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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, March 14, 2024****9:00 am – 12:00 pm** |  |

**MEETING MINUTES**

**Communications Committee Members Present:** Davlynn Racadio (MPD)

**Communications Committee Members Not Present:** Thalia Burns (HPD), Lavina Taovao (KPD)

**Technical Committee Members Present:** Tony Ramirez (VSE), Tony Velasco (DIT), Kenison Tejada (FirstNet)

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

**Finance Committee Members Present:** Edward Fujioka (EMS), Stephen Courtney (C&C of Honolulu), Tony Velasco (DIT), Todd Omura (CIO Designee), Reed Mahuna (HIPD), Matthew Kurihara (HPD), Liz Gregg (ATT)

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

**Guests:** Francis Alueta (HT), Nani Blake (T-Mobile), Frannie Chung (EMS), Stacy Domingo (HIFD), Ruth Cruz (Intrado),Vern Hara (HIFD), Robert Fujitake (HIPD), Wayne Hirasa (Alakaina), Kurt Lager (OSL), Ah Lan Leong (HPD), Glenn Kobashigawa (HT), Ariel Ramos (KPD), Rebecca Lieberman (Charter), Gary Pulford (Mission Critical), Darren Rose (KPD), Calvin Sung (HPD), Aaron Yee (DIT), Kevin Sugimoto (DIT), Buck Giles (OS), Ryan Hirae (HIEMA), 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 only for the Finance Committee.**

1. Review and Approval of February’s Meeting Minutes

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

1. Committee Updates by Committee Chairs
	1. Communications Committee – Davlynn Racadio
		1. Updates from Attendees 9-1-1 Goes to Washington February 25-28, 2024, Ritz Carlton, Pentagon City

**Davlynn Racadio stated that they had a very successful trip to 9-1-1 Goes to Washington and asked all meeting attendees that attended the conference to share their experience.**

**Reed Mahuna stated that it was his first time attending the conference and believes that all topics discussed with Representative Ed Case were understood. He added discussions on the use of Spectrum Auctions to fund Next Generation 9-1-1 was discussed as well as recognition of police communications officers as first responders. Furthermore, stated that some individuals needed to be educated on the importance of recognizing police communications officers as first responders and is optimistic that we will see increases in compensation, wages, and benefits for these types of personnel. In conclusion, state that the conference was very informative and appreciates Davlynn Racadio’s guidance throughout the entire process.**

**Robert Fujitake stated that he felt all attendees represented their counties well and were able to address all their concerns including HR 6319 & HR 6415 that increases mental health counseling services for first responders and reclassification of police communications officers as first responders. He added that they received tremendous support from Representative Jill Tokuda and Brian Schatz. In conclusion, stated that he felt this trip was productive and all attendees did excellent representing out state.**

**Glenn Kobashigawa stated it was his first time attending the conference and would like to thank Davlynn Racadio for creating their agenda and planning their talking points. He added that he personally felt the meeting with Representative Jill Tokuda went very well and all other delegates agreed of recognizing telecommunicators as first responders. In conclusion, stated that he felt the experience was very informative and appreciated that opportunity to attend the conference.**

**Aaron Yee stated that it was his first time attending the conference and having the opportunity to meet everyone for the first time it was very moving for him as someone who doesn’t do the job, they do but is her to support the important work they do. He added that it was very informative and educational and appreciates the opportunity to attend the conference.**

**Davlynn Racadio stated that even though many legislators were concerned about what happened in Maui everyone approached each discussion as a state to ask for support. She added that many of the attendees were newcomers, however, everyone offered input and believes it was a great team effort. In conclusion, stated that she appreciates the Board’s support in allowing everyone to attend this conference.**

* 1. Technical Committee – Shawn Kuratani
		1. No Updates
			1. Advisory Committee – Rebecca Lieberman
				1. Updates on Legislative Session

**Rebecca Lieberman stated that the Senate version of our bill SB 3028 did not crossover to the House and currently our House version of the bill HB 2339 is moving forward. She added that the House version of the bill does not have an amendment to adjust the surcharge fee, however, needs to be heard by the same committee who amended the Senate version of our bill SB 3028. After meeting with the Chair of Government Operations Senator McKelvey, he expressed his concerns that the Board has excess funds that we are not spending down and believes reducing the surcharge fee will bring relief to consumers. Furthermore, stated that she believes that herself, Executive Director, and Tony Ramirez did an excellent job at educating Senator McKelvey on how the funding will be used for future projects and discussed a compromise to pass our bill. During our discussion we explained that we will conduct a study on how the surcharge fee should be adjusted as well as adjusting our legislative ceiling to increase our spending.**

