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| DAVID Y. IGE GOVERNOR | **A picture containing logo  Description automatically generated** | CURT T. OTAGURO COMPTROLLER  **AUDREY HIDANO**  DEPUTY COMPTROLLER |
|  | **STATE OF HAWAII**  **Enhanced 911 Communications, Technical, and Finance Meeting (Combined Meeting)**  **Thursday June 9, 2022**  **9:00AM – 12:00PM**  **MEETING MINUTES** |  |

**Communications Committee Members Present:** Davlynn Racadio (MPD) Chair, Lavina Taovao (KPD), Thalia Burns (HPD)

**Technical Committee Present:** Thalia Burns (HPD) Chair, Tony Ramirez (Akimeka), Kenison Tejada (FirstNet), Tony Velasco (DIT), David Miyasaki (KPD)

**Technical Committee Not Present:** Shawn Kuratani (HFD)

**Finance Committee Present:** Edward Fujioka (EMS), Aaron Farias (HPD), Lisa Hiraoka (Consumer Advocate Designee), Arnold Kishi (CIO Designee)

**Finance Committee Not Present:** Kenneth Bugado (HIPD)

**Staff:** Courtney Tagupa (E911), Royce Murakami (E911) Stella Kam (AG)

**Guests:** Francis Alueta (HT), Stephen Courtney (C&C of Honolulu), Liz Gregg (ATT), Julie Heimkes (Winbourne), John Holland (ATT), Glenn Kobashigawa (HT), Kurt Lager (OSL), Patrick Leddy (LCC), Shelby Lewis (ATT), Rebecca Liberman (Charter), Gregg Okamoto (MPD), Stacy Perreira (KPD), Jeff Reeve (ATT), Jeffery Riewer (ATT), Corey Shaffer (Verizon), Taylor Valerie (Intrado), Kenison Tejada (FirstNet), Keola Tom (MPD), Ruth Zipfel (Eagleview), Sean Chun (HFD).

**I. Call to Order, Public Notice**

**The meeting was called to order by the Executive Director. Public notice was given.**

**II. Public testimony on all agenda items**

**No members of the public came forth to testify**

**III. Roll Call, Quorum**

**A roll call was taken, and a quorum was present for all three committees.**

**IV. Review and approval the prior month's meeting minutes.**

**Jeffery Riewer motioned to approve the May 2022 Meeting Minutes. Tony Ramirez seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

**V. Winbourne Consulting, LLC Update – Andrew Reece, Cindy Alderete, Julie Heimkes:**

**AGENDA**

• **Update for Deliverable 7**

**Julie Heimkes stated that Deliverable 7 was distributed to all attendees and that any questions regarding Deliverable 7 will be answered on July 14, 2022, Joint Board and Committee Meeting.**

**VI. Committee Updates by Committee Chairs**

a. Communications Committee – Davlynn Racadio

Discussion on the problems experienced by Maui County starting 5/3/22n with AT&T due to their routing problems that caused multiple calls from Maui for Molokai to handle.

**Davlynn Racadio stated that multiple calls were being redirected to Molokai that were**

**originating from various areas in Maui. During this time all calls were logged and sent over to**

**Liz Gregg for review. Source of the problem was between AT&T and Intrado due to**

**configuration changes. This problem was not resolved till 5/18/22**

b. Technical Committee – Thalia Burns

i. Educational Investigative Committee - Jeffrey Riewer

**Jeffrey Riewer stated that there are no updates at this time. Requested Executive Director for an**

**update on certification process project that all PSAPs are involved in. Executive Director stated**

**that there is no update with the exception that all PSAPs that indicated interest have registered**

**and rendered payment.**

ii. Advisory Committee- Everett Kaneshige

Discussion with Representative Nakamura regarding the telecommunicator job reclassification.

**Everett Kaneshige is not present Davlynn Racadio will be conducting Advisory**

**Committee Discussion.**

**Notes from Everett Kaneshige:**

* **Representative Nakamura is requesting that a matrix is created that shows the differences between the PSAPs showing personnel such as civilian or sworn positions, classification compensation, and type of dispatch either single or multiple agencies.**
* **Requesting a PowerPoint or presentation to explain the rules and responsibilities that 911 Telecommunicators have as part of this incident response.**
* **Schedule a follow up meeting with Representative Onishi the chair of the Labor Committee to get his input on the best strategy to move forward with the telecommunicator reclassification.**
* **Schedule HGEA Randy Perreira to discuss the possibility of forming a separate bargaining unit for 911 Telecommunicators.**
* **Request to hold an informational briefing to other members of the House and invite those house members that have already expressed support for us. Includes Representative Todd, Representative Woodson, and Representative Ichiyama.**
* **Representative Nakamura is willing to review the matrix presentation and assist with setting up the meetings**

iii. Finance Committee – Courtney Tagupa (Executive Director)

1. Review report on Monthly and Y-T-D Cash Flow

**Total Enhanced 911 Surcharge May 2022: $964,781**

**Interest Income May 2022: $18,035**

**Disbursements May 2022: $293,794**

**May 2022 Receipts: $982,816**

**YTD Receipts: $10,213,136**

**YTD Disbursements: $3,742,874**

**Annual Budget Ceiling: $9,012,858**

**Net Encumbrance Adds/(Paydown) May 2022: $117,028**

**YTD Net Encumbrance Adds/(Paydown) YTD: $2,625,558**

**Net Cash Inflow/(Outflow) May 2022: $806,051**

**Net Cash Inflow/(Outflow) YTD: $3,844,705**

**Net Bank Balance: $32,537,466**

**Outstanding Encumbrances/Accruals: $8,779,423**

**Unencumbered Cash Balance: $23,758,043**

**All requests for reimbursement if funds are to be encumbered must be submitted by June 15th, 2022.**

2. Request for Approval:

a. reimbursement of overpayment of surcharge fees due to an error in calculating surcharge fees by the communications service provider - $213,583.09.

