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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  **Enhanced 911 Board Meeting**  **Thursday, March 9, 2023**  **9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Board Members Present:** Thalia Burns (HPD), Nani Blake, Stephen Courtney (C&C of Honolulu), Lisa Hiraoka (Consumer Advocate Designee), Todd Omura (CIO Designee), Rebecca Lieberman (Charter), E. Kalani Ke (KPD), Gregg Okamoto (MPD), Corey Shaffer (Verizon), Keola Tom (MPD)

**Board Members Not Present:** Francis Alueta (HT), Nani Blake (T-Mobile), Liz Gregg (ATT), E. Kalani Ke (KPD)

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

**Guests:** Frannie Chung (EMS), Diana Chun (EMS), Aaron Farias (HPD), Edward Fujioka (EMS), Robert Fujitake (HIPD), Matthew Kurihara (HPD), Glenn Kobashigawa (HT), Shawn Kuratani (HFD), Kurt Lager (OSL), Patrick Leddy (LCC), Ah Lan Leong (HPD), Shelby Lewis (ATT), Reed Mahuna (HIPD), Lorrin Okumura (EMS), Ariel Ramos (KPD), Davlynn Racadio (MPD), Tony Ramirez (Akimeka), Kenison Tejada (FirstNet), Tony Velasco (DIT), Barbara Winn (NGA), Julie Heimkes (Winbourne).

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 quorum was present for the Board.**

1. Review and Approval of February’s Meeting Minutes

**Rebecca Lieberman motioned to approve the February 2023 Meeting Minutes. Keola Tom 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 Goes to Washington Conference and Meeting with our Legislators.
      2. National Telecommunicators Week April 9-15, 2023; Volunteer Agency Needed to Draft the Proclamation for the Governor’s Signature.

**Davlynn Racadio stated no further updates. Please see Joint Committee Minutes.**

* 1. Technical Committee – Shawn Kuratani
     1. Creation of Legislative Committee to Revise HRS Chapter 138
     2. Update on 20 Character Limit in Location Field for 9-1-1 Calls
     3. Honolulu Police Department Requesting to Increase Tricon/Central Square Conference from $11,250 to $12,000
     4. Maui Public Safety Answering Point Requesting $415,000 for the Last Pictometry Flyover.

**Shawn Kuratani stated no further updates. Please see Joint Committee Minutes.**

* + 1. Advisory Committee – Everett Kaneshige (Ah Lan Leong)
       1. Status Update on HB 1398 (Formation of Bargaining Unit for 9-1-1 Telecommunicators
       2. Status Update on SB 1572 SD1 (Creates a Separate Bargaining Unit (16) for City & County of Honolulu Emergency Services Department Employees)
       3. Research on the Emergency Operations Center (EOC) Grant Program on the Eligibility Requirements

**Ah Lan Leong stated no further updates. Please see Joint Committee Minutes.**

* 1. Finance Committee – Lisa Hiraoka
     1. Review of Monthly Y-T-D (Year to Date) Cash Flow
     2. Requesting all Public Service Answering Points Submit Balances of Encumbrances
     3. Honolulu Police Department Requesting to Increase Tricon/Central Square Conference from $11,250 to $12,000
     4. Maui Public Safety Answering Point Requesting $415,000 for the Last Pictometry Flyover.

**Lisa Hiraoka stated no further updates. Please see Joint Committee Minutes.**

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
      2. Update on Personnel Issues and Vacancies

**Ariel Ramos stated no further updates. Please see Joint Committee Minutes.**

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

**Aaron Farias stated no further updates. Please see Joint Committee Minutes.**

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

**Shawn Kuratani stated no further updates. Please see Joint Committee Minutes.**

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

**Lorrin Okumura stated no further updates. Please see Joint Committee Minutes.**

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

**Davlynn Racadio stated no further updates. Please see Joint Committee Minutes.**

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

**Davlynn Racadio stated no further updates. Please see Joint Committee Minutes.**

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

**Robert Fujitake stated no further updates. Please see Joint Committee Minutes.**

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

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

1. Executive Director’s Report
   1. Review and Approval of Fiscal Year 2021-2022 Audit Report by Egami & Ichikawa for $14,000

**Royce Murakami asked for a motion to approve payment to Egami & Ichikawa for the annual audit of the Enhanced 911 Fund for $14,000. Lisa Hiraoka motioned to approve payment to Egami & Ichikawa. Rebecca Lieberman seconded the motion. A voice vote was taken, motion was unanimously approved.**

