



STATE OF HAWAII

Communications, Technical and Finance Meeting
(Combined Meeting)
Kalanimoku Bldg., Room 322B
1151 Punchbowl St., Honolulu
Thursday, July 14, 2016
10:00 am – 12:00 pm

Communications Committee members present: Steven Schutte (Chair), Thalia Burns (HPD), Paul Ferreira (HiPD), Davlynn Racadio (MPD) and Lavina Taovao (KPD).

Communications Committee members absent: None.

Technical Committee members present: Thalia Burns (Chair), Clement Chan (DIT), Robert Gausepohl (KPD), John Jakubczak (MPD), David Miyasaki (KPD), Eleni Papakiristis (Hawaiian Telcom), Antonio Ramirez (Akimeka), Jeff Riewer (AT&T Mobility), Steven Schutte (Verizon), Kenison Tejada (APCO/NENA Pacific Chapter) and Kiman Wong (Charter Communications).

Technical Committee members absent: Marshall Kanehailua (HiPD), Ah Lan Leong (HPD) and Gary Lum (HFD).

Finance Committee members present: Kiman Wong (Chair), Paul Ferreira (HiPD), Lisa Hiraoka (Consumer Advocate designee), Roy Irei (T-Mobile) and Randy Macadangdang (HPD).

Finance Committee members absent: None.

Staff Members Present: Stella Kam (AG), Courtney Tagupa (E911) and Kerry Yoneshige (DAGS).

Guests: Michael Contrades (KPD), Ryan Dunkle (Hitech Systems), Victoria Garcia (DoD), Roy Halterman (WEST), Darren Horio (HiPD), Arnold Kishi (ETS), Agnes Lee (WEST), Melodey Lewellen (HPD), Allan Nagata (HPD), Andy Nielsen (WEST), Tony Velasco (City & County of Honolulu) and Bonnie Young (MPD).

Minutes

- I. **Call to Order, Public Notice, Quorum**
 - a. The meeting was called to order at 10:00 am by Board Chairman Paul Ferreira.
 - b. Public notice has been issued.
 - c. Quorum was present for all Committees.

- II. **Public testimony on all agenda items**
 - a. Chair Ferreira asked if anyone who wishes to provide testimony on any agenda

item to please come forward. No one came forward to testify.

III. Introductions

- a. Introductions were made by everyone present at the request of Chair Ferreira.

IV. Review and Approval of Last Month's Meeting Minutes

- a. Mrs. Thalia Burns motioned to approve the June 2016 meeting minutes. The motion was seconded and approved by voice vote by all Committee members present.

V. Committee Updates by Committee Chairs

- a. Communications Committee – Steven Schutte

Chair Schutte welcomed the newest Board member to the meeting, Deputy Chief Michael Contrades from Kauai Police Department and newly promoted Radio Chief Tony Velasco.

- i. 2017 Legislative Investigative Committee update – Paul Ferreira

We are looking at reintroducing prepaid for the upcoming 2017 session and keeping abreast of the new leadership that will be emerging after the election. There should be discussion among PSAPs in an attempt to involve legislators from all Counties and involving them in PSAP tours to understand what is going on at a local PSAP level. If we choose to move forward with introducing the prepaid bill this session, we need to do it very quickly because the bill needs to be submitted to DAGS by September. We are also looking at possibly introducing a percentage to be determined in lieu of the \$0.66 surcharge. We received feedback from the legislators that the percentage may be fairer than the flat fee. The justification sheet for the bill and/or the bill itself will require revision. The ED has sent an email to PSAPs asking for additional expenditure items such as equipment, total system replacement costs, software, etc. and details in order to ensure we will not have a budget deficit in 2025-26. The question was also raised about if we could put a minimum on collections from the Mom & Pops in order to ease the burden. Perhaps they could remit quarterly, semi-annual or annually like GE Tax. NH has a collection transaction threshold of >150 transactions/quarter. We are looking at a continued ceiling increase from 2018. Due to the \$9M ceiling constraint, PSAPs are having to parcel out replacement of CADs. If the ceiling increased to \$13M, we would be able to upgrade across the Board at all PSAPs that protect the interests of public safety. Mr. Irei also stated the PSAPs should factor in potential tech upgrades that will exist with NG911 (video and z-axis). Mr. Ramirez stated MLTS (Kari's law) has passed the Senate at the Federal level and is awaiting a calendar date for the House. On the issue of MLTS fees, Mr. Irei stated that voice calling is moving toward all fiber lines

and move away from trunk lines, so we should look at this for the future regarding MLTS legislation. Mr. Tejada stated the Roadmap for location accuracy in moving to NG911 could also be helpful for crafting legislation justification due to technology and costs.