**Lisa Hiraoka motioned to approve the reimbursement of overpayment of surcharges due to an error in calculating surcharge fees by the communications service provider for a total of $213,583.09. Francis Alueta seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

b. Reimbursement of $112.6K from Central Square/C&C HNL.

**Sean Chun speaking on behalf of Shawn Kuratani. A memo was created per**

**Shawn Kuratani as discussed per the Board. Currently waiting on payment from**

**Central Square.**

**Lisa Hiraoka motioned to approve the reimbursement process that was agreed**

**upon by HFD and the Finance Committee of $112.6K from Central Square via the**

**City & County of Honolulu. Ken Bugado seconded the motion. A voice vote was**

**taken, and the motion was approved unanimously.**

c. Winbourne’ s Deliverable 6.

**Deliverable 6 & 7 is an agreed upon contractual payment for completion and**

**approval.**

**Lisa Hiraoka stated that when there is a request for payment that the amount**

**and justification is sent to all Board and Committee Members.**

**Lisa Hiraoka motioned to approve the approval of Deliverable 6. Corey Shaffer**

**seconded the motion. A voice vote was taken, and the motion was approved**

**unanimously.**

**VII. PSAP Status Updates on Recruitment and other Personnel Issues.**

1. Kauai KPD – Stacey Perreira for E. Kalani Ke

**Stacy Perreira stated that they are currently almost fully staffed however, are having difficulties filling the last opening. In relation to the certification process currently 13 staff are going through the APCO training. Furthermore, two personnel have been approved and are attending the NENA Conference.**

1. Oahu HPD – Aaron Farias

**Aaron Farias stated that they remain status quo on their staffing and are currently sending four personnel attending the NENA Conference.**

1. Oahu HFD – Shawn Kuratani

**Sean Chun stated on behalf of Sean Kuratani that they currently have one vacancy right now at the captain position on one of their shifts. Currently have two personnel attending the NENA Conference. Total of 19 personnel have been certified through APCO and we have four that are currently going through the recertification process next year.**

1. Oahu EMS – Edward Fujioka

**Edward Fujioka stated that one supervisor is leaving at the end of the month and still have one vacant dispatch position. Recently informed that the Director is moving to create a new dispatch position called the EMT 1 Call Taker. Currently looking to hire for that position in a year or two and create four to six additional dispatchers. Regarding the NENA Conference our request was denied by our Chief. Last announcement Chief Edward Fujioka announced his retirement at the end of the month.**

1. Maui MPD – Davlynn Racadio

**Davlynn Racadio stated that currently hired two more personnel that started the beginning of this month and have six in training. Two personnel are in CTO program and have a about a month and a half before they complete the program and currently four people are in classroom sessions. Regarding the NENA Conference they have two personnel attending.**

1. Molokai MPD –Davlynn Racadio

**(See above update for Maui MPD)**

1. Hawaii PD – Rob Fujitake

**Rob Fujitake stated that one personnel is in classroom training and will begin Call Taker training beginning of next month. A realistic job interview is scheduled tonight, and we have been informed that we have 10 applicants. We currently have 6 personnel taking the APCO Certification and will be sending two personnel to the NENA Conference.**

h. Hawaii FD – Vern Hara

**Vern Hara is not present to give an update.**

**VIII. Items for Discussion, Consideration, and Action**

1. 911 Timeline update.

**Reminder to submit 911 timelines**.

1. Others

**No other items to discuss at this time.**

**IX. Announcements**

a. Future Virtual Meeting dates/time (9:00 am – 12 noon):

i. Thursday, July 14, 2022 (Combined Meeting)

ii. Thursday, August 11, 2022 (Combined Meeting)

iii. Thursday, September 8, 2022 (Combined Meeting)

iv. Thursday, October 13, 2022 (Combined Meeting)

v. Thursday, November 10, 2022 (Combined Meeting)

vi. Thursday, December 8, 2022 (Combined Meeting)

b. Future Conference Dates (**3 months of advanced approval required**):

ii. NENA Conference, June 11-16, 2022, Louisville, KY.

iii. APCO Conference, August 7-10, 2022, Anaheim, CA

c. Others

**X. Open Forum: Public comment on issues not on the Committee meeting agenda at the next meeting.**

**There was no public comment on issues on the agenda.**

**XI. Adjournment.**

**Jeff Riewer motioned to adjourn meeting. Tony Ramirez seconded the motion. A voice vote was taken, and the adjournment was unanimously approved. The meeting was adjourned.**