**Tony Ramirez stated that he agrees with the update that Rebecca Lieberman just stated however, he added that he believes that Senator McKelvey does not understand that the surcharge fee is a fee for service and provides funding for not only the communications service provider but also provides funding for the system and PSAPs. He added that he believes at the end of their discussion with Senator McKelvey was very positive and that we were able to convey our compromise in our written testimony that was submitted.**

**Executive Director stated increasing the legislative ceiling would occur in Fiscal Year 2026 and would submit that budget request to Ways & Means in November 2024. He added that this increase is necessary due to rising costs of the PSAPs and will be beneficial to encumber some of the larger contracts that are set to expire soon.**

**Rebecca Lieberman stated that the Executive Director also met with Senator Moriwaki Vice Chair of the Ways and Means Committee which is the second committee HB 2339 is referred to. After discussions with the Vice Chair, she requested that we describe all our future projects and costs. Rebecca Lieberman stated that the Executive Director submitted a condensed version of our Strategic Budget Plan that describes all our current and future costs. In conclusion, stated that she is hopeful that the bill moves forward after the hearing by the Government Operations Committee.**

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

**February 2024 Cashflow Statement:**

**Surcharge Collection: $1,016,961**

**Interest Income: $113,884**

**Total Receipts: $1,130,856**

**Total Disbursements: ($500,578)**

**Net Receipts/Disbursements: $630,277**

**Net Encumbrances Adds/(Paydown): ($31,949)**

**Net Cash Inflow /(Outflow): $598,329**

**Outstanding Encumbrances: $9,059,572**

**Net Bank Balance: $40,978,066**

**Unencumbered Cash Balance: $31,918,493**

* + 1. DIT (Department of Information Technology) Requesting $53,003.20 for JTMC Special Construction

**Kevin Sugimoto stated that DIT is requesting $53,003.20 for the JTMC Special Construction that occurred in 2020. He added that the funding was fronted by the City & County’s Fiscal Department, however, was not processed by the previous Executive Director. Currently, the City is requesting to be reimbursed or funding will be deducted from DIT’s current budget.**

**Executive Director added that funding for this request will come from unused funds that he confirmed with HIPD, HIFD, HPD, and HFD that are no longer needed. He added that reserve funds will not be used and is still unavailable until the 4th quarter. Edward Fujioka stated that if this line item was budgeted for in the Fiscal Year 2020 budget. Executive Director responded that it was budgeted for however, last year when he was reconciling encumbrances, he confirmed with DIT that funding was no longer needed for the JTMC Special Construction. He added that DIT was not aware this request was outstanding and is only requesting reimbursement now because the City’s Finance Department is requesting reimbursement.**

**Edward Fujioka requesting a motion to approve DIT’s request for $53,003.20 for JTMC Special Construction. Reed Mahuna motioned to approve DIT’s request. Todd Omura seconded the motion. A voice vote was taken, motion was unanimously approved. Tony Velasco and Stephen Courtney both abstained from this request.**

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

**Darren Rose stated on behalf of Ariel Ramos that they currently have no applicants for quite some time. He added in terms of recruitment they have been utilizing social media and working on improving their website. Furthermore, stated that they have had recent meetings with their HGEA representative about the issues of compensation. Currently there are only two options to create an entirely new bargaining unit or have their Human Resources Department to adjust their pay scales. However, adjusting their pay scales would impact the other counties.**

**Board Chair asked Darren Rose to elaborate on the impact on other counties if the pay scales were adjusted. Darren Rose responded stating that adjusting positions pay scale causes their SR Rating to increase withing their bargaining unit. He added that once one county requests an adjustment naturally all the other counties follow. Davlynn Racadio stated regarding the adjustment in pay scales that Darren Rose discussed that occurred for Maui County in 2011 which impacted only Kauai and Maui County because their positions have the same position description. She added that Hawaii and Oahu would not be impacted because the positions duties are different due to different dispatching system. Furthermore, stated that all counties need to express the need create a new bargaining unit because HGEA was not supportive because only Maui County was proactive on this matter raising questions if it is necessary to create a new bargaining unit. In conclusion, stated that is the reasoning behind the report that was conducted.**

