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| DAVID Y. IGEGOVERNORKe Kiaʻāina | **A picture containing logo  Description automatically generated** | AUDREY HIDANOCOMPTROLLERKa Luna Hoʻomalu Hana Laulā**MEOH-LENG SILLIMAN**DEPUTY COMPTROLLERKa Hope Luna Hoʻomalu Hana Laulā |
|  | **STATE OF HAWAII****Communications, Technical, and Finance Meeting (Combined Meeting)****Thursday, December 8, 2022****9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Communications Committee Members Present:** Davlynn Racadio (MPD) Chair

**Communications Committee Members Not Present:** Thalia Burns (HPD), Lavina Taovao (KPD)

**Technical Committee Members Present:** Shawn Kuratani (HFD) Chair, Tony Ramirez (Akimeka), Tony Velasco (DIT), Kenison Tejada (FirstNet)

**Technical Committee Members Not Present:** Thalia Burns (HPD),David Miyasaki (KPD)

**Finance Committee Members Present:** Lisa Hiraoka (Consumer Advocate Designee) Chair, Edward Fujioka (EMS), Todd Omura (CIO Designee), Aaron Farias (HIPD)

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

**Guests:** Francis Alueta (HT), Nani Blake (T-Mobile), Stephen Courtney (C&C of Honolulu), Frannie Chung (EMS), Diana Chung (EMS), Stacy Domingo (EMS), Robert Fujitake (HIPD), Liz Gregg (ATT), Vern Hara (HIFD), Shon Geoffrey (EMS), Wayne Hirasa (Alakaina), Everett Kaneshige (DOD), Glenn Kobashigawa (HT), Kurt Lager (OSL), Patrick Leddy (LCC), Rebecca Lieberman (Charter), Reed Mahuna (HIPD), Lorrin Okumura (EMS), Jeff Reeve (ATT), Valerie Taylor (Intrado), Ruth Zipfel (Eagle View)

1. Call to Order, Public Notice

**The meeting was called to order by Shawn Kuratani. 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 met for all committees except the Communications Committee.**

1. Review and Approval of November’s Meeting Minutes

**Shawn Kuratani stated that on Page 6 of the November Meeting Minutes to change the word “Technical Committee” to “Technical Subcommittee”. Everett Kaneshige also stated that he would like to revise first paragraph on Page 5 and omit the first sentence in the paragraph beginning with his name. ASA acknowledged changes.**

**Tony Ramirez motioned to approve the November 2022 Meeting Minutes. Lisa Hiraoka seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

1. Committee Updates by Committee Chairs
	1. Communications Committee – Davlynn Racadio
		1. No Updates to Report
	2. Technical Committee – Shawn Kuratani
		1. Discussion on Transition to Next Generation 911 to include Next Steps and Request for Proposal

**Shawn Kuratani stated that the Technical Subcommittee met on November 16th to discuss the next steps before progressing to an RFP. He added that the Technical Subcommittee wanted to know if discussions with Hawaiian Telcom were possible to modify the PSAPs current agreement to include PSAPs ability to have more influence in determining the type of equipment being used and defining service level parameters. To obtain clarification, the Technical Subcommittee reached out to Stella Kam to confirm if this type of discussions would be possible without having any procurement violations. Stella Kam advised the Technical Subcommittee that they could proceed with discussions with Hawaiian Telcom because it would not cause any procurement violations. In conclusion, Shawn Kuratani stated that he will begin planning a future meeting with the Technical Subcommittee to determine questions that will be asked to Hawaiian Telcom.**

* + 1. Technical Committee Chair requests to add Chief Hara to Technical Subcommittee

**Shawn Kuratani stated that he is requesting to add Chief Hara to the Technical Subcommittee. He added if there were any objections, no objections were made by any of the meeting attendees therefore Chief Hara is now a member of the Technical Subcommittee.**

* + 1. Approval to add additional member of Technical Subcommittee to attend Next Generation 9-1-1 Standards & Best Practices Conference in the amount of $3500

**Shawn Kuratani stated he would like to amend the agenda to state, “Approval to increase budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference”.**

**Shawn Kuratani motioned to amend the agenda to include approval to increase budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference. Tony Ramirez motioned to approve to amend the agenda to include approval to increase budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference. Tony Velasco seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

**Tony Ramirez motioned to approve the increase in the budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference and to forward this to the Finance Committee for consideration and approval. Kenison Tejada seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

* 1. Educational Investigative Committee – (Chair of Educational Investigative Committee Undecided)
	2. Advisory Committee – Everett Kaneshige
		1. Status Update on Telecommunicator Reclassification Project and Legislative Outreach

**Everett Kaneshige stated that there is no change since last month’s meeting regarding the Telecommunicator Reclassification. He added that they have reached out to Representative Nakamura and currently waiting for a response.**

* 1. Finance Committee – Lisa Hiraoka
		1. Review of Monthly Y-T-D (Year to Date) Cash Flow

**Lisa Hiraoka reviewed the Monthly YTD Cash Flow.**

**Total Receipts: $1,066,727**

**Total Disbursements: ($320,819)**

**Net Receipts/(Disbursements) : $745,909**

**Net Bank Balance: $33,887,687**

**Outstanding Encumbrances/Accruals: ($10,048,551)**

**Unencumbered Cash Balance: $23,839,136**

**Lisa Hiraoka stated that currently the Board has spent approximately 13% of the $9,000,000 budget at the end of November.**

