

NEIL ABERCROMBIE
Governor



BRUCE A. COPPA
Comptroller

RYAN OKAHARA
Deputy Comptroller

**STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD**

**Communications Committee Meeting
9–10 am, Thursday, June 9, 2011**

**Kalanimoku Building Conference Room
Room 410
1151 Punchbowl Street
Honolulu, HI 96813**

AGENDA

- I. Call to order**
- II. Introductions**
- III. Review of Minutes of May 12, 2011 meeting.**
- IV. Items for Discussion, Consideration and Action**
 - a. Master List of Media**
 - b. Meeting with Web Master**
 - c. Social Media Status**
 - d. Press Release**
 - e. Legislative update**
- V. Announcements**
- VI. Next meeting date– July 14, 2011, 9am, Comptroller’s Conference Room 410.**
- VII. Adjournment.**

State of Hawaii
Wireless Enhanced 911 Board
Communications Committee

SUBJECT: Minutes of May 12, 2011

Members in attendance: Victor Ramos, Clayton Tom, Paul Ferreira

Members absent: Gordon Bruce

Staff in attendance: Courtney Tagupa, Thera Bradshaw

Guest in attendance: Morris Tamanaha, Jayne Nantkes, and Deanna Garcia

- 1) **The meeting was called to order at 9:00 a.m.**
- 2) **Introductions were made of all present.**
- 3) **Approval of the minutes of April 14, 2011.**

Deputy Chief Tom made the motion to approve the minutes and was seconded by Capt. Ramos. The motion was approved unanimously by voice vote.

- 4) Discussion, Consideration & Action Items

- a. **Master List of Media**

The Maui and Hawai'i PSAPs provided their media master lists to Ms. Bradshaw for forwarding to Mr. Bruce. Kauai and Oahu PSAPs have not submitted theirs and they will be reminded at the Board meeting. Deputy Chief Tom stated that Maui County also has Facebook & Twitter accounts.

- b. **Meeting with Web Master**

Ms. Garcia is the web master under subcontract with TKC Consulting. Ms. Garcia stated that her current responsibilities are:

1. Updating the Board website with the minutes, agendas and other handouts for each Tech/Finance/Communications Committee and Board meetings.
2. Providing links to articles pertaining to E911 matters.
3. Modifying to the website such as legislative updates.

Ms. Garcia also stated the website's potential for expansion which included:

1. Moving to a content website system and establishing a web portal in order to post more information such as integration with social networking sites.
2. Depending on the need, there are more posting and interactive opportunities for users.
3. More educational opportunities.

Ms. Garcia also shared some of the information with her meeting with Mr. Gordon Bruce which included:

1. The vision of the Communications Committee.
2. The capabilities of the website.
3. An estimate of the costs for the expansion of the website.
4. Mr. Gordon has established the Hawaii 911 on both in Facebook, Twitter, and Google.

c. Social Media Status

Ms. Garcia stated that other than the Hawaii 911 sites that have been set up by Mr. Bruce, the Board website has not yet established any links to the Hawaii 911 sites.

Ms. Bradshaw suggested for the communications committee to discuss and make a recommendation to the full Board regarding the proposed links to other sites.

d. Press Release

Mr. Ferreira stated that Board press releases should be categorized into two areas to determine how to proceed according to Mr. Kerry Yoneshige:

1. If the press release is an announcement such as E911 Month, then there should not be a problem regarding its release.
2. If the press release is a policy matter or a State or DAGS issue, then it needs to be authorized by the PIO and possibly reviewed by the AG's office prior to release.

Mr. Ferreira recommended that this matter be placed on the agenda for discussion by the Board.

e. Legislative update

Congratulations were expressed for the extremely productive team effort during the past legislative session. As soon as the Governor signs the budget, it should be posted to the website. Until the budget is signed, changes can occur.

- 5) **Announcements.** None.
- 6) **Next meeting date and location** – June 9, 2011, 9:00 am, Comptroller's Conference Room 410, Kalanimoku Building, 1151 Punchbowl Street, Honolulu, Hawaii 96813
- 7) **The meeting was adjourned by unanimously by voice vote** at 9:32 a.m.

