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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, July 13, 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:** Tony Ramirez (VSE), Tony Velasco (DIT), Kenison Tejada (FirstNet), Thalia Burns (HPD)

**Technical Committee Members Not Present:** Shawn Kuratani (HFD), David Miyasaki (KPD)

**Finance Committee Members Present:** Todd Omura (CIO Designee), Aaron Farias (HPD), Stephen Courtney (C&C of Honolulu), Reed Mahuna (HIPD), Tony Velasco (DIT)

**Finance Committee Members Not Present:** Edward Fujioka (EMS)

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

**Guests:** Francis Alueta (HT), Frannie Chung (EMS), Stacy Domingo (HIPD), Liz Gregg (ATT), Robert Fujitake (HIPD), Ji Sook Kim (Consumer Advocate Designee), Wayne Hirasa (Alakaina), Everett Kaneshige (DOD), Matthew Kurihara (HPD), Glenn Kobashigawa (HT), Kurt Lager (OSL), Patrick Leddy (LLC), Lorrin Okumura (EMS), Gregg Okamoto (MPD), Ariel Ramos (KPD), Corey Shaffer (Verizon), Ruth Zipfel (Eagleview), Miranda Winn (NGA)

1. Call to Order, Public Notice

**The meeting was called to order by the Vice 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 June’s Meeting Minutes

**Vice Chair requested a motion to approve June’s Meeting Minutes. Stephen Courtney motioned to approve June’s Meeting Minutes. Tony Ramirez seconded the motion. A voice vote was taken, motion was unanimously approved.**

1. Committee Updates by Committee Chairs
   1. Communications Committee – Davlynn Racadio
      1. NENA (National Emergency Number Association) Conference June 17-22, Gaylord Texas

**Davlynn Racadio stated that our State was well represented at the NENA Conference at all the demonstrations that personnel attended. She added that many of the vendors were very appreciative of the personnel that took the time to stop by. In conclusion, stated that she would like each of the PSAPs who had personnel attend the NENA Conference to give a brief update on their experience.**

* + - 1. Updates from Attendees

**Matthew Kurihara from Honolulu Police Department stated that it was a very eye-opening experience for him being relatively new to Emergency Communications. He added that it was very beneficial to learn how the systems that they use from Intrado and Rapid Deploy are integrated and gained a basic understanding of the process. Furthermore, stated that he found survey reports on staffing issues interesting as it is a problem that is occurring nationwide due to stressful work environments with no solution currently. In conclusion, stated that some solutions that were discussed during the conference were the use of Artificial Intelligence Technology to assist in handling of calls or use a third-party vendor to address staffing shortages.**

**Robert Fujitake from Hawaii Police Department stated that he did not attend the NENA Conference however, stated that he was briefed by his three personnel that attended the conference. He stated that many of the classes they attended were very beneficial and discussed issues such as resiliency, burnout, overcoming stress, fatigue, and staffing issues. In conclusion, stated that they benefited the most from the demonstration by Intrado of the new mapping system that will be implemented in the next few months.**

**Davlynn Racadio from Maui and Molokai Police Department stated that she had two personnel attend the NENA Conference. She added that one of the personnel that attended was recent hire that was accompanied by veteran personnel that complemented each other in the learning experience of attending a conference of that magnitude. Furthermore, stated that it was a very enlightening experience for them because they came to the realization that other agencies are experiencing the same problems. In conclusion, stated that they found classes with Intrado and Rapid Deploy to be very beneficial and were able to share some of the problems and experiences they have been encountering.**

* 1. Technical Committee – Shawn Kuratani
     1. No Updates
        1. Advisory Committee – Everett Kaneshige
           1. No Updates
  2. Finance Committee – Edward Fujioka
     1. Review of Monthly Y-T-D (Year to Date) Cash Flow

**Executive Director stated that in the previous meeting the Surcharge Collection and Interest Income was only discussed and will go over the remainder of the May 2023 Y-T-D Cash Flow.**

