



STATE OF HAWAII

Enhanced 911 Board Meeting (Combined Meeting) Thursday, December 10, 2015 Kalanimoku Bldg., Room 322B 1151 Punchbowl St., Honolulu 10:00am to 12:00 noon

Board members present: Paul Ferreira (Chair), Mark Begley (Kauai County), Thalia Burns (HPD), John Jakubczak (MPD), Ryan Freitas (Hawaiian Telcom), Steven Schutte (Verizon), Mark Wong (DIT), Dean Rickard (MPD), Jeff Riewer (AT&T Mobility), and Arnold Kishi (CIO designee).

Board members absent: Roy Irei, Kiman Wong, Lisa Hiraoka (Consumer Advocate designee).

Staff members present: Courtney Tagupa (E911 Board), Stella Kam (AG) and Kerry Yoneshige (DAGS).

Guests: Victoria Garcia (DoD), Antonio Ramirez (Akimeka), Davlynn Racadio (MPD), Alike Akiona (HFD), Randy Macadangdang (HPD), Travis Ing (HiPD), Diana Chun (ESD), Eleni Papakiristis (Hawaiian Telcom), Ben Morgan (Hawaiian Telcom), Ken Schulte (TriTech), Clement Chan (DIT), Eric Butler (Pictometry), Ah Lan Leong (HPD), Allan Nagata (HPD), Wayne Hirasa (SIC), Kenison Tejada (APCO/NENA Pacific Chapter), Rob Gausepohl (KPD), Liz Gregg (AT&T), Agnes Lee (Intrado), and Marshall Kanehailua (HPD).

Meeting Minutes

I. Call to Order, Public Notice, Quorum

- a. The board chair called the board meeting to order at 11:05 am.
- b. Public notice was issued.
- c. Quorum was present for all committees, with the exception of the Finance Committee.

II. Public testimony on all agenda items

- a. The board chair asked if anyone who wishes to provide testimony on any agenda item to please come forward. No one came forward to testify.

III. Introductions

- a. Introductions were made by everyone present at the request of the board chair.

IV. Review and Approval of Last Month's Meeting Minutes

- a. A copy of the meeting minutes was sent to everyone via email by the executive director. Ms. Thalia Burns proposed an amendment to the meeting minutes in the form of a correction to the spelling of HPD Acting Major Allan Nagata's name. Mr. John Jakubczak made a motion to approve the meeting minutes including the proposed amendment made by Ms. Thalia Burns. This motion was seconded and approved by voice vote by all board members present.

V. Executive Session: HRS 92-5(a)(2) To consider confidential personnel matters regarding the Administrative Services Assistant position.

- a. An Executive Session was held from approximately 11:04 am to 11:14 am in order to discuss confidential personnel matters regarding the Administrative Services Assistant position.

VI. Committee Updates by Committee Chairs.

- a. Communications Committee – Steven Schutte
 - i. Presentations from APCO Emerging Tech Forum and NENA Development Conference and Critical Issues Forum.
 1. There were no updates to what was presented at the Joint Committee meeting.
 - ii. 2015 Legislative Investigative Committee update – Paul Ferreira
 1. There were no updates to what was presented at the Joint Committee meeting.
- b. Technical Committee – Thalia Burns
 - i. Investigative Regulatory Committee – Marshall Kanehailua
 1. There were no updates to what was presented at the Joint Committee meeting.
 - ii. FCC update
 1. There were no updates to what was presented at the Joint Committee meeting.
 - iii. Text-to-911 update
 1. There were no updates to what was presented at the Joint Committee meeting.
 - iv. Others
 1. There were no updates to what was presented at the Joint Committee meeting.

c. Finance Committee – Kiman Wong

- i. Review of Monthly Cash Flow & Budget Financial reports.
Quorum was not met for the Finance Committee, so the Executive Director presented a review of the Monthly Cash Flow and Budget Financial reports ending November 30, 2015. Revenues for the month were \$843,784. Total revenues year to date are approximately \$4M. No interest income was reflected on the Monthly Cash Flow and Budget Financial reports. Although the funds in the First Hawaiian Bank account did generate interest income, it was a modest amount due to current low interest rate conditions and was offset by First Hawaiian Bank administrative expenses. The most important expense is the First Hawaiian Bank lockbox. It does cost quite a bit of money, but the value that we obtain from the lockbox greatly exceeds the cost. The lockbox completely reduces the need for any handling of physical funds, which according to the auditor, is one of our strongest internal controls. If the Federal Reserve elects to increase interest rates at their December Federal Open Market Committee meeting, we may see an increase in interest income that will potentially exceed the First Hawaiian Bank administrative costs. Disbursements for the month were low – approximately \$175,000. The Fund has disbursed approximately \$1M since the beginning of Fiscal Year 2016 (July 1, 2015). The Fund has disbursed approximately \$923,000 towards reductions of encumbrances during the month of November. The \$923,000 was a result of the imaging license for the Big Island. The First Hawaiian Bank balance ending November 30, 2015 is approximately \$17.5M. After subtracting outstanding encumbrances, the First Hawaiian Bank balance is approximately \$12.6M. There were no questions on the Executive Director’s presentation of the Monthly Cash Flow and Budget Financial Reports.
- ii. Others.
None