Action Item: Decide whether to move forward with the prepaid bill, determine whether flat fee or percentage, transaction exemption for Mom & Pops, determine remittance schedule and revise the justification sheet and/or bill.

ii. Others

Chair Schutte had attendees share their feedback from the NENA conference held in June. Ms. Racadio stated it was a very informative conference and she had the opportunity to visit with her current vendors and also gain insight on new technology and products that may be beneficial to their PSAP. Mrs. Burns

Echoed Ms. Racadio's sentiments on the conference being informative and thanked the Committees and the Board for having the opportunity to attend. She visited with WEST and had the opportunity to see how Smart911's new features would impact their operations. She was also able to visit other vendors to see what CAD technology is available and upcoming because HPD will be looking for a new CAD vendor in future. She is also looking forward to see what technology will be on display at the APCO conference in August.

Lt. Horio stated it was his first time in attendance and he was overwhelmed at the sheer volume of information presented but he was happy he had the opportunity to attend and is looking forward to future conferences.

b. Technical Committee – Thalia Burns

i. Hawaiian Telcom outage on June 22, 2016

Ms. Eleni Papakiristis prepared a reason for outage report and sent to the ED for distribution to members prior to today's meeting which discussed the 50% traffic impact that HT felt. The format structure not same in past for true 911 outages but this was not a genuine outage as this was a voice traffic outage on HT's voice network. Viper, connectivity to PSAP, 911 platform, mapping and positions – no impact to 911 as a system, only HT voice traffic was compromised. Any landline connectivity calls because traffic compromised would not reach the PSAP but it would not terminate to any user. Signal Transfer Points (STP's) electronically receive connectivity from SS7 links (industry best practice standard voice traffic pieces of telecommunications). The times of the outage vary with actual impact felt by few customers as early as 0300 and actual 50% of traffic compromised around 0600. They believe reason some felt it so early was because there were precursory hiccups in STP before the process went into hung state. The two routes on Oahu go through Punahou and Waipahu and the voice network links are structured so that they can fully

support each load but they are auto load balanced and both share the loads. At the Waipahu STP when people were trying to make calls, there is a process where SS7 links hand off to piece of equipment and it then transfers to the tandem out to terminate. The Process of STP appeared to be up and there were no alarms but when the voice call came in, it went into a hung state. There was no transmission and nothing to cause the call to return and failover to the backup link. If was truly a hard down, we would not have felt any impact because they have a full load balance ready to support statewide traffic. The reason could not identify this problem quickly was due to no alarms or identification. The way they identified the hung process was when they engaged their vendors. This particular piece of equipment is vendor supported and contracted and they identified the process failure due to the sheer size of the hung failure. They were able to reboot the STP and update software and everything went reverted to stable connectivity. From an identification standpoint, the STP's were all recently upgraded to a current software version. The recommendation from vendor following this outage is look at ways for more intelligent alarming and opportunities within the network where they can identify hung processes. They are presently testing network for alarm correlation and need to develop process and build in to alert if this should happen in future. They are fairly confident this type of outage should not happen again. Questions arose about PSAPs and carriers trying to contact their NOC during this outage and she stated a possible solution may be to acquire another cell phone with a dedicated line inside the NOC for PSAPs or carriers to contact NOC directly. Text-to-911 was also not impacted because it did not require a handoff to their voice network. The ED inquired if they were required to file outage report with FCC. Ms. Papakiristis is working with HT regulatory to see if they need to file a formal report but they have 30 days. They did open a preliminary report to the FCC filed a formal report with the PUC. If anyone would like any additional information regarding the outage, she is willing to share this and please contact her directly.

ii. New Technical Committee member–Lt. Darren Horio (HiPD)

Chair Burns stated that Lieutenant Darren Horio has been recommended as a replacement for Sergeant Travis Ing. Effective immediately, Lt. Horio is hereby confirmed as a new member to the Technical Committee.

iii. Investigative Regulatory Committee update–Davlynn Racadio

Chair Racadio stated there were no updates this month.

