



STATE OF HAWAII

**E911 Communications, Technical and Finance
Meeting
(Combined Meeting)
Kalanimoku Bldg., Room 322B
1151 Punchbowl St., Honolulu
Thursday, August 13, 2015 (Combined meeting)
10am – 12 noon**

Communications Committee members present: Steven Schutte (Chair), Paul Ferreira, Davlynn Racadio, Lavina Taovao, and Thalia Burns.

Communications Committee members absent: None.

Technical Committee members present: Thalia Burns (Chair), Clement Chan, Rob Gausepohl, John Jakubczak, Ahlan Leong, Eleni Papakiristis, Tony Ramirez, Steven Schutte and Kiman Wong.

Technical Committee members absent: Jeff Riewer, Gary Lum, Marshall Kanehailua, Dave Miyasaki and Kenison Tejada.

Finance Committee members present: Kiman Wong (Chair), Paul Ferreira, Lisa Hiraoka (Consumer Advocate Designee), Randy Macadangdang, Mark Begley and Roy Irei.

Finance Committee members absent: None

Staff members present: Courtney Tagupa, Stella Kam, and Kerry Yoneshige.

Guests: Travis Ing (HawPD), Dean Rickard (MPD), Bonnie Young MPD, Victoria Garcia (DoD SWIC), Tim Jenkins (Intrado), Eric Guerrero (Intrado), Ben Morgan (HT), Wayne Hirasu (SIC), Alan Nagata (HPD), Dave Beck (Pictometry), Diana Chun (ESD), and Michael Otsuji (OIMT).

Meeting Minutes

- I. Call to Order, Public Notice, Quorum**
 - a. The meeting was called to order by the Board Chair at 10:05pm
 - b. Quorum was present for the Technical, Financial and Communications Committees.
- II. Public testimony on all agenda items**
 - a. The Board Chair requested if anyone in attendance who wishes to testify on any of agenda items to please come forward; no one came forward.
- III. Introductions**
 - a. The Board Chair requested that all in attendance to please introduce themselves.

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

- a. The Board Chair requested that the committee members review the meeting minutes of the July 9, 2015 meeting. Ms. Thalia Burns requested clarification of the amount requested by HawPD. Deputy Chief Ferreira stated that the amount encumbered for FY 2015 amounted to \$926k which was \$326k more than the approved total combined budgets of \$600k for FYs 2015 and 2016.
- b. Mr. Roy Irei motioned to approve the minutes of the July 9, 2015 meeting. The motion was seconded and approved by voice vote by all the committee members present.

V. Committee Updates by Committee Chairs

a. Communications Committee – Steven Schutte

- i. Formation of Executive Director Performance Evaluation committee-S. Schutte
 1. Mr. Schutte has accepted the position as Chair of the ED performance evaluation committee to review performance every 3 months. Mr. Schutte has stated that if anyone wishes to join the evaluation committee to please notify him.
- ii. Legislative Investigative Committee update- Paul Ferreira
 1. Mr. Paul Ferreira acknowledge that the LIC is focused on prepaid legislation to be a part of the administration legislative package. There will be a short timeframe to have the appropriate documents prepared for submission by early September. The LIC will be meeting prior to next month's meeting.

b. Technical Committee – Thalia Burns

- i. Investigative Regulatory Committee update – Marshall Kanehailua
 1. There was no update provided.
- ii. FCC
 1. Comments on FCC Chairman Wheeler's Testimony.
 - a. The Executive Director reviewed FCC Chairman Tom Wheeler's testimony to the House subcommittee on FCC oversight as it pertained to PSAP intra-state cooperation.
 2. Mr. Tony Ramirez provided a power point presentation on FCC 15-9 reporting requirements on Dispatchable Locations.
- iii. Text-2-911 update:
 1. Ms. Thalia Barnes stated that the PSAPs completed the installation of Text-2-911 as well as the related training. The next component is education. A meeting is scheduled after the Board meeting to discuss the educational component and to partner with the service providers to come up with the best solution for community outreach. Acting Major Allan Nagata volunteered to lead this effort.
- iv. Request for Approval:
 1. HPD requests modification of its FY 2016 approved workstation budget of \$65k to be partially expended for electrical & relocation of Viper equipment. The remainder of the unexpended budget will be applied toward the purchase of the originally budgeted workstations so as NTE the \$65k approved budget.
 - a. The committee decided approval was not necessary and acknowledged their appreciation for the information.