VII. PSAP Status Updates

- a. Kauai – Mark Begley
 1. There were no updates to what was presented at the Joint Committee meeting.
- b. Oahu – Allan Nagata
 1. There were no updates to what was presented at the Joint Committee meeting.
- c. Molokai – Dean Rickard

1. There were no updates to what was presented at the Joint Committee meeting.
- d. Maui – John Jakubczak
1. There were no updates to what was presented at the Joint Committee meeting.
- e. Hawaii – Paul Ferreira
1. There were no updates to what was presented at the Joint Committee meeting.

VIII. Executive Director's Report

- a. The Executive Director provided updates on the following items:
 - i. Website timeline of human interest success stories update.

The Administrative Services Assistant presented an update on the website timeline of human interest success stories. The website timeline is approximately 75% complete. Our goal is to have this finalized by the next board meeting. Success stories from Hawaii County are presently listed on the website. The Administrative Services Assistant will touch base in the coming weeks with other PSAP representatives in order to obtain the remainder of the success stories and to finalize populating the agency website.

- ii. E911 Board Bylaws update.

The Executive Director emailed the Bylaws to everyone and incorporated suggested changes from Mr. Paul Ferreira and Mr. Kiman Wong. The Executive Director presented an update of the Bylaws to the Board that reflect the changes to laws and statutes. Changes in the Bylaws document emailed by the Executive Director consist of items deleted, represented by strikethroughs and additions which have been underlined. Under Article I. (Purpose) of the Bylaws, the word "Wireless" has been eliminated from the Board's name and the name now reflects "Enhanced 911 Board". Under Article III. (Membership and Organization) C. (Duties of Officers) the responsibilities of the Chairperson will be transferred to the Executive Director. Under Article III. C. 3 – there has been a change to the responsibilities of Executive Director. Additional responsibilities have been added to Executive Director's position to include k) oversight of any contracts required by the Board to assist the PSAPs and communication service providers to successfully provide enhanced 911 services. Under letter l) "Responsible for monitoring the Legislative sessions for bills that might affect the Board or the Fund and when necessary provide in-person testimony during the legislative session", a section was added to

include monitoring the Legislative sessions for bills in conjunction with the Legislative Investigative Committee. Under letter m) this entire section should be underlined, as it is an addition to the duties of the Executive Director that include the responsibility of supervision of the Administrative Services Assistant position. This section also outlines the responsibilities of the Administrative Services Assistant in detail, to include the following items: procurement, preparing letters, oversees planning of monthly board meetings, administrative support for meetings, website administration, inventory management, Board member term expirations, conducting special studies, budget and financial tasks, etc. Under Article III. D. 2. under the Finance Committee portion of Bylaws, under letter a) an addition adding the words "acquisition and" was made recommendation of Mr. Kiman Wong and now reads "The Finance Committee shall be responsible for the overseeing and management of any funds of the Board, including reporting on the status of these funds, and making any recommendation to the Board on the acquisition and disposition of these funds." Under letter b, Technical Committee, Mr. Kiman Wong had added the words "improvements to the" enhanced 911 service. Under Article III, D, 2, c. the public relations committee has been struck from the Bylaws and identified as the Communications Committee. Also under this section, additional responsibility was added that the committee will oversee drafting of policies and procedures for the Board. An additional item was added under this section that reads: (1) Legislative Investigative Committee. A standing investigative sub-committee of the Communications Committee, in conjunction with the Executive Director, will be responsible for monitoring the Legislative sessions for bills that might affect the Board or Fund. The Committee will oversee the drafting of legislative testimonies on behalf of the Board. This responsibility will be ongoing. Under Article VI. (Quorum), the previous Bylaws defined quorum as "six members either in person or by proxy, provided that three of the six members constituting a quorum shall be representatives of the wireless providers and three shall be representatives of the PSAPs." This item has been deleted and the addition of HRS Section 138-2(6)(b) has taken its place, defining quorum as "a simple majority, whose affirmative vote shall be necessary for all actions by the Board." Under Article VIII. (Order of Business) numbers 2) Public testimony to all agenda items 3) Introductions and 10) Open Forum: Public comment on issues not on the agenda for the Board agenda at the next meeting have been added to the Bylaws in order to conform to the agendas to the requirements of the Hawaii Sunshine Law. Under Article IX. (Testimony) letter d) The Board shall provide for reasonable accommodations for person(s) with disabilities has been added. Under Article X. (Amendments) there was a change to the number of Board

