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| JOSH GREEN M.D. GOVERNOR  Ke Kiaʻāina | **A picture containing logo  Description automatically generated** | KEITH A. REGAN COMPTROLLER  Ka Luna Hoʻomalu Hana Laulā  **MEOH-LENG SILLIMAN**  DEPUTY COMPTROLLER  Ka Hope Luna Hoʻomalu Hana Laulā |
|  | **STATE OF HAWAIʻI | KA Mokuʻāina o Hawaiʻi**  **DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA ʻOihana LOIHELU A LAWELAWE Laulā**  P.O. BOX 119, HONOLULU, HAWAII 96810-0119  **Communications, Technical, and Finance Meeting (Combined Meeting)**  **Thursday, January 19, 2022**  **9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

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

**Communications Committee Members Not Present:** Lavina Taovao (KPD)

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

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

**Guests:** Stacy Domingo (EMS), Robert Fujitake (HIPD), Liz Gregg (ATT), Wayne Hirasa (Alakaina), John Holland (ATT), Everett Kaneshige (DOD), E. Kalani Ke (KPD), Kimberly Lee (HPD), Ah Lan Leong (HPD), Shelby Lewis (ATT), Glenn Kobashigawa (HT), Kurt Lager (OSL), Patrick Leddy (LCC), Rebecca Lieberman (Charter), Reed Mahuna (HIPD), Ariel Ramos (KPD), (Lorrin Okumura (EMS), Valerie Taylor (Intrado), Ruth Zipfel (Eagle View), Matthew Kurihara (HPD)

1. Call to Order, Public Notice

**The meeting was called to order by the Board 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, and a quorum was present for all three committees.**

1. Review and Approval of December’s Meeting Minutes

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

1. Annual Voting for Board Chair & Vice Chair

**Board Chair stated that this agenda item will be deferred to next month’s meeting due to inadvertently not being addressed on the Board Agenda.**

1. Committee Updates by Committee Chairs
   1. Communications Committee – Davlynn Racadio
      1. 911 GTW (Goes to Washington) Conference
         1. Confirmation of Personnel Attending
            1. Kaui Police Department – 2
            2. Maui Police Department – 3
            3. Honolulu Police Department – 2
            4. Department of Information & Technology – 2

**Davlynn Racadio stated that she has received responses from all agencies except for Kauai Police Department, Akimeka, and Department of Information & Technology and asked if there is anyone present. E. Kalani Ke from Kauai Police Department responded that he has not confirmed the amount of personnel attending 911 GTW (Goes to Washington) and will get back to her as soon as possible. Tony Ramirez from Akimeka stated that it does not look like he will be able to attend because of pending approval from his leadership. Tony Velasco from Department of Information & Technology stated that he has not confirmed the amount of personnel and will get back to her as soon as possible. In conclusion, Davlynn Racadio stated that she will begin planning for the conference and as more information is gathered, she will report her findings.**

* + 1. Discussion by Legislators Acknowledging Maui County and State of Hawaii as Emergency Responders

**Davlynn Racadio did not discuss this agenda item.**

* + 1. Retention Pay and Temporary Hazard Pay for Maui County and the State of Hawaii as Emergency Responders

**Davlynn Racadio stated that Dispatch personnel was able to receive retention pay of $250 a month that was divided into two pay periods, however as of November 2022 it was increased to $500 a month and that increase would be retrofit back until July 2022. Davlynn Racadio added that if anyone has any questions about the process to contact her and get the support of your department and county to secure the funds to achieve this for your personnel.**

**Davlynn Racadio stated that Maui County received temporary hazard pay that was negotiated by the Union as of October 2022. The arbitration decision was awarded however, the Union is in the process of determining the amount of hours personnel worked from March 4th, 2020, to March 25, 2022. She added that vacation, personal leave, and sick days will not be counted and only physical days those personnel worked and the number of hours will be counted. Furthermore, stated that to her understanding Lifeguards were paid and received one payment in its entirety and that there is no estimated timeframe on when they will receive their portion of temporary hazard pay. In conclusion, she stated that the Union informed them that they would be receiving between 15%-25% and that the Union reported that Maui County would be receiving 25%.**

* 1. Technical Committee – Shawn Kuratani
     1. Legislative Session – Amending Definition in HRS Chapter 138-1