2. MPD (1) - NENA Development Conference and Critical Issues Forum Training (Oct. 4-8, Austin, TX)-\$3,500.

- a. Mr. Kiman Wong motioned to approve the attendance at the NENA Development Conference and Critical Issues Forum Training for one MPD member in the amount of \$3,500 and send the matter to the finance committee for funding. The motion was seconded and approved by voice vote without discussion by all technical committee members present.

v. Others – None

c. Finance Committee – Kiman Wong

i. Acknowledgement of new committee members.

1. The Finance Chair acknowledged that the existing members have graciously agreed to continue as finance committee members. Those members include:

- a. Kiman Wong, Chair, Mark Begley, Paul Ferreira, Lisa Hiraoka, Roy Irei and Randy Macadangdang.

ii. Review of Monthly Cash Flow & Budget Financial Reports:

1. FY 2015 Final - June 2015.

- a. Mr. Kiman Wong reviewed the final FY2015 cash flow & budget report that could not be reviewed last month.

2. FY 2016– July 2015.

- a. Mr. Kiman Wong also reviewed the current monthly report for July 2015.

iii. Request for (Revised) Funding Approval:

1. HPD requests modification of its FY 2016 approved workstation budget of \$65k to be partially expended for electrical & relocation of Viper equipment. The remainder of the unexpended budget will be applied toward the purchase of the originally budgeted workstations so as NTE the \$65k approved budget.

- a. No finance committee approval was necessary.

2. MPD (1) - NENA Development Conference and Critical Issues Forum Training (Oct. 4-8, Austin, TX)-\$3,500.

- a. Mr. Roy Irei motioned to recommended approval in the amount of \$3,500 for attendance by one MPD member at the NENA Development Conference and Critical Issues Forum Training to be forwarded to the board for final approval. The motion was seconded and approved by voice vote by all finance committee members present.

iv. Others- Request approval for pCard Usage for office supplies.

1. The Executive Director stated that the use of a pCard was required for purchases under \$2,500 by the State. Purchase cards will give the user access to discounts from the SPO's vendor master list. Mr. Kerry

Yoneshige stated that the pCard system is well managed in that purchases are reviewed on a weekly basis and any inappropriate use of the pCard may result in discontinued use by the authorized user.

2. Mr. Roy Irei motioned to approve the pCard usage by the Executive Director for a maximum limit of \$10,000 per month with the stipulation that the Board be advised of purchases made with the pCard. This matter is to be referred to the Board for final approval. The motion was seconded and approved by voice vote by all finance committee members in attendance.

VI. PSAP Status Updates

- a. Kauai – Mark Begley – nothing to report
- b. Oahu – Allan Nagata –
 - i. CAD upgrade – HPD is still awaiting updates from corporation counsel, BFS, and Motorola.
 - ii. Smart911 – Congratulations were extended to Intrado and HawTel for the successful installation of the Smart911 application at all positions at the main station and the alternative call center. Testing and validation were successful as well. Training will be conducted at the end of the month with launch to follow.
- c. Molokai – Dean Rickard – nothing to report.
- d. Maui – John Jakubczak – nothing to report.
- e. Hawaii – Paul Ferreira
 - i. Sgt. Travis Ing mentioned that dialing “112” is being recommended as a substitute for 911. It was discovered that “112” is the European equivalent for 911. Some service carriers have provided the use of 112 for emergencies to accommodate visiting foreign subscribers.
 - ii. Blue Jay wireless appears to be operating in Hawaii but has not provided the PSAPs with the required data.

VII. Items for Discussion, Consideration and Action

- a. 911 Timeline update – no updates.
- b. Others –
 - i. Victoria Garcia (DoD SWIC) provided a briefing on the initial FirstNet consultation that took place during the past week which was well represented by all the counties and key government officials. Further FirstNet educational outreaches in Hawaii are scheduled in the near future.

VIII. Announcements

- a. Meeting dates (10:00am – 12 noon):
 - i. Thursday, September 10, 2015 (Combined meeting)
 - ii. Thursday, October 8, 2015 (Combined meeting)
 - iii. Thursday, November 12, 2015 (Combined meeting)
 - iv. Thursday, December 10, 2015 (Combined meeting)

- b. Others- None

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

- a. The Board Chair asked if anyone in attendance who wishes to comment on issues not on the agenda for consideration for the Committee meeting agenda at the next meeting to please come forward; no one came forward.

X. Adjournment:

- a. The meeting was adjourned by voice vote at 11:24am.