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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, February 9, 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)

**Technical Committee Members Not Present:** David Miyasaki (KPD)

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

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

**Guests:** Nani Blake (T-Mobile), Stephen Courtney (C&C of Honolulu), Frannie Chung (EMS), Diana Chun (EMS), Stacy Domingo (HIPD), Robert Fujitake (HIPD), Liz Gregg (ATT), Vern Hara (HIFD), Wayne Hirasa (Alakaina), John Holland (ATT), Everett Kaneshige (DOD), E. Kalani Ke (KPD), Kimberly Lee (HPD), Matthew Kurihara (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), Jeff Reeve (ATT), Barbara Winn (NGA), Miranda Winn (NGA), Geoffrey Shon (EMS).

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 January’s Meeting Minutes

**Board Chair stated that minor grammar corrections were brought to our attention will be addressed. Board Chair requested a motion to approve January’s Meeting Minutes. Lisa Hiraoka motioned to approve the January 2023 Meeting Minutes. Tony Ramirez 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. Update on 9-1-1 GTW (Goes to Washington) Confirmed Meetings Scheduled

**Davlynn Racadio stated that she has confirmed two meetings for 9-1-1 Goes to Washington on February 28, 2023. First meeting is confirmed at 10:30AM with US Representative for Hawaii, Ed Case followed Senator Brain Schatz at 1:00PM. She also added that she has put together questions for all attendees that will be brought forth to these legislators. Furthermore, stated that she has not confirmed what information NENA will be presenting in their presentation and if they will approach us with additional questions to inquire with our legislators during their scheduled meetings.**

* + 1. Conference Call with Trelaine Ito (Senator Schatz) Regarding Funding, Grants, Proposals for our State with Reference to 9-1-1 Services.

**Davlynn Racadio stated that she met with Trelaine Ito on February 3, 2023 in regards to funding, grants, and proposals for our state with reference to 9-1-1 services. She stated that she received a document from Senator Schatz that she will submit by February 24, 2023, that would enable the state to procure funding for 9-1-1 services such as Next Generation 9-1-1.**

* + 1. Maui County Resolution 23-29 Urging the Administration to Recognize 9-1-1 Emergency Services Dispatchers as First Responders in the County of Maui.

**Davlynn Racadio stated on February 24, 2023, that Maui County passed Resolution 23-29 urging administration to recognize 9-1-1 Emergency Services Dispatchers as First Responders. Furthermore, added that they will begin the process of reaching out to the Union to determine the amount of support they will receive or research other options. In relation, she stated that during legislative testimony of this resolution someone mentioned that First Responders should be placed in Bargaining Unit 16. She added that she did not know who stated that comment and that after reviewing her documentation that Edward Fujioka stated that Bargaining Unit 16 is exclusive to Honolulu Medics and EMT’s.**

* + 1. Next Generation 9-1-1 Standards & Best Practices Conference
       1. Comments & Feedback from Attendees

**Davlynn Racadio stated that she would like to call upon attendees that went to Next Generation 9-1-1 Standards & Best Practices Conference to share any comments or feedback. Stacy Domingo stated this conference was different from most conferences that she attended because they were under the impression that the conferences would provide information on the process of creating an RFP for Next Generation 9-1-1. However, she added that the conference was created as a working group to have PSAPs provide input on creating a document to support others in the process of creating an RFP. Furthermore, stated that she was apart of many challenging discussions within those workshops because of vendors and end users having different opinions on how specific or not specific the RFP should be written. Davlynn Racadio responded stating if she felt that this conference was worth attending. Stacy Domingo responded stated that well-seasoned attendees that know what to expect from this type of conference would be able to provide more input that would serve us as a state however, as someone who is just stepping into this realm it was overwhelming. She added that it would have been beneficial to attend this conference with a better understanding and clarity of how this conference was designed.**

* 1. Technical Committee – Shawn Kuratani
     1. Next Generation 9-1-1 Group Discussion February 1, 2023