iv. FCC update

Chair Burns asked the ED to provide some research on over the top applications. The ED provided a slide that showed two slides from Mr. Timothy May's presentation on 911 apps from the NASNA and NENA conferences. He noted Rapid SOS had a large presence at NENA and NASNA. As far as the FCC was concerned, there are different 911 apps being marketed. The ED reviewed Mr. May's slide on the types of 911 apps and their primary functions and potential FCC concerns. 1) to provide

911 calls and core function is to support direct dialing of 911, bypassing underlying carrier networks (Rapid SOS, Laaser, sirengps). Most 911 app providers make it a point not to charge the PSAPs, with Smart911 as the only exception. 2) apps designed to work around a 911 call and the core function is to bypass 911 call to reach specific PSAPs using 10 digit admin lines 3) panic button apps core function is to provide tracking and panic button support; 911 dump out (WatchMe911) 4) provide access to campus security and campus escort services (LiveSafe and Campus Safe) 5) Apps integrated into PSAPs – charged to PSAP being reimbursed by the Board (Smart911) and core function is the software is installed on PSAP CPE's can accept preregistered 911 caller information. The FCC has many concerns with the 911 apps which they are taking into consideration in developing future policies. Issues are 1) call may fail due to routing to proper PSAPs and the concerns are geographical limitations, reliance on Wi-Fi or wireless broadband internet connection and improper routing – last known GPS 2) call may fail to deliver appropriate information to PSAP and the concerns are difficulty displaying info in existing CAD and potential failure to provide callback number 3) app functionality may delay initiation of 911 call and the concerns are confusing user interfaces and data processing time 4) call may hinder PSAP operations and the concerns are accidental activation, location spoofing, PSAPs may need internet access to retrieve critical information and call takers may require training 5) pay to play and the concerns are that the app may require the consumer to pay for enhanced features (RapidSOS is heading this way) and may require PSAP install fee-based functions (Smart911). They will evaluate these concerns and policies may be implemented in the future. The FCC will consider regulatory treatment, functionality, reliability, security issues and standardization and PSAP operations of 911 apps following public safety best practices and standards and what burdens are placed on the PSAPs as a result of these apps. If the FCC elects to institute regulations on these apps, we may have further reports and updates in the future.

v. Text-to-911update

A/C Jakubczak stated their text-to-911 contract has been signed. Chair Burns stated the next action item is to decide when a public announcement will be made. One of the suggestions was to launch at our next Board meeting when all of Counties are present. We would want to give some time to let respective Mayors and leadership know about the launch date and to coordinate a media blitz and public awareness campaign to say text-to-911 is live in PSAPs. Everyone was in agreement that the August 11 date would be the official launch date. Chair Burns asked the ED to coordinate with the Governor's office on behalf of the Board. Mr. Kerry Yoneshige inquired about coordinating tours to the PSAPs after the launch announcement as all of the leadership would be present. Ms. Papakiristis from HT stated she reached out to their communications director Ms. Su Shin and she has offered her assistance with the press release and ensuring we have the right amount of press. She has relationships with Office of the Governor and other leadership and if there is someone spearheading the campaign, she would love to

collaborate with them because it is a collective effort and a win for all involved (the Board, carriers and the PSAPs). Mr. Roy Irei asked Ms. Papakiristis if the carrier paperwork has been sent out and implementation completed. Mr. Riewer confirmed that AT&T has been completed and Mr. Schutte confirmed Verizon has been completed but she will inquire with the other carriers and confirm prior to launch.

Action Item: The ED will draft a press release and coordinate with DAGS and the Office of the Governor and Mayoral Offices for the official launch on behalf of the Board.

Action Item: Ms. Papakiristis will ensure that all HT carrier paperwork has been sent and implementation completed prior to the official announcement.

vi. Request for approval:

1. APCO Conference, August 14-17, 2016, Orlando, FL
 - a. Board member (1) - \$3,300
 - b. Technical Committee Member (1) - \$3,300

This request to attend has been withdrawn.

- c. Oahu DIT (1) - \$3,300
- d. HFD (1) - \$3,500

This request to attend has been withdrawn.

A/C John Jakubczak motioned to approve this request. The motion was seconded and approved by voice vote by all Committee members present.