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

**Board Chair stated that she wanted to have an open discussion on the continuation of virtual meetings and hold one in person meeting a year. Rebecca Lieberman responded stating that she believes that it is a great idea to have one annual face to face meeting as long as members from the neighbor islands agree. Gregg Okamoto responded stating that he agrees that in person interaction is valuable even if it is once a year. Edward Fujioka asked Board Chair for clarification if in person meetings are only limited to Board members. Board Chair stated that it would not be limited to Board members and Committee members are allowed to attend. Stella Kam responded stating that in person meetings should not be scheduled during legislative session due to limited parking space. Board Chair responded that she agrees and that her and Royce Murakami will research the cost to cover board and committee members travel in previous years to travel to attend in person meetings.**

* 1. Board Chair Requesting Agencies to Review Fiscal Year 2023 Budgets to Determine if Unused Funding Can be Utilized for Other Agency Needs

**Board Chair stated a reminder to all agencies to please review fiscal year 2023 budgets to determine if unused funds can be utilized by other agencies such as Maui Public Safety Answering Point who are requesting funding for their Last Pictometry Flyover.**

* 1. Discussion/Questions on Amended Conference and Travel Guidelines

**Board Chair stated that this agenda item was added due to questions on the amended conference and travel guidelines. First question that was brought to her attention was regarding ground transportation on how to get an estimate for ground transportation when it is not provided by the hotel. She added that one solution to obtain a quote is by picking a destination on Uber/Lyft or obtaining a quote from airport shuttles. These quotes are only used in the planning phase to ensure that each agency does not go over the approved amount. Second question that was brought to her attention was whether tips for meals or ground transportation a reimbursable expense. In response to this question, she stated that tips for meals or ground transportation is not a reimbursable expense because it is voluntary. Third question was regarding deviations and if the Board would pay the lower of the deviation quote. In response to this question, she stated that two sets of quotes are needed that show the cost directly to the destination and another set of quotes that show the deviation. She added that the most economical fare should be selected, however, the deviation was be shown and factored out of the total cost of travel. The final question that was brought to her attention regarded hotel quotes and how to estimate the total taxes and fees. During the process of obtaining quotes hotels will post percentages of hotel fees and taxes. All agencies should calculate those fees and taxes and add those totals to their quotes to give an accurate estimation of travel. Board Chair asked if any attendees have any questions on the conference and travel guidelines.**

**Reed Mahuna responded asking if estimates for ground transportation need to be submitted with all supporting documents for reimbursement. Board Chair responded stated that yes it should be included in all supporting documents when submitting for reimbursement and that the estimates are to ensure that you have done your due diligence and when your final completed travel is submitted it can be compared to your actuals. Edward Fujioka responded stating that he would like to make a comment on this topic. He stated that the City & County of Honolulu has a $50 limit on one way ground transportation and that in the future agencies should be encouraged to carpool to ensure that the $50 limit is not exceeded. Board Chair responded that she agrees with Edward Fujioka’s comment.**

* 1. Update on Transition to Central Pacific Bank (Transition Documents)

**Royce Murakami stated that he added this agenda item to have a discussion on any questions the Board members may have on the transition documents that Central Pacific Bank provided. No Board members had any comments on the transition documents provided by Central Pacific Bank.**

* 1. Honolulu Police Department Requesting to Increase Tricon/Central Square Conference from $11,250 to $12,000

**Lisa Hiraoka motioned to approve Honolulu Police Departments request to increase Tricon/Central Square Conference from $11,250 to $12,000. Gregg Okamoto seconded the motion. A voice vote was taken, motion was unanimously approved.**

* 1. Additional Items Proposed by Meeting Attendees.

**Board Chair asked for a motion to amend the agenda to include Maui Public Safety Answering Points request for $210,000 for their last Pictometry Flyover. Corey Shaffer motioned to approve Maui Public Safety Answering Points request. Lisa Hiraoka seconded the motion. A voice vote was taken, and the motion was unanimously approved.**

**Board Chair asked for a motion to approve Maui Public Safety Answering Points request for $210,000 for their last Pictometry Flyover. Corey Shaffer motioned to approve Maui Public Safety Answering Points request. Rebecca Lieberman seconded the motion. A voice vote was taken, and the motion was unanimously approved.**

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, April 13, 2023 (Combined Meeting)
      2. Thursday, May 11, 2023 (Combined Meeting)
      3. Thursday, June 8, 2023 (Combined Meeting)
   2. Future Conference Dates (3 Months of Advanced Approval Required)
      1. Pictometry/EagleView, April 24-27th, San Antonio, TX
      2. NENA (National Emergency Number Association) Conference & Expo, June 17-22nd, Grapevine, TX
      3. APCO (Association of Public-Safety Communications Officials) Conference & Expo, August 6-9th, Nashville, TN
   3. Additional Announcements from Meeting Attendees
2. Open Forum: Public comment on issues not on the Board Meeting Agenda

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

1. Executive Session
   1. Discussion on Personnel Matters
2. Adjournment

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