**Shawn Kuratani stated that through communications via e-mail with the Technical Subcommittee and Stella Kam concerns were raised that the current legislative language in HRS Chapter 138-1 does not account for Next Generation 9-1-1 and was specific to Enhanced 9-1-1 and therefore would create problems with funding for Next Generation 9-1-1 services in the future. He added that he wanted to discuss this topic to change the legislative language if needed before a county moves forward with procuring an RFP. Furthermore, he stated that a document was sent out by the ASA called “Guidelines for State Next Generation 9-1-1 Legislative Language” that outlines how other states have changed their legislative verbiage to support Next Generation 9-1-1.**

**Stella Kam stated that previously Tony Ramirez stated that there is a statue in Chapter 138 that references future technologies and believes that if the Board’s interpretation of the language of Chapter 138 is sufficient to cover 9-1-1 and all its future technologies moving forward a legislative amendment is not needed. Tony Ramirez added that if it is possible to change the legislative language to cover all 9-1-1 that would be very beneficial. Stella Kam responded stating that rather than changing every occurrence of the term Enhanced 9-1-1 that we would just amend the definition of Enhanced 9-1-1 to include Next Generation 9-1-1. She added that she brought this idea to her legislative division if they could state Enhanced 9-1-1 includes all future iterations of 9-1-1 however, they were concerned that we would be binding future legislators. Furthermore, stated that we would need to specify Next Generation 9-1-1 as included within the definition of Enhanced 9-1-1 causing every reference to Enhanced 9-1-1 would also include Next Generation 9-1-1. Rebecca Lieberman responded stating that she believes that it is a good idea but her only concern is that legislative session has already started, and it would be unlikely that we would be able to get a bill introduced this year. Stella Kam responded stating that it would be a problem for the Governor’s package, but she is unsure if another legislator will be willing to introduce a bill. However, added that if it is a matter of amending the definition that it would not take very long because we are amending a specific statutory provision. Rebecca Lieberman responded stating that she believes that it would not be a heavy lift however, stated that there are conversations that need to happen before session due to legislators having already introduced bills or could be at their bill limits already. She added that Senator Sharon Moriwaki would be interested in helping us, but it will need to be written very quickly. Shawn Kuratani stated that he would like to make a comment pertaining to the “Guidelines for State Next Generation 9-1-1 Legislative Language” document that stated that 9-1-1 should be viewed as a technology rather than a function to avoid constantly changing the verbiage. Stella Kam responded stating that is one of the problems however the biggest difficulty is that the entire chapter is called Enhanced 9-1-1, and the word enhanced is used throughout Chapter 138. Tony Ramirez responded stating if changing the definition of Enhanced 9-1-1 to include all new and emerging technologies for 9-1-1 would be possible. Stella Kam responded that the Legislative Division at the Attorney General’s office had issues with because they stated that it would be binding the legislature to future unknowns which is prohibited. Edward Fujioka stated that Winbourne Consulting LLC suggested that we reach out to the legislature to obtain funding for Next Generation 9-1-1. He also asked if this type of request would be difficult and if we would be able to begin conversations with legislature in regards to next session. Stella Kam responded stating that Rebecca Lieberman’s concern was without any bill passing that would allow the Board to fund anything that it would stall and nothing happens during this year. She stated that she understands Edward Fujioka’s statement however, she believes that it would prove difficult to accomplish. Board Chair responded stating that she will work with the ASA Royce Murakami on setting up an appointment with Senator Sharon Moriwaki to determine if she will champion this change.**

* + 1. Approval for Board Chair to Attend 911 GTW (Goes to Washington) in the Amount of $4500.

**Shawn Kuratani stated he would like a motion to move this request to the Finance Committee for approval. Tony Velasco motioned to move this request to the Finance Committee for approval. Kenison Tejada seconded the motion. A voice vote was taken, the motion was approved unanimously.**

* 1. Educational Investigative Committee – (Chair of Educational Investigative Committee Undecided)
     1. Discussion on Dissolution of the Committee

**Board Chair stated that this committee was established years ago to seek certifications for Telecommunicators and believes that the committee has completed its task and asks to dissolve the committee. She added that the agencies are moving forward with the certification and would like to open this item for discussion if anyone is opposed to closing the committee. Board Chair stated hearing no opposition effective January 19, 2023, the committee will be closed. In conclusion, stated that the agencies will continue to move forward with their certification and send in their reimbursement requests to the ASA Royce Murakami.**

* 1. Advisory Committee – Everett Kaneshige
     1. Status Update on Telecommunicator Reclassification and Legislative Outreach