Reminder: Chair Burns stated there had been previous discussions about posting conference funding requests to the agenda three months prior, and asked everyone to be diligent in submitting their requests within this time frame because it does make a difference in costs with last minute requests as usually the airfare amounts to a higher figure. The ED will provide advance notification on future agendas for this purpose.

2. NASNA Conference, October 25-26, 2016, Kansas City, MO
 - a. Executive Director (1) - \$1,800

A/C John Jakubczak motioned to approve this request. The motion was seconded and approved by voice vote by all Technical Committee members present.

3. APCO Colorado Chapter Conference, Oct. 6-7, 2016, Denver, CO
 - a. HPD (2) - \$5,000

Chair Burns noted this particular conference is a best practices conference and consists of different topics than APCO's annual conference that is being held in Orlando in August. Not every state has a chapter conference and HPD selected this particular conference because the topics were of interest to have their staff educated on. A/C Robert Gausepohl motioned to approve

this request. The motion was seconded and approved by voice vote by all Technical Committee members present.

vii. Others

Mr. Ramirez announced that Akimeka and WEST are working on the text to 911 accuracy location service within the PSAPs. They have determined that they are receiving accurate readings from the device and they are receiving a very good radius. What is not coming across is the determination on what exactly is coming over on the lat/long and whether it is the device, cell tower or the centroid. They continue to have dispatchers query on location. He thanked WEST for their help and working with them on that issue. Regarding GIS, he issued a reminder that the lat/long that Akimeka provides in GIS products are specifically designed to work with 911 systems and HT format six. Akimeka's lat/long will go from decimal point out 6 digits only. When receiving anything in Viper with decimal points that exceed six digits on the lat/long, this is not coming from Akimeka GIS data it is something within the Viper tower 911 network. Akimeka configured their data to terminate at six digits because they are synchronizing data with CADs and all other layers they are creating. Ms. Racadio raised the issue regarding payphones that have lat/long data but is it really payphone or a VoIP phone. She sent copies to HT to investigate and she did receive response and will forward results to interested parties. If you enter into the DB query, it will give multiple locations where phone is and eliminates the lat/long. For the majority of ALI records within the State, there are no lat/longs on the ALI records. Ms. Lee stated where is no lat/long provided by any other source, the ALI will populate with GIS data. This format six is not an HT format, it is an ALI format that is used within State. They have had issues with Sandwich Isles payphones, but Steven told her he has seen this across board with BUSN (business) class of service specifically. Maui has a ticket open and they are in the process of scheduling an install very soon to fix the overwriting. Ms. Lee will look into the issue of the additional digits.

c. Finance Committee–Kiman Wong

i. Review of Monthly Cash Flow & Budget Financial Reports

Monthly Receipts- \$840,385

Disbursements- \$2,816,959

Net Receipts- \$1,976,575

Net Bank Balance- \$19,469,440

Unencumbered Bank Balance- \$11,050,205

ii. Request for funding approval:

1. APCO Conference, August 14-17, 2016, Orlando, FL
 - a. Board member (1) - \$3,300
 - b. Technical Committee Member (1) - \$3,300**This request to attend has been withdrawn.**
 - c. Oahu DIT (1) - \$3,300
 - d. HFD (1) - \$3,500**This request to attend has been withdrawn.**

Chair Ferreira motioned to approve this request. The motion was seconded and approved by voice vote by all Finance Committee members present.

2. NASNA Conference, October 25-26, 2016, Kansas City, MO
 - a. Executive Director (1) - \$1,800

Chair Ferreira motioned to approve this request. The motion was seconded and approved by voice vote by all Finance Committee members present.

3. APCO Colorado Chapter Conference, Oct. 6-7, 2016, Denver, CO
 - a. HPD (2) - \$5,000

Chair Ferreira motioned to approve this request. The motion was seconded and approved by voice vote by all Finance Committee members present.

iii. Others

Chair Wong acknowledged there were no other items for discussion.

