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| JOSH GREEN M.D.GOVERNORKe Kiaʻāina | **A picture containing logo  Description automatically generated** | KEITH A. REGANCOMPTROLLERKa Luna Hoʻomalu Hana Laulā**MEOH-LENG SILLIMAN**DEPUTY COMPTROLLERKa 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, May 11, 2023****9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

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

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

**Technical Committee Members Present:** Shawn Kuratani (HFD) Chair, Tony Ramirez (VSE), 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, Todd Omura (CIO Designee), Aaron Farias (HPD), Edward Fujioka (EMS)

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

**Guests:** Nani Blake (T-Mobile), Stephen Courtney (C&C of Honolulu), Frannie Chung (EMS), Stacy Domingo (HIPD), Robert Fujitake (HIPD), Liz Gregg (ATT), Vern Hara (HIFD), Wayne Hirasa (Alakaina), Everett Kaneshige (DOD), E. Kalani Ke (KPD), Matthew Kurihara (HPD), Glenn Kobashigawa (HT), Kurt Lager (OSL), Ah Lan Leong (HPD), Rebecca Lieberman (Charter), Reed Mahuna (HIPD), Lorrin Okumura (EMS), Gregg Okamoto (MPD), Ariel Ramos (KPD), Corey Shaffer (Verizon), Natasha Reece (GMR), Valerie Taylor (Intrado), Jeff Reeve (ATT),), Barbara Winn (NGA), Geoffrey Shon (EMS), Julie Heimkes (Winbourne), Ji Sook Kim (Consumer Advocate Designee).

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 all three committees.**

1. Review and Approval of April’s Meeting Minutes

**Everett Kaneshige stated that he proposes an amendment to April’s Meeting Minutes on Page 4 under the Advisory Committee that references Scott Miyoshi. Last name is misspelled and should be Scott Matayoshi. Board Chair motioned to approve the April 2023 Meeting Minutes with the revision stated by Everett Kaneshige. Corey Shaffer motioned to approve the minutes. Lisa Hiraoka 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

**Davlynn Racadio stated that Maui County experienced two problems with their phone systems this past month that affected their Admin and County System. She added that this problem affected the police and fire department and lasted approximately two days.**

* + 1. Hawaiian Telcom Maintenance Effected 9-1-1 Admin Lines on Backup System 4/27/23.

**Davlynn Racadio stated that the second occurrence that effected 9-1-1 and Admin Lines resulting in having to use their Backup System for approximately one day. She added that she believes that this also affected Hawaii County.**

* 1. Technical Committee – Shawn Kuratani
		1. Hawaiian Telcom Update on New ANI/ALI 20 Character Format.

**Shawn Kuratani stated that Glenn Kobashigawa will give a brief synopsis of the change to the new ANI/ALI 20 Character Format. Glenn Kobashigawa stated that on April 25, 2023, Hawaiian Telcom was able to successfully test the new 20-character format. He stated that currently Maui and Honolulu Police Department are running on the new format and as far as he is aware they have not come across any issues. He added that the next step is to get the rest of the state and other Public Safety Answering Points on the new system by ending of May or early June 2023. In conclusion, stated that he wants to give each Public Safety Answering Point the opportunity to test and implement any changes if needed.**

* + 1. Next Generation 9-1-1 Group Discussion May 1, 2023.

**Shawn Kuratani stated that the Next Generation 9-1-1 Group met on May 1, 2023. This meeting was conducted to give an update about a Public Safety Answering Point volunteer to take the lead to procure a consult and have identified that the consult will be reimbursable. He added that he has received opinions from each Public Safety Answering Point, and all have stated that they need more time to find their level of participation.**

* + 1. Legislative Committee Kickoff Meeting May 1, 2023.

**Shawn Kuratani stated the Legislative Kickoff Meeting occurred on May 1, 2023, and was conducted to change HRS138 to allow reimbursement for Next Generation 9-1-1. He stated the current legislation uses the term Enhanced 9-1-1 and it has been discussed that this could potentially be an obstacle moving forward when requesting funding from the Board. He added that the Legislative Committee has identified the next steps and has reached out to Stella Kam for assistance on how to include Rebecca Lieberman to the Legislative Committee due to her experience and knowledge of legislation. Stella Kam stated to include Rebecca Lieberman to the Legislative Committee a Permitted Interaction Group must be formed that would focus on reviewing HRS Chapter 138 to determine if the term Enhanced 9-1-1 should be deleted throughout the chapter including the title or if other in-depth changes are needed to certain provisions. She added that she believes that deleting the word Enhanced would be the simplest solution that legislators would not have much of a problem with however, this would be a decision for the Permitted Interaction Group to decide. Furthermore, stated that after the decision is made the group would create a draft that would be presented to the Board and if the Board approves the draft another group can be created to discuss with legislators.**

**Board Chair stated that the current Legislative Committee to be dissolved and a Permitted Interaction Group be formed to discuss and suggest changes to HRS Chapter 138. Furthermore, stated that the Permitted Interaction Group will in include three Board members Rebecca Lieberman, Stephen Courtney, Todd Omura, Shawn Kuratani, and all members from the Technical Subcommittee.**

* + 1. Hawaii Police Department Requesting Funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board Total of $175

**Shawn Kuratani 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 for $175. Tony Velasco motioned to approve Hawaii Police Department’s request. Tony Ramirez 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.