**Everett Kaneshige stated that the Advisory Committee is still pursuing discussions with HGEA regarding Telecommunicator Reclassification through Representative Nakamura. He added that a virtual meeting has been scheduled with Randy Perreira (HGEA), Representative Garrett (Vice Chair Labor Committee), and Representative Nakamura that is scheduled for January 24, 2023, however, the meeting will be limited only to himself on behalf of the telecommunicators. Everett Kaneshige stated that he will schedule a subsequent meeting with the committee and a larger meeting if HGEA supports it. Board Chair responded stating that if Everett Kaneshige could check if the representative is open to having at least one or two people from the PSAPs included in the meeting. Everett Kaneshige responded that he would reach out to the Representative’s Chief of Staff if at least one person from a PSAP can attend the meeting.**

* 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.**

**Surcharge Collected: $950,359**

**Interest Income: $108,226**

**Total Receipts: $1,058,586**

**Total Disbursements: ($171,876)**

**Net Receipts/(Disbursements): $886,710**

**Net Bank Balance: $34,655,681**

**Outstanding Encumbrances/Accruals: ($9,819,316)**

**Unencumbered Cash Balance: $24,836,365**

* + 1. Approval for Board Chair to Attend 911 GTW (Goes to Washington) in the Amount of $4500.

**Lisa Hiraoka stated she would like a motion to approve the Board Chair to attend 911 GTW (Goes to Washington) in the amount of $4500. Edward Fujioka motioned to move this request to the Finance Committee for approval. 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

**Ariel Ramos stated on behalf of E. Kalani Ke that one personnel has completed training for the dispatcher position.**

* + 1. Update on Personnel Issues and Vacancies

**Ariel Ramos stated on behalf of E. Kalani Ke that there are currently two vacancies for their dispatcher position.**

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

**Aaron Farias announced that Captain Matthew Kurihara has been assigned as Captain of the Communications Division. He added that recently their three personnel in their entry level PCO I position graduated and were promoted to PCO II position. Furthermore, stated that they will continue to put together these classes with the availability of their vacancies and move their personnel up while conducting continuous recruitment.**

* + 1. Update on Personnel Issues and Vacancies

**Aaron Farias stated that they are currently running at 30% vacancies for their PCO positions. Regarding 9-1-1 GTW (Goes to Washington) he stated that Captain Matthew Kurihara will be attending along with one supervisor and a PCO II.**

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

**Shawn Kuratani stated that there are currently no updates at this time.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani stated that there are currently two vacancies one due to retirement and the other due to a promotion. He added that these vacancies 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 there are currently no updates at this time.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated that they have just completed interviews for the Communications District Chief position that was formerly held by Edward Fujioka. He added that a decision on who will be awarded the position should be made shortly. Regarding dispatch supervisors he stated that there is currently two vacancies and for the dispatchers position there is currently six vacancies that they will conducting interviewing for shortly.**

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

**Davlynn Racadio stated that one personnel completed their training and has been added to their workflow. She also added the one personnel began their training at the beginning of the year.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated that it has proven difficult to conduct training of personnel on Molokai due to the shortage of personnel. She added that they currently have four applicants to interview for both Maui and Molokai.**

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

**Davlynn Racadio stated that one personnel began their training at the beginning of the year and is currently doing long distance training to complete classroom sessions. She added that these personnel were approved to conduct training on Maui to complete call taker training.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated that it has proven difficult to conduct training of personnel on Molokai due to the shortage of personnel. She added that they currently have four applicants to interview for both Maui and Molokai.**

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

**Robert Fujitake stated that there are currently no updates at this time.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they currently have twelve vacancies for the PCO II position however, they are currently five personnel conducting call taker training and most of those personnel in training will be independent as of February 1, 2023. He added that two veteran dispatchers returned to their department however, one transferred to another section and the other should return in one to two months who left for family reasons.**

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

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

* + 1. Update on Personnel Issues and Vacancies

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

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

**Board Chair stated as a reminder for those who are attending 9-1-1 GTW (Goes to Washington) to dress in proper professional attire when visiting the Capital Hill.**

**Board Chair stated that the Executive Director is currently on leave, and he expected to be out till the end of March 2023. She added if you need assistance to please direct all inquiries to Royce Murakami.**

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, February 9, 2023 (Combined Meeting)
      2. 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
2. 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.**