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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  **State of Hawaii 911 Board Meeting**  **Thursday, May 8, 2025**  **9:00 am – 12:00 pm**  **Virtually Held Meeting with Physical Location at**  **Kalanimoku Building Room 426, 1151 Punchbowl Street, Honolulu, Hawaii 96813 is available to the public and is guaranteed to be connected to the remote virtual meeting.** |  |

**MEETING MINUTES**

[**May 8, 2025: Joint Committee and Boarding Meeting (youtube.com)**](https://www.youtube.com/watch?v=s3VgrZ-pmTs)

**Board Members Present:** Corey Shaffer (Verizon), Keola Tom (MPD), Stephen Courtney (C&C of Honolulu), Liz Gregg (AT&T), Ji Sook Kim (Consumer Advocate Designee), Matthew Kurihara (HPD), Rebecca Lieberman (Spectrum), Reed Mahuna (HIPD), Gregg Okamoto (MPD), Todd Omura (CIO Designee)

**Board Members Not Present:** Francis Alueta (HT), Nani Blake (T-Mobile), Elliott K. Ke (KPD)

**Staff:** Royce Murakami (911 Board), Benson Leung (911 Board), Stella Kam (AG)

**Guests:** Phillip Banquel (KPD), Ruth Cruz (Intrado), Stacy Domingo (HIFD), Zachary Fernando (HIPD), Edward Fujioka (EMS), Buck Giles (OSL), Stella Kam (AG), Kevin Kaneshiro (HIFD), Shawn Kuratani (HFD), Kurt Lager (OS), Ah Lan Leong (HPD), Andrew Muraoka (KPD), Sherryann Murphy (EMS), Tamera Neal (Intrado), Lorrin Okumura (EMS), Gary Pulford (Mission Critical), Davlynn Racadio (MPD), Megan Reilly (EagleView), Tony Velasco (DIT)

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 April Meeting Minutes

**Board Chair requested a motion to approve April’s Meeting Minutes. Rebecca Lieberman motioned to approve April’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. Update from Hawaii Police Department and Hawaii Fire Department Regarding Intrado System Upgrade
      2. Update from Kauai Police Department Regarding Viper 7 Upgrade
      3. Update from Hawaiian Telcom Regarding V2X Report Call Volume Discrepancy

**Davlynn Racadio stated no further updates.**

* 1. Technical Committee – Shawn Kuratani
     1. No Updates

**Shawn Kuratani stated no further updates.**

* + - 1. Advisory Committee – Rebecca Lieberman
         1. Updates on Legislative Session

**Rebecca Lieberman stated no further updates.**

* 1. Finance Committee – Edward Fujioka
     1. Review of Monthly Y-T-D (Year to Date) Cash Flow
     2. Hawaii Police Department Requesting $290.85 for Travel Reimbursement to Attend Board Member Confirmation Hearing

**Edward Fujioka stated no further updates.**

1. Public Service Answering Point Status Updates on Recruitment and other Personnel Issues
   1. Kauai Police Department – Andrew Muraoka
      1. Update on Recruitment Process/Strategies and Personnel Training
      2. Update on Personnel Issues and Vacancies

**Andrew Muraoka stated no further updates.**

* 1. Oahu Police Department – Matthew Kurihara
     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

**Davlynn Racadio 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

**Davlynn Racadio stated no further updates.**

* 1. Hawaii Police Department – Zachary Fernando
     1. Update on Recruitment Process/Strategies and Personnel Training
     2. Update on Personnel Issues and Vacancies

**Zachary Fernando 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. Discussion of Fiscal Year 2026-2030 Strategic Budget Plan