**Shawn Kuratani stated that three significant meetings were held between our last Joint Committee and Board Meeting last month. The first meeting was held on January 25th with Hawaiian Telcom and a majority of the county PSAPs. During this meeting the objective of this meeting was to find out why Hawaiian Telcom secured Intrado equipment for an extended amount of time knowing that an RFP could possibly be created knowing that a different platform would be chosen. He stated that a great discussion took place and that Hawaiian Telcom’s decision making for holding and extending Intrado was based off the information that the PSAPs were going to move forward with an RFP. Hawaiian Telcom needed to make a decision due to the contract expiring next year and the current hardware was exceeding a 10 year shelf life. This current scheme allowed Hawaiian Telcom to not ask for more funding through the tariff and still provide 9-1-1 services and also the timeline for all the PSAPs to perform an RFP was undetermined. He added that if Hawaiian Telcom chose another vendor they would have to run those platforms in parallel for an unknown extended amount of time until a cutover took place. The second objective of this meeting was to determine if Hawaiian Telcom would be the lead into Next Generation 9-1-1. From this discussion it was determined that the current system doesn’t support Next Generation 9-1-1 and that more talks would be needed from Intrado with an unknown timeline. Furthermore, that if Hawaiian Telcom became the lead into Next Generation 9-1-1 that other vendors could cry foul that Next Generation 9-1-1 shouldn’t be a sole source because it is a new technology and that an RFP should be produced.**

* + 1. Future Change to HRS Chapter 138

**Shawn Kuratani stated the second meeting was held on February 1, 2023, to update Technical Subcommittee members of what transpired and what the next steps would be for Next Generation 9-1-1 transition. During the meeting the Technical Subcommittee identified that one of the main roadblocks would be the need to revise HRS Chapter 138 to assure that the counties would be able to be reimbursed for the consultant or for the consult for the requirements for the implementation of procurement of a vendor. Lisa Hiraoka asked Shawn Kuratani if the need to revise HRS Chapter 138 to give the counties assurance that they will be reimbursed was made based off recommendations by county attorneys. Shawn Kuratani responded stating that they had a meeting with Stella Kam on February 6, 2023, to identify HRS Chapter 138 to discuss what can be done and we were advised that changes could be made next legislative session. Lisa Hiraoka stated that she just wants to confirm if the county attorneys were able to give input on this matter to avoid any problems in future. Shawn Kuratani stated that they were not and only Stella Kam was advised on this subject. Stella Kam responded stating that her objective is ensuring the Board is allowed to reimburse the counties. However, the question should be whether the Board feels that the current language of HRS Chapter 138 would allow reimbursements for Next Generation 9-1-1. She added when the legislature initially changed the language to Enhanced 9-1-1, they thought the language would take care of future technologies. HRS Chapter 138’s current language is limiting because although there are some indications in the legislative history that they were referring to future technologies it is stated as future Enhanced 9-1-1 technology. Furthermore, stated that she believes due to the current language of HRS Chapter 138 that it should be added to the Governor’s package for next session where we would remove all the term enhanced in HRS Chapter 138 or be repealed.**

**Stella Kam stated that she came to an agreement with the Technical Subcommittee on February 6, 2023 that an RFP for a consultant to help the counties through this process to create an RFP for the implementation of Next Generation 9-1-1 would be reimbursable. However, the statute would need to be revised in order to fund the implementation of Next Generation 9-1-1. She added that a committee should be formed that would work on revising the HRS Chapter 138 and would approach the legislators starting this summer to inform them on the need for this change and educate them about 9-1-1 and the difference between Enhanced and Next Generation 9-1-1. Edward Fujioka asked Stella Kam if a master agreement would be needed at some point so all the agencies can use the master agreement for purchases for Next Generation 9-1-1. Stella Kam responded that a master agreement would be considered in the implementation process after the statute is revised. She added that is was discussed about how each county have different needs and that only one consultant would be selected for all counties. In conclusion, Stella Kam stated that all of the counties need to understand that the consultant will be looking not only for what the individual counties need but what the state needs as a whole. Everett Kaneshige responded asking Shawn Kuratani if Hawaiian Telcom would take the project lead and if there would be a cost. Shawn Kuratani stated that a cost was not discussed.**

**Everett Kaneshige stated before discussing this agenda item that he wanted to add to the discussion based on Everett Kaneshige’ s question. Everett Kaneshige stated that during the discussion about the procurement process and how the statutory chapter would need to be amended. However, it was not discussed if the PSAPs wanted to pursue a direct negotiation with Hawaiian Telcom. He added that during the discussion the Technical Subcommittee only discussed amending the chapter so that there could be a planning RFP and an implementation RFP for Next Generation 9-1-1. In conclusion, Everett stated to Shawn Kuratani that a direct negotiation with Hawaiian Telcom should be discussed and included as part of the assessment.**

* + 1. Hawaii Police Department Requesting Funding to add Command Central Community from Motorola Solutions to Current CAD (Computer Aided Dispatch) System in the amount of $66,750.

