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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, October 12, 2023**  **9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Board Members Present:** E. Kalani Ke. (KPD), Francis Alueta (HT), Stephen Courtney (C&C of Honolulu), Ji Sook Kim (Consumer Advocate Designee), Corey Shaffer (Verizon), Reed Mahuna (HIPD), Nani Blake (T-Mobile), Matthew Kurihara (HPD), Keola Tom (MPD)

**Board Members Not Present:** Rebecca Lieberman (Charter), Todd Omura (CIO Designee), Gregg Okamoto (MPD), Lizz Gregg (ATT)

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

**Guests:** Thalia Burns (HPD), Stacy Domingo (HIPD), Aaron Farias (HPD), Edward Fujioka (EMS), Robert Fujitake (HIPD), Vern Hara (HIFD), Everett Kaneshige (DOD), Glenn Kobashigawa (HT), Shawn Kuratani (HFD), Patrick Leddy (LCC), Lorrin Okumura (EMS) Ariel Ramos (KPD), Tony Ramirez (VSE), Tony Velasco (DIT), Ruth Zipfel (Eagleview)

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 September’s Meeting Minutes

**Board Chair requested a motion to approve September’s Meeting Minutes. Francis Alueta motioned to approve September’s Meeting Minutes. Ji Sook Kim seconded the motion. A voice vote was taken, motion was unanimously approved.**

1. Committee Updates by Committee Chairs
   1. Communications Committee – Davlynn Racadio
      1. Issue with Lumen (Provider for Spectrum/TWC) and Hawaiian Telcom
      2. Intrado Training for ECAPS

**Davlynn Racadio is not present to give an update. All agenda items will be moved to November 9, 2023, Joint Committee & Board Meeting.**

* 1. Technical Committee – Shawn Kuratani
     1. Final Recommendation for Next Generation 9-1-1 Next Steps
     2. Update on HRS Chapter 138 Changes
     3. Approval for Underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice.

**Shawn Kuratani stated no further updates.**

* + - 1. Advisory Committee – Everett Kaneshige
         1. No Updates
  1. Finance Committee – Edward Fujioka
     1. Review of Monthly Y-T-D (Year to Date) Cash Flow
     2. Approval for Underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice.

**Edward Fujioka 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

**Keola Tom 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

**Keola Tom 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 – Stacy Domingo
     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. ACH Deposit at CPB Updates

**Executive Director stated that he will begin using the ACH Deposit system at Central Pacific Bank at the start of the 3rd Quarter. He added there are many aspects that need to be sorted out before we begin the new system and will continue to use our current procedures.**

* 1. Board Approval for Errors Under $5.00

**Executive Director stated he would like to ask the Board for approval to resolve any errors in reimbursements under $5.00. He added that he does not want to come to the Board for these amounts to increase efficiency. Furthermore, stated that he discussed this matter with Stella Kam and Elliott K. Ke on this matter and they have both agreed.**

* 1. Bank Transition
     1. Lock Box Transition Completed

**Executive Director stated that he confirmed all service providers have successfully transferred over to the new lock box address at Central Pacific Bank. He added that there are about 10 different providers that are missing a few deposits last fiscal year, however, are very small amounts. In conclusion, stated that he will be reaching out to those providers to ensure they are being compliant and sending in their submittals.**

1. Items for Discussion, Consideration, and Action
   1. 911 Timeline Update (VSE)
      1. Status Report on All Counties
   2. Board Approval for Errors Under $5.00

**Board Chair stated that he would like to have a discussion on this item. Corey Shaffer responded, stating that he is reluctant to add a new policy change if this is not a recurring problem the Board has faced before. Thalia Burns responded stating that when going through previous reimbursement requests some requests showed discrepancies between the budget and request. She added that in subsequent meetings no meeting minutes could be found of the Board approving these differences. Stella Kam responded stating that if this occurs occasionally, she does not see a problem and would give the current Executive Director authority to approve these errors. Corey Shaffer responded that considering this information he agrees with adding this new policy. Edward Fujioka responded stating that his only suggestion is to add a line to the Cash Flow Statement so that we can record these errors. Executive Director responded stating that he plans to record these errors and report to the Board on a quarterly basis.**

**Board Chair asked for a motion to allow Executive Director to make corrections to errors under $5.00 without Board approval. Corey Shaffer motioned to allow Executive Director to make corrections to errors under $5.00 without Board approval. Ji Sook Kim seconded the motion. A voice vote was taken, motion was unanimously approved.**

* 1. Approval for Underpayment to Hawaii Police Department in the amount of $0.04 for VSE June

**Board Chair asked for a motion to approve the approval for underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice. Corey Shaffer motioned to approve Hawaii Police Department request. Francis Alueta seconded the motion. A voice vote was taken, motion was unanimously approved.**

* 1. Additional Items Proposed by Meeting Attendees.

1. Announcements
   1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
      1. Thursday, November 9, 2023 (Combined Meeting)
      2. Thursday, December 14, 2023 (Combined Meeting)
   2. Future Conference Dates (3 Months of Advanced Approval Required)
      1. 9-1-1 Goes to Washington February 26 – March 1, 2024, Ritz Carlton, Pentagon City
      2. NENA (National Emergency Number Association) Conference June 28 – July 3, 2024, Kissimmee, Florida
      3. APCO (Association of Public-Safety Communications Officials) Conference August 4-7, 2024, Orlando Florida
   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. Adjournment

**Ji Sook Kim 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.**