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FIRST HAWAIIAN BANK ACCOUNT:			
General Fund	Prior Month	Month	Ending
	Inception-to-Date	Cash	Inception-to-Date
	Cash Flow	Flow	Cash Flow
ITEM	Balance	Balance	Balance
Cash Inflow:			
Wireless Surcharge Collection	\$ 49,915,005.47	\$ 691,351.24	\$ 50,606,356.71
Interest Income	\$ 1,823,405.30	\$ 333.43	\$ 1,823,738.73
<i>Prior Period Interest Income Adjustment</i>	\$ (257,236.01)		\$ (257,236.01)
Net Interest Income	\$ 1,566,169.29	\$ 333.43	\$ 1,566,502.72
Subtotal Cash Inflow	\$ 51,481,174.76	\$ 691,684.67	\$ 52,172,859.43
Cash Outflow:			
Act 79 Fund Transfer to State	\$ (16,000,000.00)		\$ (16,000,000.00)
PSAP Reimbursement	\$ (17,078,547.71)	\$ (82,932.00)	\$ (17,161,479.71)
Board Member Travel Expense	\$ (88,496.31)	\$ (986.60)	\$ (89,482.91)
DB&F Revenue Assessments	\$ (2,507,695.08)		\$ (2,507,695.08)
DB&F Administrative Expense Assessments	\$ (463,758.44)		\$ (463,758.44)
WSP Reimbursement	\$ (820,324.22)		\$ (820,324.22)
Consultant-Intrado, Inc.	\$ (436,785.41)		\$ (436,785.41)
Consultant-Exec Director	\$ (1,722,588.32)	\$ (27,083.33)	\$ (1,749,671.65)
Audit Expense	\$ (24,545.00)		\$ (24,545.00)
Other Board Related Expenses	\$ (3,419.76)		\$ (3,419.76)
Subtotal Cash Outflow	\$ (39,146,160.25)	\$ (111,001.93)	\$ (39,257,162.18)
Total Cash Balance	\$ 12,335,014.51	\$ 580,682.74	\$ 12,915,697.25
Encumbrances			
Total Unencumbered Cash Balance	\$ 12,335,014.51	\$ 580,682.74	\$ 12,915,697.25

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

MONTH OF MAY 2011	Kauai PSAP	Maui PSAP	Oahu PSAP	Admin OPS	TOTAL
Total RECEIPTS				691,684.67	691,684.67
DISBURSEMENTS					
Board Member Travel				986.60	986.60
Consulting Expense					
TKC Consulting Group, LLC				27,083.33	27,083.33
Total Consulting Expense				27,083.33	27,083.33
PSAP Expenses					
Akimeka Program Mgmt	25,006.31	35,140.93			60,147.24
Conferences					
911 Goes to Washington Conf		7,041.53			7,041.53
Total Conferences		7,041.53			7,041.53
EMS Tower Lease			7,539.26		7,539.26
Hawaiian Telcom Charges					
Haw Telcom Network			4,139.31		4,139.31
Total Hawaiian Telcom Charges			4,139.31		4,139.31
Software Maintenance					
GeoComm Maintenance			4,064.66		4,064.66
Total Software Maintenance			4,064.66		4,064.66
Total PSAP Expenses	25,006.31	42,182.46	15,743.23		82,932.00
Total DISBURSEMENTS	25,006.31	42,182.46	15,743.23	28,069.93	111,001.93