**Shawn Kuratani stated that this agenda item was removed from the agenda.**

* 1. Advisory Committee – Everett Kaneshige
     1. Meeting with HGEA Regarding Formation of Bargaining Unit for 9-1-1 Telecommunicators

**Everett Kaneshige stated that two meetings occurred since our last Joint Committee and Board meeting. He stated that on January 24, 2023 a meeting occurred with HGEA and Representative Nakamura with Randy Perreira from HGEA present as well as representatives from all of the counties. During this meeting a discussion occurred to determine the necessary steps to form a bargaining unit consisting of the 9-1-1 Telecommunicators and if HGEA would be supportive proceeding in that direction. He added that Representative Nakamura and Representative Andrew Garrett took it upon themselves to move forward with the bill which was introduced two days later following the meeting.**

* + 1. 2023 Bills Introduced:
       1. Formation of Bargaining Unit for 9-1-1 Telecommunicators (HB 1398, SB1550)

**Everett Kaneshige stated HB 1398 & SB 1550 was introduced as a very simple bill that proposes to amend the collective bargaining section of HRS 89-6 which adds in 9-1-1 Telecommunicators to the groups stated giving us the authority to bargain as a unit. He added that the language mentioned in the bill was not consulted with them and was constructed by Representative Nakamura and Representative Garrett. Currently the bill along with the counterpart measure in the senate has been introduced in the current legislature but has not come up for hearing yet.**

**Everett Kaneshige stated that the Advisory Committee met on February 2, 2023 which included representatives from all of the PSAPs to discuss the bill that was introduced as well as what transpired in their meeting with HGEA and both representatives. In conclusion, he stated that even through the PSAPs were not able to attend the meeting they were fully informed and involved in process.**

* + - 1. Amendment of Penal Code to Reclassify 9-1-1 Telecommunicators as First Responders (HB162, SB1059)

**Everett Kaneshige stated that after HB 1398 & SB 1550 was introduced he discovered HB 162 & SB 1059 was also introduced. He stated that this bill amends the definition of an emergency worker in relation to the penal code to include the 9-1-1 Telecommunicators as First Responders. He added that this bill is a reintroduction of a bill that was introduced by Representative Nakamura in 2019. However, this bill did not make it through the senate side due to concerns and was replaced by a study that was conducted by DHRD. Everett Kaneshige added that he reached out to Representative Garrett because this bill is part of the House and Labor Committee and was informed that the chair of the committee is not inclined to hear this bill in its current form. Due to this information the Advisory Committee had a discussion to decide if any action needs to be taken to ensure that this bill is heard or changed. Through their discussion the Advisory Committee came to a consensus that this wasn’t a bill that they were prepared to support and does not adhere to their current strategy of creating a new bargaining unit. He added that it was agreed upon that they would move forward with HB 1398 & SB 1550 before attempting to implement HB 162 & SB 1059. Another topic that was discussed by the Advisory Committee is the revision of HRS Chapter 138 next session which may also provide another avenue to implement changes. In conclusion, he added that he believes that HB 162 & SB 1059 will not be successful due to the bill proposing similar issues that were a problem when it was previously submitted.**

**Everett Kaneshige stated that another bill was brought to his attention that is not mentioned on the agenda that was introduced that provides a separate bargaining unit for EMT’s and EMS personnel in Honolulu. He added that he was not aware of that bill and doesn’t know if the bill would directly impact us due to Honolulu EMS being a part of a different union. However, noted there is the potential for confusion of the bill. Lisa Hiraoka asked Everett Kaneshige for the bill number. Davlynn Racadio responded stating the bill number is SB 1572.**