* + 1. Approval of Additional Funds for Department of Budget and Finance Fiscal Year 2021-2022 Assessment.
		**Lisa Hiraoka stated that the E911 Board is required to pay a certain portion of overhead costs each year to the Department of Budget & Finance. During the preparation of the Strategic Budget Plan FY 2021-2022 a total of $750,250 was budgeted for the Department of Budget & Finance Fiscal Year Assessment which was based on the best available information at the time. Recently the Board received the final number for the Budget & Finance Assessment for a total of $759,513.36. Lisa Hiraoka asked for a motion to approve the payment of $9265.36 to cover the remaining balance of the Budget & Finance FY 2021-22 Assessment. Edward Fujioka motioned to approve the additional funding of $9265.36 to cover the remaining balance of the Budget & Finance FY 2021-22 Assessment. Aaron Farias seconded the motion. A voice vote was taken, motion was approved unanimously.**
		2. Approval to add additional member of Technical Subcommittee to attend Next Generation 9-1-1 Standards & Best Practices Conference in the amount of $3500

**Lisa Hiraoka motioned to amend the agenda to include approval to increase budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference.**

**Edward Fujioka stated that he has a comment before this motion can be approved. He stated that the Chair mentioned in previous meetings that the limit per person is set at $3500 per person and any remaining cost would need to be covered by the agency. Lisa Hiraoka added that she would like to advise all the agencies that the Board needs to be mindful that the public’s money is being spent wisely and that the limit per person for travel to these conferences is in the process of being reevaluated by the Chair. Furthermore, stated that she will go ahead and approve this request however, the guidance moving forward should still be set at $3500 per person and the PSAPs will be responsible for any differences. Edward Fujioka stated that he understands the NG 9-1-1 is a special circumstance and it is very important that the Technical Subcommittee gets the training.**

**Edward Fujioka motioned to amend the agenda to include approval to increase budgeted amount of $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference. Aaron Farias seconded the motion. A voice vote was taken, the motion was approved unanimously.**

**Edward Fujioka motioned to approve to increase the budgeted amount from $14000 to $15000 for three personnel from the Technical Subcommittee to attend the Next Generation 9-1-1 Best Standards & Practices Conference. Aaron Farias seconded the motion. A voice vote was taken, the motion was approved unanimously.**

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

**Elliot Ke Kalani stated that as mentioned in the previous meeting that Stacy Perreira was promoted to Lieutenant and will not be attending future meetings. Her replacement Sergeant Ariel Ramos is currently in training and will be assigned to the PSAP on December 11th and will be joining next month’s meeting.**

* + 1. Update on Personnel Issues and Vacancies

**Elliot Ke Kalani stated that as of December 1st their PSAP currently has two vacancies and no applicants at this time.**

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

**Aaron Farias stated that currently four Police Communications Officer II were promoted to Police Communications Office IV and are currently undergoing training.**

* + 1. Update on Personnel Issues and Vacancies

**Aaron Farias stated that there are currently two vacancies for their Emergency Response Operator position that they will be conducting interviews with potential candidates for in the next couple weeks.**

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

**Shawn Kuratani stated no updates regarding recruitment process/ strategies and personnel training**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani stated that there is currently one vacancy that should be filled shortly.**

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

**Lorrin Okumura stated that they are currently going through a review and retraining of their procreate systems and their present staff has done well coordinating this and expect to finish by the early part of next year.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated that they are currently working on filling positions for their District Chief of Communications and a promotion of a Dispatch Supervisor.**

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

**Davlynn Racadio stated that currently one personnel will complete their training with the next two weeks and as of January 3rd, 2023, one new personnel will begin training. Furthermore, currently six personnel from Maui are currently conducting training.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated that there are no updates on personnel issues and vacancies.**

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

**Davlynn Racadio stated that currently as of January 3rd, 2023, one new personnel will begin training. Furthermore, currently four personnel from Molokai are currently conducting training.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated that there are no updates on personnel issues and vacancies.**

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

**Robert Fujitake stated that they have one supervisor dispatcher that will be retiring at the end of the year. He added that they currently have six personnel in call taker training that started on December 1st.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they are currently conducting open recruitment and just conducted a realistic job interview with others scheduled due to twenty-eight applicants that have applied.**

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

**Stacy Domingo on behalf of Vern Hara stated that currently they have one personnel in training for dispatch that is working with mentors. Regarding recruitment they are still conducting outgoing recruitment and have about fifty applicants and will conduct a realistic job preview with about thirty applicants.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo on behalf of Vern Hara stated that they are currently seven vacancies.**

1. Items for Discussion, Consideration, and Action
	1. 911 Timeline Update (Akimeka)
		1. Status Reports on All Counties
	2. Additional Items Proposed by Meeting Attendees

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

1. Announcements
	1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
		1. Thursday, January 12, 2023 (Combined Meeting)
		2. Thursday, February 9, 2023 (Combined Meeting)
		3. Thursday, March 9, 2023 (Combined Meeting)
	2. Future Conference Dates (3 Months of Advanced Approval Required)
		1. Next Generation 9-1-1 Standards & Best Practices Conference, January 16-19, 2023, Clearwater, FL
		2. 911 GTW (Goes to Washington) Conference, February 26-March 1, 2023, Arlington, VA
		3. Pictometry/EagleView, April 24-27th, San Antonio, TX
	3. Additional Announcements from Meeting Attendees

**Ruth Zipfel stated that the Pictometry/EagleView Conference in San Antonio in April occurs about every 18 months however, the conference scheduled in March 2020 was canceled. She added that she has a few registrations from that conference that carried over for Honolulu and Maui County. Furthermore, stated that if there is any interest to attend this conference, she would highly encourage attendance if possible. The conference will include a very focused track for public safety and will be training and the opportunity to talk to their engineers to see how other people around the country are utilizing the imagery and a public safety setting. Tony Ramirez and his team from Akimeka will be presenting in one of their sessions discussing the work that they do across the State of Hawaii and NG 9-1-1. In conclusion, she stated that it would be a very beneficial for personnel to attend and that more information can be provided as the date of the conference gets closer.**

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

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