**Total Disbursements: ($717,393)**

**Net Encumbrances Adds/(Paydown): ($54,192)**

**Net Cash Inflow /(Outflow): $416,808**

**Net Bank Balance: $37,202,132**

**Outstanding Encumbrances/Accruals: ($9,370,993)**

**Executive Director stated that he will now go over June 2023 Y-T-D Cash Flow. He added that surcharge collection is lower than previous month due to transitioning over to Central Pacific Bank. Furthermore, stated that all encumbrance balances have been updated to reflect the correct amounts after confirming with all the agencies on their outstanding encumbrance balances.**

**Enhanced 911 Surcharge Collection: $671,643**

**Interest Income: $119,425**

**Total Receipts: $791,069**

**Total Disbursements: $458,891**

**Net Encumbrances Adds/(Paydown): ($312,603)**

**Net Cash Inflow /(Outflow): $19,575**

**Fiscal Year 2023 Encumbrances Total: $3,856,327**

**Outstanding Encumbrances/Accruals: ($11,480,192)**

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 14 out of 21 positions filled. Two applications were offered positions however, one declined the offer and will only have one personnel starting August 1, 2023.**

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

**Aaron Farias stated that recruitment is going slow, and he will continue to work on reducing vacancies. He added that he is optimistic that the strategies that they learned during the NENA Conference will help them reduce the number of vacancies. Regarding other recruitment processes he stated that they hosted a career fair for all first responders and recently revitalized their law enforcement explorer program. In conclusion, stated that this program is focused towards exposing potential applicants to the Honolulu Police Department through various activities.**

* + 1. Update on Personnel Issues and Vacancies

**Aaron Farias stated that they are currently at 32% vacancies.**

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

**Shawn Kuratani was not present, no updates.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani was not present, no updates.**

* 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 are currently conducting EMD training for 38 new personnel that will be over a course of three days. He added that 9 personnel of their regular employees are interested in becoming reliver dispatchers.**

* + 1. Update on Personnel Issues and Vacancies

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

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

**Davlynn Racadio stated that one personnel from Maui completed her training and one personnel from Molokai that is completing her CTO training. She added that she has four personnel currently in class training. Furthermore, stated that they have multiple call takers that are police officers and civilians.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated no updates regarding personnel issues or vacancies.**

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

**Please see Maui Police Department updates.**

* + 1. Update on Personnel Issues and Vacancies

**Please see Maui Police Department updates.**

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

**Robert Fujitake stated that two personnel have completed their training as of July 1, 2023. He added that five personnel are currently in different portions of radio and call taker training. Furthermore, stated that they will be losing one personnel as of July 21, 2023, due to transferring to another department. In conclusion, stated that they currently have three applicants that they will be scheduling to interview.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they currently have 11 vacancies.**

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

**Stacy Domingo stated that they are still currently working with HFA to bring firefighters to help with staffing shortages. She added that in preparation they will begin planning a training program for their firefighters and civilians.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo stated that they currently have 5 vacancies and were able to fill 5 positions with currently 6 personnel in training.**

1. Items for Discussion, Consideration, and Action
   1. 911 Timeline Update (VSE)
      1. Status Reports on All Counties

**Tony Ramirez asked the Vice Chair if the Board would want him to give a short briefing on timeline updates. Vice Chair responded stating that he thinks it would be valuable to give a very short briefing. Stephen Courtney responded stating that he also agrees that it would be very beneficial.**

* 1. Additional Items Proposed by Meeting Attendees

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday August 10, 2023 (Combined Meeting)
   2. Future Conference Dates (3 Months of Advanced Approval Required)
      1. 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 Committee Meeting Agenda

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

1. Adjournment

**Tony Ramirez motioned to adjourn the meeting. Reed Mahuna seconded the motion. A voice vote was taken, and the adjournment was unanimously approved. The meeting was adjourned.**