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

**MEETING MINUTES**

**Communications Committee Members Present:** Thalia Burns (HPD)

**Communications Committee Members Not Present:** Lavina Taovao (KPD), Davlynn Racadio (MPD)

**Technical Committee Members Present:** Shawn Kuratani (HFD), Tony Ramirez (VSE), Tony Velasco (DIT), Thalia Burns (HPD)

**Technical Committee Members Not Present:** David Miyasaki (KPD), Kenison Tejada (FirstNet)

**Finance Committee Members Present:** Edward Fujioka (EMS), Aaron Farias (HPD), Stephen Courtney (C&C of Honolulu), Tony Velasco (DIT)

**Finance Committee Members Not Present:** Todd Omura (CIO Designee), Reed Mahuna (HIPD)

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

**Guests:** Francis Alueta (HT), Nani Blake (T-Mobile), Stacy Domingo (HIPD), Robert Fujitake (HIPD), Vern Hara (HIFD), Ji Sook Kim (Consumer Advocate Designee), Everett Kaneshige (DOD), E. Kalani Ke. (KPD), Matthew Kurihara (HPD), Glenn Kobashigawa (HT), Patrick Leddy (LLC), Lorrin Okumura (EMS), Gregg Okamoto (MPD), Daren Rose (KPD), Ariel Ramos (KPD), Corey Shaffer (Verizon), Valorie Taylor (Intrado), Keola Tom (MPD), 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 Finance and Technical Committee. Quorum was not met for the Communications Committee.**

1. Review and Approval of September’s Meeting Minutes

**Board Chair requested a motion to approve September Meeting Minutes. Shawn Kuratani stated in the Technical Committee under B Section 5 it states that Honolulu Fire Department is requesting three hotspots which should state a total of four. Tony Ramirez motioned to approve September Meeting Minutes with this correction. Corey Shaffer 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 and quorum was not met for the Communications Committee. 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

**Shawn Kuratani stated during the last meeting it was discussed that considering the developments between Hawaiian Telcom and Intrado and their efforts to establish a Next Generation 9-1-1 system the group agrees that it would be prudent to wait for the development of that system. He added that the permitted interaction group be dissolved, and a new permitted interaction group be formed if needed once the upgrade with Hawaiian Telcom and Intrado is concluded. Edward Fujioka stated if there was a timeline on the completion of the upgrade with Hawaiian Telcom and Intrado. Shawn Kuratani responded stating they would begin implementing i3 components as soon as the middle of 2024. Elliott Kalani Ke stated if we received a formal opinion whether Hawaii administrative rules or HRS allows us to proceed with this course of action. Shawn Kuratani responded stating that Stella Kam recommended that this may be the most prudent course of action and agreed with her recommendation. Furthermore, stated that he would like to ask the Board Chair to dissolve the permitted interaction group until it is possibly needed again next year at the conclusion of the upgrade with Hawaiian Telcom and Intrado. Board Chair stated that the permitted interaction group has been dissolved.**

* + 1. Update on HRS Chapter 138 Changes

**Shawn Kuratani stated that Stella Kam has been helping the Technical Committee tremendously and has submitted several drafts of the changes to HRS Chapter 138 eliminated the verbiage of “Enhanced”. Stella Kam responded stating that DAGS is in the process of sending the second draft to the Attorney General’s Office and will be a continual process until legislative session opens and the bill is introduced. She added that the second draft should cover all the concerns of their legislative division however, many other sections had to be revised due to Enhanced 911 being mentioned in other HRS statues causing additional sections in the bill to address those changes. In conclusion, stated that the bill will be reading for the governor’s package when legislative session begins in January 2024.**

* + 1. Approval for Underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice.

**Shawn Kuratani stated that this agenda item was on the previous month’s agenda and asked if anyone has any comments on this item before motioning this item for approval. Tony Ramirez responded stating that in the previous meeting he had waived the $0.04 however, in this request from Hawaii Police Department the request is coming from their Contracts Finance Section. He added that this is a Board discrepancy with Hawaii Police Department. In conclusion, stated that he would like to apologize to the Board for the misunderstanding.**

**Stephen Courtney motioned to approve the approval for underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice. Tony Velasco motioned to approve Hawaii Police Department request. A voice vote was taken, motion was unanimously approved.**

* + - 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

**September 2023 Y-T-D Cash Flow:**

**Surcharge Collection: $988,003**

**Interest Income: $113,192**

**Total Receipts: $1,101,194**

**Total Disbursements: ($94,046)**

**Net Receipts/Disbursements: $1,007,149**

**Net Encumbrances Adds/(Paydown): ($47,852)**

**Net Cash Inflow /(Outflow): $959,297**

**Outstanding Encumbrances: $10,506,708**

**Net Bank Balance: $39,694,083**

**Unencumbered Cash Balance: $29,187,315**

* + 1. Approval for Underpayment to Hawaii Police Department in the amount of $0.04 for VSE June 2023 Invoice.

**Edward Fujioka asked for a motion to approve Hawaii Police Department’s request for underpayment in the amount of $0.04 for VSE June 2023 Invoice. Tony Velasco motioned to approve Hawaii Police Department’s request. Stephen Courtney seconded the motion. A voice vote was taken, motion was unanimously approved.**

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 currently have one personnel in training and one personnel that will be retiring at the end of the year. She added two applicants were interviewed with one of the applicants being a returning dispatcher. Furthermore, stated that they have started their retention differential that was retroactive and received their first payment.**

* + 1. Update on Personnel Issues and Vacancies

**Ariel Ramos stated that they have twelve full-time dispatchers out of twenty positions.**

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

**Matthew Kurihara stated that they have two new personnel scheduled to begin in November with the possibility of two additional personnel. He added that they currently have 50 applicants in various phases of the recruiting process.**

* + 1. Update on Personnel Issues and Vacancies

**Matthew Kurihara stated no updates regarding personnel issues and vacancies.**

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

**Shawn Kuratani stated no updates regarding recruitment process/strategies and personnel training.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani stated that they currently have no vacancies but will be losing one personnel at the end of the year due to retirement.**

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

**Lorrin Okumura stated no updates on recruitment process/strategies and personnel training.**

* + 1. Update on Personnel Issues and Vacancies

**Lorrin Okumura stated that they currently have five vacancies in their dispatch center. He added that they are working on an alternate schedule which would be a 24-hour schedule. He added that it is in preliminary discussions with the union and will inform the Board if it is approved.**

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

**Keola Tom stated on behalf of Davlynn Racadio that they have three personnel in CTO Training and will be conducting several interviews next week.**

* + 1. Update on Personnel Issues and Vacancies

**Keola Tom stated on behalf of Davlynn Racadio that they will be losing four dispatchers at the end of the month.**

* 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 they are still conducting continuous recruitment for their PCO 1 positions. He added that they have two personnel who have started classroom training with another two personnel currently in the radio portion of training.**

* + 1. Update on Personnel Issues and Vacancies

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

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

**Stacy Domingo stated that they currently have four personnel in training and anticipating having them working independently by the beginning of next year.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo stated that six out of sixteen positions were filled and currently operating with five personnel.**

1. Items for Discussion, Consideration, and Action
	1. 911 Timeline Update (VSE)
		1. Status Report on All Counties
	2. Additional Items Proposed by Meeting Attendees.
2. 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
3. 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

**Tony Ramirez 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.**