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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 Board Meeting**  **Friday, October 21, 2022**  **9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Board Members Present:** Francis Alueta (HT), Stephen Courtney (C&C of Honolulu), Lisa Hiraoka (Consumer Advocate Designee), Todd Omura (CIO Designee), Rebecca Lieberman (Charter), Corey Shaffer (Verizon), Gregg Okamoto (MPD), Keola Tom (MPD), Nani Blake (T-Mobile)

**Board Members Not Present:** Thalia Burns (HPD), Liz Gregg (ATT),E. Kalani Ke (KPD)

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

**Guests:** Aaron Farias (HIPD), Edward Fujioka (EMS), Robert Fujitake (HIPD), Julie Heimkes (Winbourne), Everett Kaneshige (DOD), Patrick Leddy (LCC), Lorrin Okumura (EMS), Stacy Perreira (KPD), Tony Ramirez (Akimeka), Tony Velasco (DIT)

1. Call to Order, Public Notice

**The meeting was called to order by the Vice Chair. Public notice was given.**

1. Public Testimony Will Be Taken on All Agenda Items as Those Items Occur During the Meeting
2. Roll Call, Quorum

**A roll call was taken quorum was present for the Board Meeting.**

1. Review and Approval of September’s Meeting Minutes

**Rebecca Lieberman motioned to approve the September 2022 Meeting Minutes. Francis Alueta seconded the motion. A voice vote was taken, and the motion was approved unanimously. Revisions to the September 2022 Meeting Minutes will be made to correct spelling of Efren Pacol and Rebecca Lieberman in meeting minutes.**

1. Committee Updates by Committee Chairs
   1. Communications Committee – Davlynn Racadio
      1. No Updates to Report
   2. Technical Committee – Shawn Kuratani
      1. Quorum Not Met
   3. Educational Investigative Committee – (Chair of Educational Investigative Committee Undecided)
      1. No Updates to Report
   4. Advisory Committee – Everett Kaneshige
      1. 911 Educational Presentation on How a Call to 911 Works (10-15 Minutes)

**Refer to Joint Committee Minutes. No further updates.**

* + 1. Further Discussion on Meeting with Hawaii Legislators on 911 Telecommunicator Reclassification

**Refer to Joint Committee Minutes. No further updates.**

* 1. Finance Committee – Lisa Hiraoka
     1. Quorum Not Met

**Quorum is present for the Finance Committee. Executive Director asked Lisa Hiraoka to review monthly Y-T-D (Year to Date) Cash Flow.**

**Lisa Hiraoka reviewed monthly Y-T-D Cash Flow**

**Total Receipts: $1,024,727**

**Total Disbursements: ($253,907)**

**Net Receipts/(Disbursements): $770,820**

**Y-T-D Net Receipts/(Disbursements): $2,637,748**

**Net Bank Balance: $34,304,635**

**Unencumbered Cash Balance: $22,524,668**

**Executive Director stated that currently receiving $1,000,000 a month and projected that amount for the remainder of the year. He also added that the adjustment for the Central Square receipt of $112,621.89 that was received on September 26, 2022. Furthermore, the adjustments made to Y-T-D Cash Flow did not include the adjustment for Central Square in the net receipts. The adjustment was inputted as a separate line item because it was from a prior period. Lisa Hiraoka added that she wanted to thank Shawn Kuratani for resolving the Central Square issue.**

**Lorrin Okumura asked Lisa Hiraoka if the item under Items for Discussion, Consideration, and Action regarding Oahu Emergency Medical Services Requesting Change to Fiscal Year 2023-2025 Strategic Budget Plan be discussed now to gain approval by the Finance Committee. Lisa Hiraoka responded stating that he can discuss this item regarding the Finance Committee. Lorrin Okumura stated that EMS is requesting to decrease CAD Computer Line to $45,000 to $34,000 and moving $11,000 to their VM Server Line. He added that the reasoning behind these changes is due to the VM Server Maintenance expired this year and will need about $11,000 to cover the existing service for maintenance for one year. Furthermore, stated that in FY 2024 $37,000 budgeted to cover the remaining three years. Edward Fujioka asked Lorrin Okumura if the $11,000 is coming out of the CAD Maintenance Budget or CAD Computer Budget. Lorrin Okumura responded that it will be coming out of the CAD Computer Budget. Edward Fujioka stated that he has no further questions.**

**Lisa Hiraoka asked for a motion to decrease the budget for EMS CAD Computers from $45,000 to $34,000 and add $11,000 to the VM Server Line. Edward Fujioka motioned to approve EMS to move $11,000 from CAD Computers to the VM Server Line. Aaron Faris seconded the motion. A voice vote was taken, and the motion was unanimously approved.**

1. Public Service Answering Point Status Updates on Recruitment and other Personnel Issues
   1. Kauai Police Department – Stacy Perreira
      1. Update on Recruitment Process/Strategies and Personnel Training

**Stacy Perreira stated nothing further to add. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Perreira stated nothing further to add. Refer to Joint Committee Minutes.**

* 1. Oahu Police Department – Aaron Farias
     1. Update on Recruitment Process/Strategies and Personnel Training

**Aaron Farias stated nothing further to add. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Aaron Farias stated nothing further to add. Refer to Joint Committee Minutes.**

