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STATE OF HAWAII
E911 Communications, Technical and Finance
Committee Meetings
Kalanimoku Bldg., Room 322B
1151 Punchbowl St., Honolulu
Thursday, April 13, 2017
10:00 am – 1:00 pm

Meeting Minutes

Communications Committee members present: Steven Schutte (Chair), Thalia Burns, Paul Ferreira (HiPD), Davlynn Racadio (MPD), Lavina Taovao (KPD), Sherri Sakamoto (Consumer Advocate Designee).

Technical Committee members present: Thalia Burns (Chair), Rob Gausepohl (KPD), Shawn Kuratani (HFD), David Miyasaki (KPD), Jeff Riewer (AT&T), Steven Schutte (Verizon), Tony Velasco (DIT), Kenison Tejada (APCO/NENA Pacific Chapter), Kiman Wong (Oceanic Cable; Charter Com), John Jakubczak (MPD), and Tony Ramirez (Akimeka).

Technical Committee members absent: Ahlan Leong (HPD).

Finance Committee members present: Kiman Wong (Chair), Paul Ferreira (HiPD), Sherri Sakamoto (Consumer Advocate Designee), and Michael Contrades (KPD).

Finance Committee members absent: Roy Irei (T-Mobile).

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

Guests: Everett Kaneshige (SWIC, DOD); Kazuo Todd (HiFD), James B. O'Conner (HiPD), Kenneth Bugado (HiPD), John Vic Freeland (RDC CNRH), Kim Kitagawa (HPD Comms), Sherryann Murphy (EMS), Jason Samala (HFD), Dean Rickard (Maui PD), Bonnie Young (MPD/Molokai), John Jakubczak (Maui PD), Ben Morgan (HT), Glenn Kobashigawa (HT), Arnold Kishi (DAGS/CIO Designee), William Baldwin (HPD), Scott Faust (Pictometry), Joe Wilson (Pictometry), Mark Wong (DIT), Tony Velasco (DIT), Liz Gregg (AT&T), Mary Boyd (West), Brandon Sekiya (E911).

I. Call to Order, Public Notice, Quorum

1. Chair John Jakubczak called the meeting to order at 10:05 am.
2. Public Notice has been posted.
3. Quorum was present for all Committees.

II. Public testimony on all agenda items

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

III. Introductions

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

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

1. Chair Jakubczak called for any additions/corrections to the March 9, 2017 meeting minutes. Committee Member Thalia Burns noted Zenji's misspelled name, which was corrected. Thalia Burns so moved and Jeff Reiwer seconded the motion to approve the minutes as corrected. The motion was approved by voice vote by all Committee Members present.

V. Committee Updates by Committee Chairs

1. Communications Committee – Steven Schutte deferred to Legislative Investigative Committee update:
 - a. 2017 Legislative Investigative Committee – Courtney Tagupa
Mr. Tagupa provided updates on E911 2017 legislation (SB 887 & HB 206):
 - i. An **enforcement** provision was not enacted;
 - ii. Multiple **impact and financial reports** to Legislature were deleted;
 - iii. **Sunset provision** of prepaid surcharge fee after four years to justify its necessity for its continuance was deleted;
 - iv. We provided clarifying **testimony** and **fact sheets** to subject matter committee chairs related to the above provisions and challenged the retailers group overstated impact cost of business operations due to the surcharge;
 - v. We provided National Conference of State Legislatures information (model legislation) as the basis for the **immunity from liability** provision to both House and Senate committee chairs; we deferred this provision to the Legislature as is their policy-making role and responsibility.
 - vi. Legislation will go to conference to deliberate differences between House and Senate drafts. By end of April, a final version should be enacted.
 - b. Other items – none were presented.
2. Technical Committee – Thalia Burns
 - a. Educational Investigative Committee update - Chair Jeffrey Riewer summarized the past months of meetings with county PSAP members.
 - i. They reviewed their individual certification programs and discussed the feasibility of statewide standards and common core training through community college programs. They have a one year timeline to share curriculum and complete a core curriculum.
 - ii. Major Baldwin commented on California's community college's core curriculum. He noted that HPD seems to take longer filling positions and need a faster process in hiring and training to fill our vacant positions.
 - iii. Mary Boyd (WEST) noted that Texas has statewide positions and use colleges for training and recruitment pool.

