EXPENSES, VALUED AT $1,642.99, TO THE CITY FROM THE INCIDENT MANAGEMENT TEAMS ASSOCIATION (IMTA) FOR THE DIRECTOR OF THE DEPARTMENT OF EMERGENCY MANAGEMENT TO ATTEND THE IMTA STRATEGIC MANAGEMENT MEETING IN COLUMBIA, SOUTH CAROLINA, FROM JUNE 21-22, 2025.

WHEREAS, Section 13-113 of the Revised Charter of the City and County of Honolulu 1973 (Amended 2017 Edition), as amended, provides the City Council ("Council") with authority to accept gifts to the City and County of Honolulu ("City"); and

WHEREAS, Resolution 05-349, CD1, FD1, establishes a policy of the Council for the solicitation and acceptance of gifts donated to the City; and

WHEREAS, the policy allows for the acceptance of gifts by the affirmative action of the Council; and

WHEREAS, through a letter dated May 19, 2025, approved by the Managing Director, the Director of Emergency Management has submitted a request to the Council for the acceptance of a gift to the City from the Incident Management Teams Association for travel, room accommodations and related expenses, valued at $1,642.99, for Dr. Randal A. Collins, Director, to attend the IMTA strategic management meeting in Columbia, South Carolina from June 21-22, 2025; and

WHEREAS, the description and value of the gift are set forth in the Declaration of Gift form attached hereto as Exhibit A and incorporated herein; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that this body gratefully accepts the gift valued at $1,642.99 from the Incident Management Teams Association that is more fully described in the above-mentioned letter dated May 19, 2025, and the Declaration of Gift attached as Exhibit A; and

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. _____

RESOLUTION

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the Director of Emergency Management; and Incident Management Teams Association, P.O. Box 10, Manhattan Beach, California 90267.

INTRODUCED BY:

_____

_____

_____

_____

_____

_____

DATE OF INTRODUCTION: _____

_____

_____ _____

Honolulu, Hawai'i Councilmembers

EXHIBIT A

CITY AND COUNTY OF HONOLULU

DECLARATION OF GIFT	
NAME OF DONOR	Incident Management Teams Association
DONOR'S ADDRESS	Incident Management Teams Association
	PO Box 10
	Manhattan Beach, CA 90267
DONOR'S TELEPHONE	562-261-0566

STATEMENT OF OWNERSHIP AND/OR TERMS OF CONVEYANCE

The donor named above owns the property described below and desires to give the property to the City and County of Honolulu. To carry out this purpose, the donor hereby absolutely and without condition or reservation gives, grants, and conveys the property to the City and County of Honolulu.

DESCRIPTION OF GIFT	VALUE
Travel costs to attend the Incident Management Teams Association Board Strategic Planning Meeting in Columbia, South Carolina June 21 and 22.	$ 1,642.99
TOTAL	$ 1,642.99

SIGNATURE: Morgan Burke Digitally signed by Morgan Burke Date: 2025.05.13 14:05:36 -07'00'	DATE: 5/13/2025
PRINT NAME: Morgan Burke	TITLE: Administrator