* 1. Oahu Fire Department – Shawn Kuratani
     1. Update on Recruitment Process/Strategies and Personnel Training

**Shawn Kuratani not present. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani not present. Refer to Joint Committee Minutes.**

* 1. Oahu Emergency Medical Services – Lorrin Okumura, Diana Chun, Frannie Chung
     1. Update on Recruitment Process/Strategies and Personnel Training

**Lorrin Okumura stated nothing further to add. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated nothing further to add. Refer to Joint Committee Minutes.**

* 1. Maui Police Department – Davlynn Racadio
     1. Update on Recruitment Process/Strategies and Personnel Training

**Davlynn Racadio not present. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio not present. Refer to Joint Committee Minutes.**

* 1. Molokai Police Department – Davlynn Racadio
     1. Update on Recruitment Process/Strategies and Personnel Training

**Davlynn Racadio not present. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio not present. Refer to Joint Committee Minutes.**

* 1. Hawaii Police Department – Robert Fujitake
     1. Update on Recruitment Process/Strategies and Personnel Training

**Robert Fujitake stated nothing further to add. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated nothing further to add. Refer to Joint Committee Minutes.**

* 1. Hawaii Fire Department – Vern Hara
     1. Update on Recruitment Process/Strategies and Personnel Training

**Vern Hara not present. Refer to Joint Committee Minutes.**

* + 1. Update on Personnel Issues and Vacancies

**Vern Hara not present. Refer to Joint Committee Minutes.**

1. Items for Discussion, Consideration, and Action
   1. 911 Timeline Update (Akimeka)
      1. Status Report on All Counties

**Tony Ramirez stated all reports have been submitted nothing further to report.**

* 1. Establishment of a Policy Committee to Review Travel and Reimbursement Guidelines

**Line Item was requested by Thalia Burns who is currently not present will move this line item to November’s agenda.**

* 1. Oahu Emergency Medical Services Requesting Change to Fiscal Year 2023-27 Strategic Budget Plan
     1. Decrease Computer Aided Dispatch Computers Line from $45,000 to $34,000
     2. Add $11,000 to Virtual Machine Server Line

**Corey Shafer stated as discussed by the Finance Committee the Board will now need to vote on the request by EMS for the FY 2023-2027 Strategic Budget Plan to move $11,000 from the CAD Computer Line to the VM Server Line. Requesting a motion to approve this change.**

**Lisa Hiraoka motioned to approve EMS Request. Francis Alueta seconded the motion. A voice vote was taken, the motion was unanimously approved.**

* 1. Additional Items Proposed by Meeting Attendees

**No additional items were proposed by meeting attendees.**

1. Executive Director’s Report
   1. Review and Approval of Winbourne’ s Deliverable 7 for $45,728

**Executive Director stated that for the engagement the Board had subsequently awarded Winbourne he noted that there was neither an approval nor disapproval and in addition he did not receive any articulation as far as what the Board would require to approve this. In response the Executive Director created a milestone analysis of Winbourne’ s Deliverables as well as including two other non-milestones that Winbourne provided without any obligation. Corey Shaffer responded asking all Board members to discuss this matter and if anyone has any feedback on Deliverable 7. Francis Alueta asked if another deliverable was submitted that included a summary of Deliverable 7. Edward Fujioka stated that the summary was included in Deliverable 7 and suggests that all board members review that summary because it includes key points that the Board will need to plan accordingly for. Corey Shaffer responded stating that he believes Winbourne has fulfilled their requirements for the deliverable and payment should be sent to Winbourne for their services.**

**Corey Shaffer asked for motion to approve the final payment for Deliverable 7 to Winbourne in the amount of $45,728. Lisa Hiraoka motioned to approve the final payment for Deliverable 7 to Winbourne in the amount of $45,728. Stephen Courtney seconded the motion. A voice vote was taken, the motion was unanimously approved.**

* 1. Update on Increase in Legislative Spending Ceiling for Fiscal Year 2024-25 to $11,000,000

**Executive Director stated that the request to increase the legislative spending ceiling has been submitted to Budget & Finance for their review. Budget & Finance did contact the Executive Director and understands that the Enhanced 911 Fund will be funding this through our cash flow which is consistently higher than the funds that we are requesting. Executive Director added that he is confident that this will be approved and stated that he will give an update as soon as possible.**

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, November 10, 2022 (Combined Meeting)
      2. Thursday, December 8, 2022 (Combined Meeting)
   2. Future Conference Dates (3 Months of Advanced Approval Required)
      1. 911 GTW (Goes to Washington) Conference, February 26-March 1, 2023, Arlington, VA
      2. Pictometry/EagleView, April 24-27th, San Antonio, TX
   3. Resignation of Kenneth Bugado as of September 30, 2022

**Executive Director wanted to give clarification that Kenneth Bugado is not resigning from the PSAP but has been elevated on a temporary assignment as acting police chief.**

* 1. Additional Announcements from Meeting Attendees

**No additional announcements were made by meeting attendees.**

1. Open Forum: Public comment on issues not on the Committee Meeting Agenda

**There was no public comment on issues not on the agenda.**

1. Adjournment

**Francis Alueta motioned to adjourn the meeting. Rebecca Lieberman seconded the motion. A voice vote was taken, and the adjournment was unanimously approved. The meeting was adjourned.**