- iv. Vic Freeland (Region Dispatch) said local Remington College will include Emergency Management in their curriculum and invited others to get dispatchers involved in Homeland Security programs.
 - b. Presentation of Maui PSAP Needs Assessment Report –John Jakubczak reported that Gardner Consultants completed its needs assessment report (100+ pp) with an executive summary and is now under review. By May, Maui PD should have direction to report from its assessment tool.
 - c. FCC update – Courtney Tagupa deferred to Tony Ramirez who presented an informational power point to show technical aspects of how a wireless 9-1-1 call (Phase I, Phase II, and TEXT911) should display on the GIS systems in the PSAPs, based on FCC Rules and NENA Standards. Discussion followed regarding how the systems were displaying irregularities (MapFlex system shows the centroids displayed out in ocean and Tower icon is not displaying at the Tower’s Lat/Long). There was also a discussion regarding the percentages of wireless 9-1-1 calls received by the PSAPs and the need for timely updates (manual updates versus auto updates). Currently, the System Service Provider receives GIS updates every two weeks; Akimeka synchronizes the updates between MapFlex and PSAPs’ CADs. Akimeka is recommending that the Latitude/Longitude in the delivered ALI datastream be used as one means to help remedy this.
 - d. Other items – none.
3. Finance Committee – Kiman Wong
- a. Mr. Wong reviewed the Monthly Cash Flow & Budget Financial Reports for March 2017:
 - i. Receipts for month - \$885,932 which includes
 - ii. Interest earned - \$6,657
 - iii. Disbursements for the month – \$305,520
 - iv. Net Receipts - \$582,412
 - v. Net Bank Balance - \$21,365,399
 - vi. Outstanding encumbrances/accruals - \$4,596,046
 - vii. Unencumbered Cash Balance - \$16,769,353.
 - b. Motion for approvals of two HFD budgeted expenses were made by Paul Ferreira and seconded by Michael Contrades. Motion was passed.
 - 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 board approved; Actual cost - \$45,150).
 - c. Motion to approve E911 Fund Bank Signatories, made by Paul Ferreira and seconded by Michael Contrades, was passed. Mr. Mark Wong queried the practicality of Mr. Wong’s signatory role per his short remaining term; Mr. Tagupa

explained the difficulty of securing signatures for timely check and financial forms approval processing when board members are neighbor island or in a conflict condition of being the reimbursed party. Approved signatories are:

1. Steven Schutte – renew
2. Kiman Wong – renew
3. Jeffrey Riewer – new
4. John Jakubczak – new

d. Others items – none.

VI. PSAP Status Updates

1. Kauai – Michael Contrades reported that 19 of 20 radio dispatcher positions are filled. To date, 17 Text messages have been received, averaging about 6 a month. Another press feature on Supervisor Lavina Taofao will be posted on the website.
2. Oahu HPD – Thalia Burns reported that Ah Lan Leong was promoted to Radio Dispatch Supervisor (SPRD); 30 (PRD) vacancies remain.
3. Oahu HFD – Shawn Kuratani introduced Battalion Chief Jason Samala who will be reporting next month
4. Molokai – Dean Rickard and Bonnie Young had nothing to report.
5. Maui – Davlynn Racadio reported 19 vacancies and 1 hire starting May 1st; Telecommunications Week was promoted for public education purposes.
6. Hawaii Cty PD – Major James O'Connor reported 5 persons in training for PRD positions. Major O'Connor reported that the Motorola System radio transfer went well; there were some operational issues but overall coverage is good. Lt. Kimura will be attending the next meeting.
7. Hawaii Cty FD - Kazuo Todd will be reporting for HiCty Fire PSAP next month.

VII. Items for Discussion, Consideration and Action

1. 911 Timeline update. Reminder: PSAPs should continue to update your timelines.
2. Other items – none.

VIII. Announcements

1. Future Meeting dates (10:00am – 12:00noon):
 - a. Thursday, May 11, 2017 (Combined meeting)
 - b. Wednesday, June 14, 2017 (Combined meeting; note new day)
 - c. Thursday, July 13, 2017 (Combined meeting)
2. Future Conference Dates (**3 months advanced approval required**):
 - a. NENA Conference, June 3 – 8, 2017, San Antonio, TX.
 - b. Hexagon/Intergraph Conference, June 13-16, 2017, Las Vegas, NV.
 - c. APCO Conference, August 13-16, 2017, Denver, CO.

d. Spillman Conference, September 27-30, 2017, Salt Lake City, UT.

3. Others – none.

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

1. Mr Tagupa presented Admin Assistant Melvia Kawashima with a lovely pikake lei and gave his mahalo for her brief tenure with the Board, as she retires. Brandon Sekiya, currently a Legislature staffer, was introduced as her replacement. Melvia thanked the Board for its support and a unique work experience shepherding the E911 legislation this session.
2. No other items were presented.

X. Adjournment

Thalia Burns moved and Jeff Reiwier seconded the motion to adjourn the meeting. Motion carried by all saying aye. The meeting was adjourned at 11:25 am.