**Executive Director stated the following below regarding the item above:**

* **Surcharge receipts have been growing annually by $200,000.00 based on the current trend.**
* **Interest revenue has been declining annually by $200,000.00 due to Federal Reserve cuts and the 911 Board staff’s forecast is a 50 basis points reduction by FYE 2026.**
* **Highlighted HPD’s request of $400,000.00 for consultant fees regarding their potential CAD project upgrade of $8,000,000.00.**
* **Increased travel costs by $500.00 per person for each out-of-state trip location. He stated that he will update the travel policy.**
* **Included travel costs for finance chair to attend both APCO and NENA annual conferences.**
* **Added $2,500.00 of community outreach costs for all agencies. He confirmed that he will add this new budgeted line item for DIT as well.**
* **Permanent ceiling increase to $14,035,349.00 was approved this past legislative session and is currently pending the governor’s signature.**
* **As of 5-1-2025, total paydowns for FYE 2025 are $4,370,065.00, which does not include any encumbrances being claimed from this current fiscal year.**
* **Total outstanding encumbrances as of 5-1-2025 is $11,553,793.00.**
* **Increase in Budget & Finance Administrative Assessment due to paydown of previous encumbrances of $3,044,483.00 as of 5-1-2025. He added that unused funds of $35,403.00 will be returned.**
* **For FYE 2026, the projected encumbrance paydown is $9,553,793.00. Of this amount, about $6,000,000.00 to $7,000,000.00 includes older completed contracts that are pending reimbursement submissions.**
* **Going forward by the end of FYE 2026, the best practice for each agency is to only have pending reimbursement requests dating back one quarter so that older contracts are paid down and encumbrances for the next fiscal year total one quarter’s worth of expenses.**
* **Any reimbursement requests that need to be processed by FYE 2025 must be submitted by 6-2-2025 COB.**
* **NASNA dues were increased by $250.00 to include the 911 Board’s Administrative Services Assistant.**
* **Forecasted contract price for the future annual audits are projections. The audit will take place a couple of months after FYE 2025 and pricing is contingent on the complexity of the upcoming report.**
* **Increased APCO recertifications to $35.00 to account for $5.00 increase while certifications remained the same at $466.00 inclusive of tax.**

**Stephen Courtney asked the Executive Director if $2,000,000.00 has been earmarked for NG911 transition. Executive Director responded stating that this encumbered amount was created previously for FYE 2024 and FYE 2025.**

**Stacy Domingo asked the Executive Director if these budgeted figures include encumbrances that have yet to be distributed. Executive Director responded stating that the strategic budget plan shows current balances, what has not been submitted yet, and what has been submitted to date.**

**Edward Fujioka asked the Executive Director if $3,000.00 is enough to cover travel costs for the annual in-person board meeting. Executive Director responded stating that he will validate this amount and follow-up. Edward Fujioka asked the Executive Director a follow-up question regarding the frequency of the annual in-person board meeting. Executive Director responded stating that this will occur on an annual basis.**

**Stephen Courtney asked the Executive Director if assumptions were made to account for escalation rates. Executive Director responded stating that the PSAPs included annual contract increases. He added that some contracts remain static since they are multi-year.**

**Executive Director asked Kurt Lager if reimbursement requests for Ocean Safety will continue to be facilitated through EMS since they are submitting separate C&C budgets for FYE 2026. Kurt Lager responded stating that Ocean Safety will continue to process reimbursement requests through EMS. Lorrin Okumura concurred with Kurt Lager. Executive Director and Edward Fujioka stated this can continue for FYE 2026 and that ideally Ocean Safety will submit reimbursement requests on their own starting in FYE 2027.**

**Corey Shaffer asked Tony Velasco how often the Exacom Recorder Refresh takes place. Tony Velasco responded stating that this occurs every 2 years.**

1. Items for Discussion, Consideration, and Action
   1. Hawaii Police Department Requesting $290.85 for Travel Reimbursement to Attend Board Member Confirmation Hearing

**Board Chair stated the item above and asked for a motion to approve. Stephen Courtney motioned to approve this request. Ji Sook Kim 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, June 12, 2025 (Combined Meeting)
      2. Thursday, July 10, 2025 (Combined Meeting)
   2. Future Conference Dates (3 Months of Advanced Approval Required)
      1. Summit Conference (Motorola Solutions) May 12-15, 2025, Grapevine, TX
      2. NENA Conference (National Emergency Number Association) June 21-26, 2025, Long Beach, CA
      3. APCO Conference (Association of Public-Safety Communications Officials) July 27-30, 2025, Baltimore, MD
   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. Executive Session
   1. Discussion of 911 Board Personnel

**Board Chair requested a motion to enter into executive session per HRS 92-5(a)(2) to discuss annual performance evaluations for the 911 Board’s Executive Director and Administrative Services Assistant. Reed Mahuna motioned to enter into executive session. Keola Tom seconded the motion. A voice vote was taken, motion was unanimously approved. The board members entered into executive session.**

**The board members returned from executive session. Board Chair stated that the discussion regarding annual performance evaluations was completed for the 911 Board’s Executive Director and Administrative Services Assistant. He added that the results will be shared with DAGS personnel.**

1. Adjournment

**Board Chair requested a motion to adjourn the meeting. Ji Sook Kim motioned to adjourn the meeting. Reed Mahuna seconded the motion. A voice vote was taken, adjournment was unanimously approved. The meeting was adjourned.**