* 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: $998,031**

**Interest Income: $123,723**

**Total Receipts: $1,121,754**

**Total Disbursements: ($283,173)**

**Net Receipts/(Disbursements): $838,581**

**Net Receipts/(Disbursements) YTD: $5,789,877**

**Lisa Hiraoka stated that all of the PSAPs will be contacted by Royce Murakami to determine which years the encumbrances payments are being made to in order to finalize the January Cashflow Statement. She added due to the Executive Director’s absence this information will be necessary to determine the unencumbered cash balance. However, she stated last month’s current unencumbered cash balance is $24,836,365.**

* + 1. Hawaii Police Department Requesting Funding to add Command Central Community from Motorola Solutions to Current CAD (Computer Aided Dispatch) System in the amount of $66,750.

**Request was omitted from agenda.**

* + 1. Board Chair Requesting Approval of $5000 for QuickBooks Assistance/Courses/Tutorials/Training

**Board Chair stated that during the absence of the Executive Director she is requesting $5000 for QuickBooks Training for the Administrative Services Assistant and assistance from a CPA. Research was conducted and estimated cost of $400 for a two hour session was given by the CPA. Board Chair added that she believes that the total cost will be under the $5000 placeholder. Lisa Hiraoka responded stating that the Board is also looking to improve operations and improve the recording of our transactions to the Board.**

**Lisa Hiraoka asked for a motion to approve the Board Chair’s request of $5000 for QuickBooks assistance/courses/tutorials/training. Edward Fujioka motioned to approve the Board Chair’s request. Aaron Farias 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 – Ariel Ramos
      1. Update on Recruitment Process/Strategies and Personnel Training

**Ariel Ramos stated no updates regarding recruitment process/strategies and personnel training.**

* + 1. Update on Personnel Issues and Vacancies

**Ariel Ramos stated that they currently have two vacancies. Due to staffing shortages in the Human Resources Department they have not been able to fill those vacancies.**

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

**Aaron Farias stated four personnel were promoted to Police Communications Officer IV.**

* + 1. Update on Personnel Issues and Vacancies

**Aaron Farias stated vacancies have not changed since last update and that they are still actively recruiting.**

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

**Shawn Kuratani not present to give update.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani not present to give update.**

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

**Lorrin Okumura stated that Frannie Chung has been promoted to the position formerly held by Edward Fujioka as the Communications Chief as of February 28, 2023. He added that they are currently having interviews for two Dispatch Supervisor positions. Furthermore, stated that they will also be interviewing for six dispatcher positions and will begin working on a plan to EMD train forty eight new personnel.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated no updates regarding personnel issues of vacancies.**

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

**Davlynn Racadio stated that there are currently two personnel in training one each for Maui and Molokai. She anticipates those two personnel to complete their training and transition to on-the-job training in two months. She added that out of the eleven interviews previously stated 6 have been completed and are going through the process as of October 22, 2022. In conclusion, stated that she received nine more applicants that she will begin processing.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated no personnel issues and vacancies.**

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

**Refer to Maui Police Department above.**

* + 1. Update on Personnel Issues and Vacancies

**Refer to Maui Police Department above.**

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

**Robert Fujitake stated no updates on recruitment/strategies and personnel training.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they currently have five personnel in call taker training. He added that they have a list of applicants that they will begin setting up interviews by the end of the month. Furthermore, stated that they have a realistic job interview on February 15, 2023.**

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

**Stacy Domingo on behalf of Vern Hara stated that they conducted eighteen interviews and seven were sent conditional job offers. She added that they plan to start a class on April 1, 2023.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo on behalf of Vern Hara stated no updates on personnel and vacancies issues.**

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
2. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, March 9, 2023 (Combined Meeting)
      2. Thursday, April 13, 2023 (Combined Meeting)
      3. Thursday, May 11, 2023 (Combined Meeting)
      4. Thursday, June 8, 2023 (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. NENA (National Emergency Number Association) Conference & Expo, June 17-22nd, Grapevine, TX
      4. APCO (Association of Public-Safety Communications Officials) Conference & Expo, August 6-9th, Nashville, TN
   3. Additional Announcements from Meeting Attendees
3. 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.**