



STATE OF HAWAII  
E911 Joint Communications, Technical  
and Finance Committee Meetings  
Kalanimoku Building, Room 322B  
1151 Punchbowl St., Honolulu  
Thursday, October 12, 2017  
10:00 a.m. – 1:00 p.m.

Minutes

Communications Committee members present: Thalia Burns (HPD); Davlynn Racadio (MPD); Sherri Sakamoto (Consumer Advocate Designee); and Lavina Taovao (KPD).

Technical Committee members present: Thalia Burns, Chair (HPD); Rob Gausepohl (KPD); John Jakubczak (MPD); Shawn Kuratani (HFD); David Miyasaki (KPD); Tony Ramirez (Akimeka); Kenison Tejada (APCO/NENA Pacific Chapter); and Tony Velasco (DIT).

Technical Committee members absent: Kim Kitagawa (HPD) and Jeffrey Riewer (AT&T).

Finance Committee members present: Roy Irei, Chair (T-Mobile); John Jakubczak (MPD); Dean Rickard (MPD Molokai); and Sherri Sakamoto (Consumer Advocate Designee).

Finance Committee members absent: William Baldwin (HPD).

Staff members present: Stella Kam (AG), Courtney Tagupa (E911), and Brandon Sekiya (E911).

Guests: Kenneth Bugado (HiPD), Diana Chun (ESD), Vic Freeland (RDC CNRH), Everett Kaneshige (DOD), Alan Kimura (HiFD), Arnold Kishi (CIO Designee), Glenn Kobashigawa (HiTel), Ben Morgan (HiTel), Jason Samala (HFD), Mark Wong (DIT), and Ruth Zipfel (Pictometry).

**I. Call to Order, Public Notice, Quorum**

- A. Chair John Jakubczak called the meeting to order at 10:00 a.m.
- B. Public Notice was posted.
- C. Quorum was present for all Committees.

**II. Public testimony on all agenda items**

John Jakubczak asked if anyone had testimony to submit. No one came forward to testify.

### III. Introductions

Introductions were made by everyone present, at the request of John Jakubczak.

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

John Jakubczak called for any additions/corrections to the September 14, 2017 meeting minutes. None were offered. Thalia Burns motioned to adopt. Rob Gausepohl seconded. The motion was approved by voice vote by all Committee Members present.

### V. Committee Updates by Committee Chairs

#### A. Communications Committee

Appointment of Committee Chair

Thalia Burns nominated and motioned to appoint Davlynn Racadio as Communications Committee Chair. Lavina Taovao quickly seconded. Motion passed.

#### B. Technical Committee – Thalia Burns

1. Approval of nomination of HiFD Kazuo Todd to Tech Committee.  
Committee Chair, Thalia Burns acknowledged her appointment of Kazuo Todd to the Technical Committee.
2. Educational Investigative Committee update
  - Thalia Burns: Committee had meeting with University of Hawaii Community College System (UHCCS) & Remington College after last month's Board meeting.
  - Remington doesn't benefit neighbor islands since only location is on Oahu.
  - UHCCS cost high: \$100,000.
  - Committee should regroup and refocus.
  - Davlynn Racadio: curriculum should be for current employees first.
  - John Jakubczak: if employee is not certified, will s/he be terminated?
  - Roy Irei: are costs considered daily operations? If so, Board can't cover.
  - Mark Wong: consider online testing, training (ethics, workplace violence); City & County of Honolulu already has online testing/training.
3. Investigative Committee – Shawn Kuratani
  - 5 potential vendors to serve as NG911 consultant.
  - There will be upcoming informal presentations scheduled for the near future.
4. Request for approval for Power Ops Workstations
  - Monitor tracks calls in queue (emergency & nonemergency).
  - HPD's current system will not work with upcoming update.
  - Tony Ramirez: will other counties/PSAPs need upgrade?
  - Davlynn Racadio: Maui has already ordered hardware; waiting for installation.
  - Rob Gausepohl: Kauai is meeting with vendor week of 10/16/17.

- a. HiFD (1) - \$15,172.  
Rob Gausepohl motioned to approve. Tony Ramirez seconded. Motion passed.
  - b. HPD (1) - \$15,249.  
Rob Gausepohl motioned to approve. Tony Ramirez seconded. Motion passed.
- C. Finance Committee – Roy Irei
- 1. Review of Monthly Cash Flow & Budget Financial Reports.

Enhanced 911 Surcharge Collection	903,483
Interest Income	15,183
New & Emerging Tech. Training	(4,736)
Non-Recurring Expenses	(44,777)
Recurring Expenses: Administration	(20,018)
Maintenance	(189,037)
Telecommunications	(127,862)
Net Bank Balance	21,694,133
Outstanding Encumbrances/Accruals	(7,735,266)
Unencumbered Cash Balance	13,958,867

Unexpended encumbrances will need to be paid down within a reasonable time.

- 2. Request for funding for Purchase of Power Ops Workstations
  - a. HiFD (1) - \$15,172.  
Rob Gausepohl motioned to approve. Davlynn Racadio seconded. Motion passed.
  - b. HPD (1) - \$15,249.  
Rob Gausepohl motioned to approve. Davlynn Racadio seconded. Motion passed.
- 3. Request approval of replacement signatory to sign checks and approve reimbursements.  
Mark Wong and Roy Irei nominated. Davlynn Racadio motioned to approve. Sherri Sakamoto seconded. Motion passed.

## VI. PSAP Status Updates

- A. Kauai PD – Rob Gausepohl: Light duty officer in dispatch training (temporary non work related injury). Power Ops next week.
- B. Oahu HPD – Thalia Burns: None.
- C. Oahu HFD – Jason Samala: None.
- D. Oahu ESD – Diana Chun: short staffed due to births.
- E. Molokai PSAP – None.
- F. Maui County – John Jakubczak: None.

- G. Hawaii County PD – Kenneth Bugado: class of 4 trainees started October 2.
- H. Hawaii County FD: (not present).

## VII. Items for Discussion, Consideration and Action

- A. 911 Timeline update.
  - Please continue to refer any timeline updates to the Executive Director.
- B. Other items – None.

## VIII. Announcements

- A. Future Meeting dates (10:00am – 1:00pm, in Room 322B):
  1. Thursday, November 9, 2017 (Combined meeting)
  2. Thursday, December 14, 2017 (Combined meeting)
  3. Thursday, January 11, 2018 (Combined Meeting) **DLNR Board Room 132**
  4. Thursday, February 8, 2018 (Combined meeting)
- B. Future Conference Dates (**3 months advanced approval required**):
  1. NENA NG9-1-1 Standards & Best Practices Conference: January 15-18, 2018; Orlando, FL.
  2. NENA 9-1-1 Goes to Washington: February 14-17, 2018.
  3. Hexagon/Intergraph HxGN LIVE 2018: June 12-15, 2018; Las Vegas, NV.
  4. NENA 2018: June 16-21, 2018; Nashville, TN.
  5. APCO Annual Conference & Expo: August 5-8, 2018; Las Vegas, NV.
- C. Others – none.

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

John Jakubczak requested that any member of the public here today who wishes to comment on issues not on the agenda for consideration for the Committee meeting agenda at the next meeting, please come forward to testify. No one came forward.

## X. Adjournment

Thalia Burns motioned to adjourn. Rob Gausepohl seconded. Motion was carried. The meeting was adjourned at 10:33 a.m.