members from six to seven as a result of the increase in board members from 12 to 13 to ensure there is an odd number in order to prevent a tie. This section now reads “These Bylaws may be amended or repealed by an affirmative vote of no fewer than seven Board members.” There were no questions on the Executive Director’s Enhanced 911 Board Bylaws presentation.

- iii. Ceiling increase of \$1.2M for FY 2017 approved.

The Executive Director announced that the \$1.2M ceiling increase has been approved to be included in the governor’s administrative package for approval by the legislature. Mr. Tony Ramirez inquired if the amounts for the first five years of the Pictometry licensing agreement were factored into the ceiling increase. The Executive Director responded the first five years for Pictometry licensing were indeed factored into the approved ceiling increase.

- iv. Prepaid legislation

The Executive Director went before Governor Ige and his committee and presented the proposed prepaid legislation bill. The Executive Director outlined the reasons why we are bringing this bill forward from the Board, as well as stressed the reasons for the importance of the bill, namely the financial situation of the Fund and the issue of attempting to achieve price parity among all users. Mr. Douglas Murdock, Comptroller and Mr. Kerry Yoneshige of DAGS were also in attendance in support of the bill.

IX. Items for Discussion, Consideration and Action

- a. 911 Timeline update.

This is a standing item on the agenda. This is a reminder to everyone to please to submit any updates to the Executive Director as soon as possible.

- b. Request Approval for:

- i. Revised E911 Board Bylaws.

Mr. Steven Schutte made a motion to approve the Enhanced 911 Board Bylaws with the proposed amendments. The changes to the Bylaws are in effect with the proposed amendments.

- ii. Extension of Administrative Services Assistant employment from 1/7/16 to 4/4/16.

This extension will be another 89-day contract in effect from 1/7/2016 to 4/4/2016. A motion to approve the extension of the Administrative Services Assistant contract was made by A/C John Jakubczak and was seconded and approved by voice vote by all board members present.

- iii. 9-1-1 Goes to Washington, D.C. Conference, February 21-24, 2016. Board member (1) – \$3,000.

This agenda item was brought forward to the Board from the Technical Committee, as quorum for the Finance Committee was not met. The Board can elect to approve this agenda item with the understanding that it has not cleared the Finance Committee. A motion to approve this item was made by Ms. Thalia Burns and was seconded and approved by voice vote by all board members present.

- iv. IWCE Conference in Las Vegas, NV, March 21-25, 2016. Board member (1) - \$2,500.

This agenda item was brought forward to the Board from the Technical Committee, as quorum for the Finance Committee was not met. The Board can elect to approve this agenda item with the understanding that it has not cleared the Finance Committee. A motion to approve this item was made by Mr. Ryan Freitas and was seconded and approved by voice vote by all board members present.

- v. Oahu PSAP – funding for Pictometry licensing agreement for FY 2021 - \$208,600.

This agenda item was brought forward to the Board from the Technical Committee, as quorum for the Finance Committee was not met. Board can approve it with the understanding that it has not cleared the Finance Committee. A motion to approve this item was made by Mr. Mark Wong and was seconded and approved by voice vote by all board members present.

c. Others

None

X. Announcements

a. Future meeting dates (10am – 12 noon).

- i. **Tuesday**, January 12, 2016 (Combined meeting)(**DLNR Conf. Rm 132**)(**10:30am start time**)
- ii. Thursday, February 11, 2016 (Combined meeting)
- iii. Thursday, March 10, 2016 (Combined meeting)

iv. Thursday, April 14, 2016 (Combined meeting)

b. Others

The board chair on behalf of Hawaii Police Department would like to wish everyone a safe and very Merry Christmas.

XI. Open Forum: Public comment on issues not on the agenda for consideration for Board agenda at the next meeting.

a. The board chair asked if there was anyone who wishes to comment on issues not on the agenda for consideration at the next board meeting to please come forward. No one came forward.

XII. Adjournment

a. Ms. Thalia Burns motioned to adjourn the meeting. The motion was seconded by voice vote of all board members in attendance and the meeting officially adjourned at 11:50 am.