VI. PSAP Status Updates

a. Kauai–Michael Contrades

Their PSAP has 20 dispatch positions with three grant funded positions. They had 17 positions filled but they recently lost one trainee and are now four personnel short. CAD Implementation continues to be on schedule and they had open house with Spillman on 28-30 June that was very successful. He thanked everyone for supporting the \$2.3M request for the new CAD system. The servers are online and software has been installed and so far so good. David – 911 outage – PSAP notified by 7:00 am by 911 by Steven – at 8:30 they did press release to notify the public of the outage. When the announcement went over the radio stations, everyone started calling 911 to see if was working. There were no complaints from the public that they could not get through. Ms. Taovao provided an update on text-to-911 that they are still continuing to receive accidental or pocket dials, none of which were true emergencies. Regarding the NENA conference, all dispatchers who attended found it an excellent training opportunity. Deputy Chief Contrades found it very beneficial to send dispatchers and will continue in future with Board support. He thanked everyone for the opportunity and funding

to send his personnel to NENA.

b. Oahu HPD – Allan Nagata

Smart911 has a total of 3200 accounts at this time with 97 accounts added last month. Brigham Young University has added the Guardian app and has partnered with Rave Mobile Safety so when students create a profile with the Guardian app, they simultaneously have a Smart911 account because they are from the same company. He welcomed EMS on board because they are working diligently with HT and Smart911 in moving forward. Police Radio Dispatcher Class 45 will commence on 10/10/16. Out of 83 applicants that passed the old testing process, 47 showed up for orientation and they are hopeful to select at least 10 to attend PRD 45. For PRD 46 that will commence in February 2017 this was part of the continuous recruitment process. Out of 425 applicants, 193 passed the performance exam, 79 failed and another 107 were a no show for the exam. Another 203 waiting on list to take the performance exam. Major Nagata extended thanks to SPRD Melodey Lewellen that gave a statement to Star Advertiser. Chief Ferreira stated that two gentlemen that presented at the law enforcement coalition breakfast were excellent. One of the individual named Taylor related a personal experience on the mainland and said he wished he had Smart911. Major will pass the feedback to the gentlemen.

c. Oahu HFD – Gary Lum

B/C Lum was not in attendance and no update was provided on behalf of HFD.

d. Molokai – Dean Rickard

Their PSAP is presently located at MFD and for the last two years they have been searching for a new location to build their new police station that will house EC and bring back dispatchers under their department's control. They identified a seven acre property on Molokai and they are in the process of negotiating. They are hopeful that by the next meeting they are able to say they have purchased the property and then can start the planning and designing process for the new station and PSAP. This looks very promising and will be very beneficial for the community. Ms. Young provided an update on text-to-911. They received their first text on 27 June that was an anonymous text requesting for them to perform a welfare check on a party who had suicidal tendencies. They were able to check on the individual and everything was ok and they were able to receive counseling. On 1 July they had an incident which was a failure of their admin lines. She checked with ENOC and they found out that it was a shirt tail problem. All connectivity was good until it handed off to the shirt tail but 911 was not affected.

Maui – John Jakubczak

Wailuku PSAP is presently down to 21 dispatchers. One person is resigning in next few weeks and three trainees have resigned so they are down to four trainees. Two are in the classroom and two are doing on the job training. With the new fiscal year they have some plans with the PSAP. They are looking at renovations to make more efficient for workers there and also getting secondary site in Kihei together. Regarding the outage on Maui, Ms. Racadio stated she found out Ms. Young had contacted them about the outage. They were trying to call ENOC and

supervisor on duty and could not get through. She called cell phones and then she tried to legally call ENOC and call could not go through. She also called mini computer and line was dead and then disconnected. She kept Tracy on the phone but did not realize Tracy was on family leave. Had the ball rolling so started off rocky but their problem was only on Maui. They could not call off island or to Honolulu. Their phones rang continuously but there was no problem with 911 calls. They were getting updates from Steven regarding cell callers not being able to get through. They did have problems but not as bad as HNL. Rescue tubes – Kauai has had for quite a while but have people in private industry Kaanapali Association installed 28 of them at the beaches. Working with Akimeka on GPS coordinates and having installed into their CAD layers. To get into their MapFlex is something she is working on getting price quotes on – just got one from WEST and HT to create a layer for them. It is something they are thinking about doing once they get quotes. Kihei Wailea Rotary Association has bought rescue tubes and working with county on MOU so we can place them on County and State beaches. It is just another tool that can be used by people on the beach to possibly assist someone in distress until rescue units arrive. They are on Kauai and have only had one incident of theft. Ocean Safety is being absorbed by Fire on Maui.

e. Hawaii–Paul Ferreira

Lt. Horio announced that their Asst. Chief Derek Pachecho has sadly passed away and services will be held next week. They are presently seven dispatchers short. They started with 24 and they are hoping to hire four shortly. They are in the midst of the Spillman implementation for their new CAD and RMS systems with server installation commencing this week. They are in meetings this week training on the various screens. He also thanked the Committees and the Board for the opportunity to attend the NENA conference. He attended basic GIS and NG911 sessions and is starting to understand acronyms. He attended hiring and retention classes and was surprised to learn that 75% of people in the class said they no longer use the civil service exam for recruitment. They are still receiving many non-emergency texts. They received one text last month that was a real request for help. It was a domestic situation which was in conjunction with a phone call from someone else in the household. Regarding the outage on June 22, they received no texts on that date, so people were not using the system as a backup.