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-T0-Date (11 Months)	Hawaii PSAP	Kauai PSAP	Maui PSAP	Oahu PSAP	Operations	TOTAL			
DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	Annual Budget	\$ Over Budget	
TOTAL RECEIPTS	-	-	-	-	7,523,781	7,523,781	8,500,000	(976,219)	89%
DISBURSEMENTS									
Board Member Travel	-	-	-	-	15,588	15,588	27,000	(11,412)	
Consulting Expense									
Intrado, Inc	-	-	-	-	(2,475)	(2,475)	-	(2,475)	
TKC Consulting Group, LLC	-	-	-	-	297,917	297,917	325,000	(27,083)	
Total Consulting Expense	-	-	-	-	295,442	295,442	325,000	(29,558)	
DB&F Assessments									
DB&F Admin. Exp. Assess	-	-	-	-	49,852	49,852	236,207	(186,355)	
DB&F Revenue Assessment	-	-	-	-	368,689	368,689	415,000	(46,311)	
Total DB&F Assessments	-	-	-	-	418,541	418,541	651,207	(232,666)	
NASNA Dues	-	-	-	-	100	100	100	-	
PSAP Expenses									
Akimeka Program Mgmt									
Additional GIS Support	-	-	44,291	-	-	44,291	-	44,291	
Akimeka Program Mgmt - Other	326,805	250,063	351,409	-	-	928,277	1,665,138	(736,861)	
Total Akimeka Program Mgmt	326,805	250,063	395,700	-	-	972,568	1,665,138	(692,570)	
CAD Related Expenses	-	-	-	-	-	-	3,800,000	(3,800,000)	
Computers									
KVM Switches	-	-	-	3,971	-	3,971	4,100	(129)	
Positron Equip SW Maintenance	-	-	-	-	-	-	40,000	(40,000)	
UPS Battery-HPD	-	-	-	24,112	-	24,112	24,136	(24)	
Total Computers	-	-	-	28,083	-	28,083	68,236	(40,153)	
Conferences									
911 Goes to Washington Conf	-	-	7,042	-	1,540	8,581	-	8,581	
APCO Conference	6,467	-	-	17,730	1,801	25,997	51,000	(25,003)	
Intergraph Conference	3,007	-	-	-	-	3,007	-	3,007	
NASNA Conference	-	-	-	-	776	776	-	776	
Nena Conference	6,103	2,521	-	17,109	-	25,734	51,000	(25,266)	
Pictometry Future View Confer	-	3,273	-	-	-	3,273	-	3,273	
Total Conferences	15,577	5,794	7,042	34,839	4,116	67,368	102,000	(34,632)	
EMS Tower Lease	-	-	-	7,539	-	7,539	-	7,539	
Excom911 Logging Recorder Maint	-	-	-	-	-	-	31,650	(31,650)	
Hawaiian Telcom Charges									
Haw Tel Frame Relay & CIR	-	-	-	1	-	1	-	1	
Haw Telcom Network	-	-	-	27,687	-	27,687	60,000	(32,313)	
Hawaiian Telcom Trunk	-	110,561	-	-	-	110,561	111,398	(837)	
Total Hawaiian Telcom Charges	-	110,561	-	27,688	-	138,249	171,398	(33,149)	
Pictometry License Agreement	-	207,218	-	274,885	-	482,103	1,929,685	(1,447,582)	
Software Maintenance									
GeoComm Maintenance	-	-	-	23,526	-	23,526	48,586	(25,060)	
Total Software Maintenance	-	-	-	23,526	-	23,526	48,586	(25,060)	
Total PSAP Expenses	342,381	573,637	402,742	396,560	4,116	1,719,437	7,816,693	(6,097,256)	
WSP Cost Recovery									
Sprint/Nextel	-	-	-	-	158,751	158,751	180,000	(21,249)	
Total WSP Cost Recovery	-	-	-	-	158,751	158,751	180,000	(21,249)	
Total Disbursements	342,381	573,637	402,742	396,560	892,537	2,607,858	9,000,000	(6,392,142)	29%

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FY 2011 FORECASTED SPENDING					
	FY2011	Fiscal Year- to-Date			(Over)/ Under
DESCRIPTION	Budget	ACTUAL	Jun 2011	Total	Budget
Disbursements:					
Board Member Travel	27,000	15,588	4,200	19,788	7,212
TKC Consulting Group, LLC	325,000	297,917	27,085	325,002	(2)
Intrado Consulting		(2,475)		(2,475)	2,475
DB&F Admin. Exp. Assess	236,207	49,852	202,532	252,384	(16,177)
DB&F Revenue Assessment	415,000	368,689	426,098	794,787	(379,787)
NASNA Dues	100	100		100	-
Akimeka Program Mgmt	1,665,138	928,277	229,229	1,157,506	507,632
GIS Support		44,291		44,291	(44,291)
CAD Related Expenses	3,800,000	-	3,800,000	3,800,000	-
Computers		-		-	-
KVM Switches	4,100	3,971		3,971	129
Maui Hardware		-	82,137	82,137	(82,137)
Positron Equip SW Maint.	40,000	-		-	40,000
UPS Battery-HPD	24,136	24,112		24,112	24
Conferences		-		-	-
APCO Conference	51,000	25,998		25,998	25,002
Nena Conference	51,000	25,734	25,266	51,000	(0)
NASNA		776		776	(776)
9-1-1 Goes to Wash.DC		8,581	19,000	27,581	(27,581)
Integrgraph Users Conference		3,007	5,400	8,407	(8,407)
Pictometry Future View Conf.		3,273		3,273	(3,273)
Excom911 Logging Recorder Maint	31,650	-	40,000	40,000	(8,350)
EMS Tower Lease		7,539		7,539	(7,539)
Training		-	5,000	5,000	(5,000)
Hawaiian Telcom Charges		-		-	
Haw Tel Frame Relay & CIR	-	1		1	(1)
Haw Telcom Network	60,000	27,687	6,210	33,897	26,103
Hawaiian Telcom Trunk	111,398	110,562		110,562	836
Pictometry License Agreement	1,929,685	482,103	1,419,984	1,902,087	27,598
GeoComm Maintenance	48,586	23,526	30,000	53,526	(4,940)
WSP Cost Recovery	180,000	158,750	70,000	228,750	(48,750)
Total Disbursements	9,000,000	2,607,859	6,392,141	9,000,000	(0)

