



STATE OF HAWAII

Enhanced 911 Board Meeting
Kalanimoku Building, Room 322B
1151 Punchbowl Street, Honolulu
Thursday, September 14, 2017
10:00 am – 1:00 pm

Meeting Minutes

Board members present: John Jakubczak (Chair), Kenneth Bugado (HiPD), Thalia Burns (HPD), Rob Gausepohl (KPD), Roy Irei (T-Mobile), Arnold Kishi (CIO designee), Ben Morgan (HiTel), Dean Rickard (MPD), Jeffrey Riewer (AT&T), Sherri Sakamoto (Consumer Advocate designee), Steven Schutte (Verizon), and Mark Wong (DIT).

Board members absent: None

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

Guests: William Baldwin (HPD), Karen Bugado (HiFD), Diana Chun (ESD), Leroy Contee (Remington College), Vic Freeland (RDC CNRH), Alan Kimura (HiFD), Glenn Kobashigawa (HiTel), Shawn Kuratani (HFD), Patrick Leddy (LCC), David Miyasaki (KPD), Tony Ramirez (Akimeka), Jessie Robinson (Remington College), Jason Samala (HFD), Wendy-Liz Tancayo-Mebille (MPD), Lavina Taovao (KPD), Kenison Tejada (APCO/NENA Pacific Chapter), Tony Velasco (DIT), Joe Wilson (Pictometry), Kiman Wong (Spectrum), Jarret Yip (UHCCS), Ruth Zipfel (Pictometry) and Oscar Frondoza (Remington College).

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

- A. The meeting was called to order by Chair John Jakubczak at 11:02 am.
- B. Public Notice was issued.
- C. Quorum was present for all Committees.

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

John Jakubczak asked if anyone wished to provide testimony on any agenda item, to please come forward. 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 August 10, 2017 meeting minutes. None were offered. Thalia Burns moved to adopt and Jeffrey Riewer seconded. The motion was approved by voice vote by all Committee Members present.

V. Committee Updates by Committee Chairs

- A. Communications Committee – Steven Schutte
Continue sending people to conferences; this is Steven Schutte's last meeting as Communications Committee Chair and Board member.
 - 1. Comments from APCO Conference attendees.
Nothing further.
 - 2. Investigative Committee – Shawn Kuratani.
Nothing further.
- B. Technical Committee – Thalia Burns
Nothing further.
 - 1. Educational Investigative Committee update – Jeffrey Riewer
 - 2. Nothing further.
- C. Finance Committee – Roy Irei
Nothing further.
 - 1. Approval of nominations for new Finance Committee members.
John Jakubczak, Board Chair, approved nominations of William Baldwin, Rob Gausepohl, and Dean Rickard.
 - 2. Review of Monthly Cash Flow & Budget Financial reports.
Nothing further.

VI. PSAP Status Updates

- A. Kauai – Rob Gausepohl: none
- B. Oahu HPD – William Baldwin: none
- C. Oahu HFD – Shawn Kuratani: none
- D. Oahu EMS – Diana Chun: none
- E. Molokai – Dean Rickard: none
- F. Maui – John Jakubczak: none
- G. Hawaii County PD – Alan Kimura: none
- H. Hawaii County FD – Karen Bugado: none

VII. Executive Director's Report

- A. CPA Audit preparation underway (audit report due to Board on Nov 9, 2017).

Completed Executive Director's portion of the audit report on Wednesday, September 13. CPAs will evaluate. Target completion date is November 9 which is on track for completion.

- B. Annual report to the State Legislature (Oct 2017)
Will begin process soon.
- C. Initiate procurement of CPA firm to perform annual audit (Dec 2017)
Discuss with current CPA firm; they will register State Procurement Office to be able to bid on future state contracts.
- D. Tracking NG911 costs. None recorded.

VIII. Items for Discussion, Consideration and Action

- A. Reminder for PSAPs to update their 911 Timelines.
- B. Request for funding for one DIT personnel to attend 911 Goes to Wash.DC. Conference, February 2018 -\$3,000.
Jeffrey Riewer motioned to approve. Roy Irei seconded. Motion passed.
- C. FirstNet Update –Can E911 funds be used for FirstNet costs? Item to be investigated.

IX. Announcements

- A. Future meeting dates (10 a.m. – 1 p.m. in Room 322B)
- B. Thursday, October 12, 2017 (Combined meeting)
 - 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.**
- C. Future Conference Dates (**3 months advanced approval required**):
 - 1. Spillman Conference, September 27-30, 2017, Salt Lake City, UT
 - 2. 911 Goes to Wash.DC, February 17-21, 2018.
 - 3. NENA Conference, June 16-21, 2018, Nashville, TN.

X. Executive Session: HRS 92-5(a) (4) to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.

Board met in Executive Session from 11:18-11:26 a.m.

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

None.

XII. Adjournment

There being no further business, Chair John Jakubczak requested adjournment. Jeffrey Riewer motioned. Rob Gausepohl seconded. The motion passed and meeting was adjourned at 11:27 a.m.