**Board Chair asked the Executive Director to send that report to all Board members. Executive Director responded stating that he can send the report after the meeting concludes.**

* + 1. Update on Personnel Issues and Vacancies

**Darren Rose stated on behalf of Ariel Ramos that they currently have ten dispatchers which puts their vacancies to about 50%. He added that they have one dispatcher indicating that they will be leaving at the end of the year due to low pay and cost of childcare. Currently it is required for dispatchers to work overtime to cover the 24-hour period and only averaging 5-6 days off a month. He added to supplement shifts officers and AMR personnel have offered to assist however, discussions with HGEA are ongoing to see if they can receive training.**

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

**Matthew Kurihara stated that they currently have two personnel in training with three personnel that are in the last stages of their hiring process. He added that they are currently working on updating their initial testing with their Human Resources Department. Furthermore, stated regarding compensation for dispatchers they are currently working on raises for the PCOII Positions from $2 to $5 through their Slip Program. In conclusion, this agreement with the Union and the City allows them to pay dispatchers a higher rate if they report to work without raising their SR Rating.**

* + 1. Update on Personnel Issues and Vacancies

**Matthew Kurihara stated that all personnel are working mandate overtime.**

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

**Shawn Kuratani is not present to give update.**

* + 1. Update on Personnel Issues and Vacancies

**Shawn Kuratani is not present to give update.**

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

**Frannie Chung stated that they have one personnel in training that is willing to transfer from Core Ambulance to EMS. She added that they are currently working on a program that would begin personnel as an EMD 1 Dispatcher and allow them to qualify to become and EMT 1 / EMT 2.**

* + 1. Update on Personnel Issues and Vacancies

**Frannie Chung stated that they currently have four vacancies for their EMD Position**

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

**Davlynn Racadio stated regarding Matthew Kurihara’s discussion on compensation currently Maui County is using vacant position’s salaries to give a retention of $750 a month in addition to compensating for overtime. Stephen Courtney responded stating that he wanted to notify Davlynn Racadio to be careful with having vacancies. Davlynn Racadio stated that her city council is very supportive of their need for personnel and will be working with the Union for approval for the increases in retention. Darren Rose responded stating that Kauai County is following the same plan for retention however, they still are not receiving applicants and believes that this increase in pay is enough to entice people to want to apply for this position. Board Chair responded stating that he is glad that everyone is getting the support from their city council and wanted to confirm that retention is being advertised for the positions. Darren Rose responded stating that the retention is advertised on the job application.**

* + 1. Update on Personnel Issues and Vacancies

**Davlynn Racadio stated that they currently have nine dispatchers and three supervisors stationed in Maui as well as three dispatchers stationed in Molokai.**

* 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 interviews were conducted, and three out of the six applicants appeared for interviews and referring those applicants to the chief for recommendation. He added that they are continuing to conduct continuous recruitment on their county website as well as social media platforms. Furthermore, regarding compensation effective May 1, 2023, all staff from PCL1 to supervisory staff are receiving a differential rate of $4.61 per hour more for each hour worked. Board Chair stated if rate differential negotiations are handled only at the county level. Robert Fujitake stated he is unsure how the amount is negotiated however he has received support from his chief who is a big advocate for increasing his staff’s pay.**

* + 1. Update on Personnel Issues and Vacancies

**Robert Fujitake stated that they currently have fourteen vacancies which puts them at about 31% vacancy rate.**

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

**Stacy Domingo stated that they have five personnel that will begin training on March 18, 2024. She added that to encourage applicants to apply they implemented a hiring bonus of $1,000 after six months and an additional $2,000 after twelve months.**

* + 1. Update on Personnel Issues and Vacancies

**Stacy Domingo stated that they have a total of nine dispatchers that puts them at roughly 30% vacancy rate.**

1. Items for Discussion, Consideration, and Action
	1. Additional Items Proposed by Meeting Attendees.
2. Announcements
	1. Future Virtual Meeting Dates/Times (9:00AM-12:00PM)
		1. Thursday, April 11, 2024 (Combined Meeting)
	2. Future Conference Dates (3 Months of Advanced Approval Required)
		1. NENA (National Emergency Number Association) Conference June 28 – July 3, 2024, Kissimmee, Florida
		2. 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 Velasco 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.**