VII. Items for Discussion, Consideration and Action

a. 911 Timeline update

- i. Chair Ferreira requested that the PSAPs report any timeline updates to be posted on the 911 website to the Executive Director.

b. Others

- i. Chair Ferreira acknowledged that there were no other items for discussion.

VIII. Announcements

a. Meeting dates(10:00am–12:00noon):

- i. Thursday, September 15, 2016 (Combined meeting)(date change)
- ii. Thursday, October 13, 2016 (Combined meeting)
- iii. Thursday, November 10, 2016 (Combined meeting)
- iv. Thursday, December 8, 2016 (Combined meeting)

b. FirstNet Update – Victoria Garcia

Organizationally from the TAG's perspective and in her role as SWIC, part of job beyond FirstNet is to try and educate stakeholders and executive level synergy between communications and responders on a day to day basis. 911 is part of that and this is becoming clearer nationally. There has to be an understanding and mutuality. Regarding the National Governor's Association Policy Academy on Interoperable Communications, Hawaii is one of five states that was selected to participate. Those mini funds are allowing us to try to set up governance over public safety communications. The biggest struggle is having executive level people understand the importance of mutuality and synergy. They need to understand if infrastructure capabilities go down or emergency responders are flooded with calls, cannot respond to bad things. Individuals at the executive level make decisions about personnel, monetary resources, transitions (no one being trained in radio anymore and radio going towards IP) in an attempt to get executives from Counties and State government to understand the importance of sustaining public safety communications. They need to understand what infrastructure looks like now and it is important that Board's voice is heard during these meetings. Chief Ferreira was invited to meeting next week but the ED will attend as the Board's representative. Mayors or Chiefs of Staff and Directors from State Agencies are attending as the meeting is limited. This initiative is coming from the Governor. This meeting is an attempt to set up governance on State and County level and how to formulate a plan and look at strategy for whole state that includes consensus. Her goal is to get seasoned people attending these meetings. Many people on the Board have 20+ years of experience in communications. She wants the executives to hear from these individuals on what may happen if radio communications go down. They will hold additional follow up meetings and will try and include Federal partners. The FCC is involved and they mentioned the 911 group and how robust it has been. They want to have communications involved including FEMA, DHS OEC and to come out and work with us or conference call and can see where synergies in an attempt to educate constituents better about our money and resources. Davlynn has been a part of her monthly SWIC meetings which primarily consist of communications, but now more administrators are coming. The meetings are every other month and trying to educate as first part and have technological individuals come in and explain what is going on. They do not want vendors to come in because if they do procurement in the future they do not want the appearance of impropriety. Regarding FirstNet, they've completed their RFP and it is closed. They are considering partners for delivery of service. There are a lot of action items and trying to develop policies going forward. For this month's SCIP meeting she has asked them to come in and ask for update of what they are doing with policy and state plans. She would like to extend invitations to Board members because normally limited to City and County and

State if is ok with the TAG and can have more in-depth dialogue. Perhaps this can take place in September. The Fusion Center is still available and just let her know when we would like to hold a meeting there. The Fusion Center director did resign and they are selecting a new person so she will let us know when that happens. The TAG is thrilled that he has come to understand the partnerships that the Board has and she thanks for the opportunity to attend the meetings.

c. Others

Chair Ferreira acknowledged that there were no other items for discussion.

IX. Open Forum: Public comment on issues not on the agenda for consideration for Committee meeting agenda at the next meeting.

- i. Chair Ferreira asked if there was anyone who wishes to comment on issues not on the agenda for consideration for the agenda at the next Committee meeting. No one came forward.

X. Adjournment

- i. Mrs. Thalia Burns motioned to adjourn the meeting. The motion was seconded and approved by voice vote by all Committee members present. The meeting was adjourned at 11:31 am.