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-TO-DATE (11 MONTHS)	Hawaii PSAP		
DESCRIPTION	ACTUALS	ANNUAL BUDGET	\$ Over/ (Under) Budget
PSAP Expenses			
Akimeka Program Mgmt			
Additional GIS Support			
Akimeka Program Mgmt - Other	326,805	435,739	(108,934)
Total Akimeka Program Mgmt	326,805	435,739	(108,934)
CAD Related Expenses			
Computers			
KVM Switches			
Positron Equip SW Maintenance		40,000	(40,000)
UPS Battery-HPD			
Total Computers		40,000	(40,000)
Conferences			
911 Goes to Washington Conf			
APCO Conference	6,467	6,000	467
Intergraph Conference	3,007		3,007
NASNA Conference			
Nena Conference	6,103	6,000	103
Pictometry Future View Confer			
Total Conferences	15,577	12,000	3,577
EMS Tower Lease			
Excom911 Logging Recorder Maint			
Hawaiian Telcom Charges			
Haw Tel Frame Relay & CIR			
Haw Telcom Network			
Hawaiian Telcom Trunk			
Total Hawaiian Telcom Charges			
Pictometry License Agreement		1,039,000	(1,039,000)
Software Maintenance			
GeoComm Maintenance			
Total Software Maintenance			
Total PSAP Expenses	342,381	1,526,739	(1,184,358)
WSP Cost Recovery			
Sprint/Nextel			
Total WSP Cost Recovery			
Total DISBURSEMENTS	342,381	1,526,739	(1,184,358)

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-TO-DATE (11 MONTHS)		Kauai PSAP		
DESCRIPTION		ACTUALS	ANNUAL BUDGET	\$ Over/ (Under) Budget
PSAP Expenses				
Akimeka Program Mgmt				
	Additional GIS Support	-		
	Akimeka Program Mgmt - Other	250,063	300,076	(50,013)
	Total Akimeka Program Mgmt	250,063	300,076	(50,013)
CAD Related Expenses		-	3,800,000	(3,800,000)
Computers				
	KVM Switches	-		
	Positron Equip SW Maintenance	-		
	UPS Battery-HPD	-		
	Total Computers	-		
Conferences				
	911 Goes to Washington Conf	-		
	APCO Conference	-	6,000	(6,000)
	Intergraph Conference	-		
	NASNA Conference	-		
	Nena Conference	2,521	6,000	(3,479)
	Pictometry Future View Confer	3,273		3,273
	Total Conferences	5,794	12,000	(6,206)
EMS Tower Lease		-		
Excom911 Logging Recorder Maint		-		
Hawaiian Telcom Charges				
	Haw Tel Frame Relay & CIR	-		
	Haw Telcom Network	-		
	Hawaiian Telcom Trunk	110,561	111,398	(837)
	Total Hawaiian Telcom Charges	110,561	111,398	(837)
	Pictometry License Agreement	207,218	198,930	8,288
Software Maintenance				
	GeoComm Maintenance	-		
	Total Software Maintenance	-		
	Total PSAP Expenses	573,637	4,422,404	(3,848,767)
WSP Cost Recovery				
	Sprint/Nextel	-		
	Total WSP Cost Recovery	-		
Total DISBURSEMENTS		573,637	4,422,404	(3,848,767)

