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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, May 11, 2023**  **9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Board Members Present:** Thalia Burns (HPD), Francis Alueta (HT), Nani Blake (T-Mobile), Stephen Courtney (C&C of Honolulu), Liz Gregg (ATT), Lisa Hiraoka (Consumer Advocate Designee), E. Kalani Ke (KPD), Todd Omura (CIO Designee), Rebecca Lieberman (Charter), Corey Shaffer (Verizon), Reed Mahuna (HIPD)

**Board Members Not Present:** Gregg Okamoto (MPD), Keola Tom (MPD)

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

**Guests:** Frannie Chung (EMS), Stacy Domingo (HIPD), Aaron Farias (HPD), Edward Fujioka (EMS), Robert Fujitake (HIPD), Everett Kaneshige (DOD), Matthew Kurihara (HPD), Glenn Kobashigawa (HT), Shawn Kuratani (HFD), Kurt Lager (OSL), Ah Lan Leong (HPD), Lorrin Okumura (EMS) Ariel Ramos (KPD), Davlynn Racadio (MPD), Tony Ramirez (VSE), Natasha Reece (GMR), Jeff Reeve (ATT), Kenison Tejada (FirstNet), Tony Velasco (DIT), Miranda Winn (NGA)

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 April’s Meeting Minutes

**Board Chair motioned to approve the April 2023 Meeting Minutes. Corey Shaffer motioned to approve the minutes. Rebecca Lieberman seconded the motion. A voice vote was taken, motion was unanimously approved.**

1. Committee Updates by Committee Chairs
   1. Communications Committee – Davlynn Racadio
      1. ShoreTel (County Phone System) System Down 4/25/23
      2. Hawaiian Telcom Maintenance Effected 9-1-1 Admin Lines on Backup System 4/27/23.

**Davlynn Racadio asked Frannie Chung to give an update on the Navigator Conference that occurred on April 18-20, 2023, that was not covered in the previous meeting. Frannie Chung stated that a common topic at the conference was shortage of dispatchers nationwide. She added that at the conference classes were held to educate people on what dispatchers do and inform personnel on support systems, classes, and activities to prevent burnout of personnel. Furthermore, stated during the conference ACE Award was held with more than 50 Public Safety Answering Points in attendance. For Public Safety Answering Points that were not awarded there were discussions about identifying key performers to assist others that are not performing. She added that during the conference they visited the Denver Colorado Dispatch Center to observe how they operate and share their shortcomings which consisted of short staff and burnout of personnel. In conclusion, stated that the conference was very informational and thanks the Board for allowing her to attend.**

* 1. Technical Committee – Shawn Kuratani
     1. Hawaiian Telcom Update on New ANI/ALI 20 Character Format.
     2. Next Generation 9-1-1 Group Discussion May 1, 2023.
     3. Legislative Committee Kickoff Meeting May 1, 2023.
     4. Hawaii Police Department Requesting Funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board Total of $175.
     5. Honolulu Police Department Requesting Increase for NENA (National Emergency Number Association) Conference & Expo from $15,000 to $16,000 for Fiscal Year 2023.

**Shawn Kuratani stated no further updates.**

* + - 1. Advisory Committee – Everett Kaneshige
         1. HCR 61 Status
         2. Informational Briefings for 2024 Legislature
  1. Finance Committee – Lisa Hiraoka
     1. Review of Monthly Y-T-D (Year to Date) Cash Flow
     2. Hawaii Police Department Requesting Funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board Total of $175
     3. Honolulu Police Department Requesting Increase for NENA (National Emergency Number Association) Conference & Expo from $15,000 to $16,000 for Fiscal Year 2023.
     4. Finance Chair Retiring

**Lisa Hiraoka stated no further updates.**

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.**

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

**Matthew Kurihara stated no further updates.**

* 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.**

* 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.**

* 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.**

* 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.**

* 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.**

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

**Stacy Domingo stated no further updates.**

1. Executive Director’s Report
   1. Executive Director Status Update

**Board Chair stated that the Executive Director will not be returning, and the Board has decided on its best path forward and the decision to promote Royce Murakami to the Executive Director Position was effective May 1, 2023.**

