



**STATE OF HAWAII**  
**Enhanced 911 Board Meeting**  
**Kalanimoku Bldg., Room 322B**  
**1151 Punchbowl St., Honolulu**  
**Thursday, April 13, 2017**  
**10:00 am – 1:00 pm**

**Meeting Minutes**

**Board members present:** John Jakubczak (Chair), Paul Ferreira (HiPD); Sherri Sakamoto (Consumer Advocate Designee), Dean Rickard (MPD), Thalia Burns (HPD), Arnold Kishi (CIO Designee), Jeffrey Riewer (AT&T), Ben Morgan (HawTelcom), Kiman Wong (Oceanic TW, Charter Com), Steven Schutte (Verizon), Michael Contrades (KPD), and Mark Wong (DIT).

**Board members absent:** Roy Irei (T-Mobile).

**Staff members present:** Kerry Yoneshige (DAGS), Stella Kam (AG), Courtney Tagupa (ED, E911) and Melvia Kawashima (E911).

**Guests:** Kenneth Bugado, Jr. (HiPD), James O'Connor (Hi PD), Kazuo Todd (HiFD), Bonnie Young (MPD), Davlynn Racadio (MPD), Kim Kitagawa (HPD), Lavina Taovao (KPD), David Miyasaki (KPD), Rob Gausepohl (KPD), Kenison Tejada (APCO/NENA Pacific Chapter), Tony Velasco (DIT), William Baldwin (HPD), Sherryann Murphy (EMS), Shawn Kuratani (HFD), Jason Samala (HFD) Vic Freeland (RDC CNRH), Tony Ramirez (Akimeka), Liz Gregg (AT&T) Mary Boyd (WEST), Scott Faust (Pictometry), Joe Wilson (Pictometry), Glen Kobashigawa, (HawTelcom), ), Brandon Sekiya (E911), and Everett Kaneshige (SWIC DOD).

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

- A. The meeting was called to order by Chair John Jakubczak at 11:33 am.
- B. Public Notice was issued.
- C. Quorum was present.

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

- A. Chair Jakubczak asked if anyone wished 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 Chair Jakubczak.

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

- A. Chair Jakubczak called for any additions or corrections to the March 9, 2017 Board Meeting minutes. Board member Thalia Burns provided two corrections: (1) regarding Executive Director's PSAP visits, deleting JTMC, and (2) correcting the APCO Conference date from April to August. Ms. Burns moved the minutes be approved as corrected; Board member Paul Ferreira seconded the motion; the motion was carried unanimously.

### Communications Committee – Steven Schutte

2017 Legislative Investigative Committee update – Mr. Tagupa had nothing further to add in his report as presented under the Joint Committee Meeting Agenda.

### Technical Committee – Thalia Burns

No further reports were made on the following items & presenters:

1. Educational Investigative Committee update – Jeffrey Riewer
2. Presentation of Needs Assessment Report – Maui PSAP
3. FCC update – Courtney Tagupa

### Finance Committee – Kiman Wong

1. Review of Monthly Cash Flow & Budget Financial reports was made under the Joint Committee Meeting Agenda. There was nothing further to add.
2. Chair Jakubczak presented Finance Committee Chair **Kiman Wong** with a **Certificate of Appreciation from the E911 Board** for his many years of outstanding service, especially in assisting the Board on his personal time with timely financial transaction signatures as needed. His good humor and unselfish support are greatly appreciated and will be missed.

## V. PSAP Status Updates

Only one further report was added to those already made under the Joint Committee Meeting Agenda:

Kauai – Michael Contrades/none  
Oahu HPD – Thalia Burns/none  
Oahu HFD – Shawn Kuratani/none  
Molokai – Dean Rickard/none  
Maui - John Jakubczak:

Mr. Jakubczak reported he will be attending the June NENA Conference in place of Davlynn Racadio.

Hawaii Cty PD – Kenneth Bugado, Jr./none  
Hawaii Cty FD – Kazuo Todd/none

## VI. Executive Director's Report

- a. ED Tagupa discussed the following items:
- i. Mr. Tagupa discussed the actions needed to update the 5 Year Strategic Plan and Budget; he sent development materials to PSAPs in preparation for May and June Board Meetings when budget items for procurement and their timeframes will be decided.
  - ii. As required by Chapter 138, HRS, a cost study report that justifies the anticipated new revenues from the prepaid wireless surcharge for E911 services, as well as plan for the large unencumbered fund balance is needed. Concrete eligible program costs need to be strategically identified or the fund balance will be jeopardized by legislative pre-emption.

- iii. Mr. Tagupa will provide guidelines from Washington, D.C., legal counsel familiar with FCC requirements and he will be visiting neighbor island PSAPs during end of April to work with operational budgets and identify eligible reserves items, such as redundancy and continuity of operations expenses.
- iv. Mr. Kenison Tejada asked whether the budget planning included augmented NG911 initiatives; Mr. Tagupa said, "yes," that a list of items for PSAP to include in their project plan has been developed. Most jurisdictions have used Kimball Engineering Consultants for their strategic planning and budgeting. The extent of our efforts, including consultant services, will be part of this planning phase.
- v. Mr. Jeff Riewer asked that this be an **agenda item for May & June Board meetings**; Mr. Ramirez concurred. Mr. Tagupa said the monthly May 13<sup>th</sup> Board meeting will be devoted to budget planning with July 1, 2017 being the goal and start date for the new budget.

b. National 911 Profile Database Questionnaire – Mr. Tagupa requested PSAP support again for this FCC request on their operational expenses. The questionnaire is forthcoming via the Governor's Office.

## VII. Items for Discussion, Consideration and Action

- a. Chair Jakubczak reminds PSAPs to update their 911 Timelines.
- b. Chair Jakubczak entertained a Motion to Approve two HFD items referred from the Finance Committee: Ms. Thalia Burns so moved; Mr. Jeff Riewer seconded; motion was carried.
  - i. HFD (2): NENA Conference, June 3-8, 2017, San Antonio, TX. -\$7,000.
  - ii. HFD – Additional funding for workstation software - \$5,150 (Total \$40,000 approved; Actual cost - \$45,150).
- c. Motion to Approve E911 Fund Bank Signatories was made by Mr. Arnold Kishi; seconded by Mr. Michael Contrades; motion was carried.
  - i. Steven Schutte – renew
  - ii. Kiman Wong – renew
  - iii. Jeffrey Riewer – new
  - iv. John Jakubczak - new
- d. No other items were presented.

## VIII. Announcements

- a. Future meeting dates (10am – 12 noon).
  - i. Thursday, May 11, 2017 (Combined meeting)
  - ii. Wednesday, June 14, 2017 (Combined meeting; note changed day)
  - iii. Thursday, July 13, 2017 (Combined meeting)
- b. Future Conference Dates (**3 months advanced approval required**):
  - i. NENA Conference, June 3–8, 2017, San Antonio, TX.
  - ii. Hexagon/Intergraph Conference, June 13-16, 2017, Las Vegas, NV
  - iii. APCO Conference, August 13-16, 2017, Denver, CO.
- c. Others: Mr. Tony Ramirez thanked Mr. Kiman Wong for assistance in providing the ALI Database for Time Warner customers especially since the military PSAP Regional Dispatch Center (RDC) is now correcting their 9-1-1 data and military base information. This will soon provide faster 9-1-1 response service for military customers.

- IX. **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.**
  - a. No issues were presented
  
- X. **Open Forum: Public comment on issues not on the agenda for consideration for Board agenda at the next meeting.**
  - a. No comments were presented.
  
- XI. **Adjournment**

There being no further business, Chair Jakubczak adjourned the meeting at noon.