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-TO-DATE (11 MONTHS)	Maui PSAP		
DESCRIPTION	ACTUALS	ANNUAL BUDGET	\$ Over/ (Under) Budget
PSAP Expenses			
Akimeka Program Mgmt			
Additional GIS Support	44,291		
Akimeka Program Mgmt - Other	351,409	421,692	(70,283)
Total Akimeka Program Mgmt	395,700	421,692	(25,992)
CAD Related Expenses	-		
Computers			
KVM Switches	-		
Positron Equip SW Maintenance	-		
UPS Battery-HPD	-		
Total Computers	-		
Conferences			
911 Goes to Washington Conf	7,042		7,042
APCO Conference	-	6,000	(6,000)
Intergraph Conference	-		
NASNA Conference	-		
Nena Conference	-	6,000	(6,000)
Pictometry Future View Confer	-		
Total Conferences	7,042	12,000	(4,958)
EMS Tower Lease	-		
Excom911 Logging Recorder Maint	-		
Hawaiian Telcom Charges			
Haw Tel Frame Relay & CIR	-		
Haw Telcom Network	-		
Hawaiian Telcom Trunk	-		
Total Hawaiian Telcom Charges	-		
Pictometry License Agreement	-	396,750	(396,750)
Software Maintenance			
GeoComm Maintenance	-		
Total Software Maintenance	-		
Total PSAP Expenses	402,742	830,442	(427,700)
WSP Cost Recovery			
Sprint/Nextel	-		
Total WSP Cost Recovery	-		
Total DISBURSEMENTS	402,742	830,442	(427,700)

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-TO-DATE (11 MONTHS)	Oahu PSAP		
DESCRIPTION	ACTUALS	ANNUAL BUDGET	\$ Over/ (Under) Budget
PSAP Expenses			
Akimeka Program Mgmt			
Additional GIS Support	-		
Akimeka Program Mgmt - Other	-	507,631	(507,631)
Total Akimeka Program Mgmt	-	507,631	(507,631)
CAD Related Expenses	-		
Computers			
KVM Switches	3,971	4,100	(129)
Positron Equip SW Maintenance	-		
UPS Battery-HPD	24,112	24,136	(24)
Total Computers	28,083	28,236	(153)
Conferences			
911 Goes to Washington Conf	-		
APCO Conference	17,730	30,000	(12,270)
Intergraph Conference	-		
NASNA Conference	-		
Nena Conference	17,109	30,000	(12,891)
Pictometry Future View Confer	-		
Total Conferences	34,839	60,000	(25,161)
EMS Tower Lease	7,539		7,539
Excom911 Logging Recorder Maint	-	31,650	(31,650)
Hawaiian Telcom Charges			
Haw Tel Frame Relay & CIR	1		1
Haw Telcom Network	27,687	60,000	(32,313)
Hawaiian Telcom Trunk	-		
Total Hawaiian Telcom Charges	27,688	60,000	(32,312)
Pictometry License Agreement	274,885	295,005	(20,120)
Software Maintenance			
GeoComm Maintenance	23,526	48,586	(25,060)
Total Software Maintenance	23,526	48,586	(25,060)
Total PSAP Expenses	396,560	1,031,108	(634,548)
WSP Cost Recovery			
Sprint/Nextel	-		
Total WSP Cost Recovery	-		
Total DISBURSEMENTS	396,560	1,031,108	(634,548)

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 May 2011

FISCAL YEAR-TO-DATE (11 MONTHS)	Operations		
DESCRIPTION	ACTUALS	ANNUAL BUDGET	\$ Over/ (Under) Budget
Total RECEIPTS	7,523,781	8,500,000	(976,219)
DISBURSEMENTS:			
Board Member Travel	15,588	27,000	(11,412)
Consulting Expense			
Intrado, Inc	(2,475)		(2,475)
TKC Consulting Group, LLC	297,917	325,000	(27,083)
Total Consulting Expense	295,442	325,000	(29,558)
DB&F Assessments			
DB&F Admin. Exp. Assess	49,852	236,207	(186,355)
DB&F Revenue Assessment	368,689	415,000	(46,311)
Total DB&F Assessments	418,541	651,207	(232,666)
NASNA Dues	100	100	-
Conferences			
911 Goes to Washington Conf	1,540		1,540
APCO Conference	1,801	3,000	(1,199)
Intergraph Conference	-		
NASNA Conference	776		776
Nena Conference	-	3,000	(3,000)
Pictometry Future View Confer	-		
Total Conferences	4,116	6,000	(1,884)
WSP Cost Recovery			
Sprint/Nextel	158,751	180,000	(21,249)
Total WSP Cost Recovery	158,751	180,000	(21,249)
Total DISBURSEMENTS	892,537	1,189,307	(296,770)