* 1. Fiscal Year 2024-2028 Strategic Budget Plan

**Board Chair stated that she and the Executive Director received all the submittals from the agencies and have completed compiling those submittals and submitted the preliminary budget to the Finance Committee for review. Board Chair added that adjustments to the budget will need to be made after confirming with DAGS Administrative Services Office on the amount of Revenue and Administrative Assessments moving forward. Furthermore, stated that she is requesting all agencies to review their submittals to reduce Fiscal Year 2024 by 1.5% and for Fiscal Year 2025 by 7.5%. After all submittals are complied it will be sent back to Finance Committee for review and questions.**

**Board Chair stated a question was raised about the number of positions each agency has in their primary and back up centers. An email was sent out with questions regarding this topic and have only received responses from Honolulu Fire Department and Maui Police Department.**

**Aaron Farias responded regarding the reduction in the Strategic Budget Plan stating that the agencies have been through this exercise before and will make the appropriate reductions. Davlynn Racadio responded stating that she agrees with Aaron Farias and that we must ensure that we know what our priorities are and work together as a team and as a state. Robert Fujitake stated that Hawaii Police Department agrees with both departments.**

* 1. Update on Bank Transition
     1. Closure of First Hawaiian Bank Account

**Executive Director stated that he intends to close the First Hawaiian Bank Account by June 30, 2023, and to ensure this deadline is met that all outstanding checks be cleared.**

* + 1. Clearing Checks Before End of Fiscal Year 2023
       1. June 15th City & County of Honolulu Public Safety Answering Points

**Executive Director stated that all Oahu Public Safety Answering Points to submit all reimbursement requests by June 15, 2023. Furthermore, stated that he is aware that the Central Square Conference is close to that deadline and is requesting all Oahu agencies to send in their reimbursement requests as soon as possible so that it can be processed by June 15, 2023.**

* + - 1. Outer Island Public Safety Answering Points Deadline

**Executive Director stated that he is confirming deadline for outer island Public Safety Answering Points. He added that for all agencies to coordinate any reimbursement requests that will be submitted past the deadline so funding can be allocated accordingly.**

1. Items for Discussion, Consideration, and Action
   1. 911 Timeline Update (VSE)
      1. Status Report on All Counties
   2. Hawaii Police Department Requesting Funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board Total of $175

**Board Chair asked for a motion to approve Hawaii Police Department’s request for funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board total of $175. Rebecca Lieberman motioned to approve Hawaii Police Department’s request. Elliott K. Ke seconded the motion. A voice vote was taken, motion was unanimously approved.**

* 1. Honolulu Police Department Requesting Increase for NENA (National Emergency Number Association) Conference & Expo from $15,000 to $16,000 for Fiscal Year 2023.

**Board Chair asked for a motion to approve Honolulu Police Department’s request to increase NENA (National Emergency Number Association) Conference & Expo from $15,000 to $16,000 for Fiscal Year 2023. Lisa Hiraoka motioned to approve Honolulu Police Department’s request. Rebecca Lieberman seconded the motion. A voice vote was taken, motion was unanimously approved.**

* 1. Vote to Appoint New Finance Chair

**Board Chair asked if there are any volunteers from the members of the Finance Committee that would take on the position as Finance Chair. Board Chair asked Edward Fujioka and Aaron Farias and both deferred and will move this item to next month’s meeting.**

* 1. Additional Items Proposed by Meeting Attendees.

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, June 8, 2023 (Combined Meeting)
      2. Thursday, July 13, 2023 (Combined Meeting)
      3. Thursday August 10, 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. The E911 Board anticipates the need to meet in executive session pursuant to section 92-5(a)(2) and (4), HRS, to discuss personnel matters and to consult with the Board's attorney on questions and issues pertaining to the Board's powers and duties.
2. Adjournment

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