**Shawn Kuratani 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. Reed Mahuna motioned to approve Honolulu Police Department’s request. Tony Ramirez seconded the motion. A voice vote was taken, motion was unanimously approved.**

* + - 1. Advisory Committee – Everett Kaneshige
				1. HCR 61 Status

**Everett Kaneshige stated that the status of House Concurrent Resolution 61 passed and as a reminder that this resolution in which they have asked the Labor Relations Board to do a report as to when a separate bargaining unit is warranted and what standards will be set. Currently waiting for that to pass before reaching out to see if we can provide the Board with any input. In conclusion, stated that the Chair of the Board is Marcus Oshiro, who was the former Finance Committee Chair and if anyone has any relationship with Marcus Oshiro contact him because he believes it will be beneficial in this situation.**

* + - * 1. Informational Briefings for 2024 Legislature

**Everett Kaneshige stated the Advisory Committee is ready to move forward with the presentation and can schedule that in conjunction with the Legislative Committee. He added that Senator Moriwaki stated that she would be supportive of putting the briefing together along with Representative Nakamura.**

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

**April 2023 Cash Flow Statement:**

**Surcharge Collection: $1,036,362**

**Interest Income: $147,084**

**Total Receipts: $1,183,446**

**Total Disbursements: ($510,182)**

**Net Receipts/Disbursements: $673,264**

**Net Encumbrance Adds/Paydowns: ($105,690)**

**Net Cash Inflow/(Outflow): $567,574**

**Unencumbered Cash Balance: $27,794,343**

* + 1. Hawaii Police Department Requesting Funding for Reed Mahuna to attend Hearing for Confirmation to the Enhanced 911 Board Total of $175

**Lisa Hiraoka 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 for $175. Edward Fujioka motioned to approve Hawaii Police Department’s request. Aaron Farias 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.

**Edward Fujioka stated a comment before the approval of this request. He stated that the City & County of Honolulu will be closing their books on June 15, 2023, and that if the Board would reimburse the Honolulu Police Department the funds will go into the General Fund and not be able to recover any of the costs for the conference unless arrangements have been made with their Finance Department. Lisa Hiraoka asked Edward Fujioka if this conference has been going on for years now and if it is an annual occurrence where the Public Safety Answering Point consumes the cost for the conference. Edward Fujioka stated that the previous Executive Director was able to encumber the funding from the previous year’s budget and the check was written off the previous fiscal year budget even though the travel did not complete until July. He added that this year’s NENA Conference is rather late in June and just wanted to make Honolulu Police Department aware of the potential problem. Aaron Farias responded stating that Honolulu Police Department has their own Finance Division and has not had any issues with the encumbrances or reimbursements for this conference to date, however, will notify the Board if they do run into this situation.**

**Lisa Hiraoka 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 for $175. Edward Fujioka motioned to approve Hawaii Police Department’s request. Todd Omura seconded the motion. A voice vote was taken, motion was unanimously approved.**

* + 1. Finance Chair Retiring

**Lisa Hiraoka stated that she will be stepping down from the Board as of May 31, 2023. She added that she wants to thank everyone for allowing her to work with everyone all these years and that she has the highest respect and regard for the work they do for our communities. Furthermore, stated that the Division of Consumer Advocacy Designee to the Board is Ji Sook Kim. In conclusion, stated that the Board is still looking for a Finance Chair and committee members.**

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 that they currently have two applicants that are going through background checks and awaiting results.**

* + 1. Update on Personnel Issues and Vacancies

**Ariel Ramos stated that they currently have 16 out of 20 positions filled, however, will be losing two positions soon.**

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

**Matthew Kurihara stated on behalf of Aaron Farias that they are still working with their Human Resources Department on possible solutions to vacancies. He added that they have an information session in June and that the current information session in May will be conducted online to see if it generates interest. Furthermore, stated that they have 34 personnel going through APCO Training that will end this month.**

* + 1. Update on Personnel Issues and Vacancies

**Matthew Kurihara stated on behalf of Aaron Farias that they currently have 30% vacancy division wide and currently at 65% vacancy with their Call Taker positions.**

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

**Shawn Kuratani stated no further updates since last month’s meeting.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani stated no further updates since last month’s meeting.**

* 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 will conduct EMD Training for 36 new personnel in about six weeks in the hopes of gaining interest from potential applicants for reliver dispatchers.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated no updates for personnel issues and vacancies.**

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

**Davlynn Racadio stated that one personnel from Maui and one personnel from Molokai are in communications training. She added that four personnel will start their classes next month. Furthermore, two applicants from Molokai and one applicant from Maui are going through the hiring process with two more personnel starting in August.**

* + 1. Update on Personnel Issues and Vacancies

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

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

**Please see above update for Maui Police Department.**

* + 1. Update on Personnel Issues and Vacancies

**Please see above update for Maui Police Department.**

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

**Robert Fujitake stated that they have seven personnel in different phases of training consisting of five personnel on the floor and two in the classroom. He added that they are still conducting continuous recruitment and will begin interviewing potential applicants. Furthermore, stated that they will be conducting active recruitment job fairs on June 2-3, 2023.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they currently at 27% vacancies with 12 positions vacant. He added that regarding personnel issues the Hawaii Police Department agreed to have Hawaii Fire Department personnel come and work with their staff on a temporary basis starting May 4,2023.**

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

**Stacy Domingo stated on behalf of Vern Hara that they noticed that their personnel were exhausted and needed a break and worked with Hawaii Police Department to relocate staff for some support. She added that they currently have seven personnel in training and are continuing to do continuous recruitment.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo stated on Behalf of Vern Hara that they currently have six out of the sixteen personnel with one personnel out on extended sick leave that will be out for at least two more months. She added that one personnel resigned, and another is out on sick leave leaving four personnel to staff their dispatch center.**

1. Items for Discussion, Consideration, and Action
	1. 911 Timeline Update (VSE)
		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, 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
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.**