



STATE OF HAWAII
E911 Joint Communications, Technical
and Finance Committee Meetings
Kalanimoku Building, Room 322B
1151 Punchbowl St., Honolulu
Thursday, November 9, 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).

Communications Committee members present: None

Technical Committee members present: Thalia Burns, Chair (HPD); Rob Gausepohl (KPD); John Jakubczak (MPD); Kim Kitagawa (HPD); Shawn Kuratani (HFD); David Miyasaki (KPD); Jeffrey Riewer (AT&T); and Tony Velasco (DIT).

Technical Committee members absent: Tony Ramirez (Akimeka) and Kenison Tejada (APCO/NENA Pacific Chapter).

Finance Committee members present: William Baldwin (HPD); John Jakubczak (MPD); Dean Rickard (MPD Molokai); and Sherri Sakamoto (Consumer Advocate Designee).

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

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

Guests: Kenneth Bugado (HiPD), Owen Fukumoto (Egami & Ichikawa CPAs, Inc.); Alan Kimura (HiFD), Arnold Kishi (CIO Designee), Glenn Kobashigawa (HiTel), Tommy Takeshita (Akimeka); Wendy-Liz Tancayo-Mebille (MPD Molokai); Joe Wilson (Pictometry); and Mark Wong (DIT).

I. Call to Order, Public Notice, Quorum

- A. Chair John Jakubczak called the meeting to order at 10:02 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 October 12, 2017 meeting minutes. None were offered. Thalia Burns motioned to adopt. Kenneth Bugado seconded. The motion was approved by voice vote by all Committee Members present.

V. Presentation of FY 2017 Independent Audit Report – Owen Fukumoto, CPA, Egami & Ichikawa CPAs, Inc.

- No weaknesses in internal controls.
- Use of First Hawaii Bank Lockbox system (surcharges go directly to bank) is best.
- Cash fully insured, collateralized & safeguarded.
- Disbursements justified, properly approved, & require dual signatures.
- Annual audit as opposed to required biannually audit.
- Agendas & minutes properly & timely posted in accordance with Sunshine law.

John Jakubczak thanked Egami & Ichikawa CPAs, Inc., on behalf of the Board, for their services and for the information on where board is heading and how to potentially better operations.

Courtney Tagupa: Surcharges from wireless plans is leveling off and not likely to increase. Surcharges from VoIP phones likely to increase due to increase in the numbers of users.

VI. Committee Updates by Committee Chairs

A. Communications Committee – Davlynn Racadio

Maui, Kauai, and Honolulu Fire had ICS Command System radio training as a group. Training was very well organized. Dispatchers will be able to handle incidents on their respective islands and will be able to assist other locations if needed. Dispatchers recognized for effort and hard work. Will push for COML (Communications Leader) in the future.

B. Technical Committee – Thalia Burns

1. Educational Investigative Committee update – Jeffrey Riewer
Nothing to report.
2. Investigative Committee – Shawn Kuratani

Made contact with 5 potential vendors, 4 of which are willing to meet in person, 1 is willing to have a conference call. Will reach out to Investigative Committee members to schedule presentations/call.

3. Request for approval:

- a. HiFD for additional cost for dispatch furniture - \$15,834.
Original request approved in Strategic Budget Plan; this is additional funding
David Miyasaki motioned to approve, Rob Gausepohl seconded. Motion passed by Committee members present
- b. Oahu DIT (1) Nena Conference, June 2018 - \$3,000.
Rob Gausepohl motioned to approve, David Miyasaki seconded. Motion passed by Committee members present
- c. Kauai PSAP (1) Power Ops Workstation - \$15,172.
Rob Gausepohl motioned to approve, David Miyasaki seconded. Motion passed by Committee members present
- d. Kauai PSAP (1) APCO Western Regional Conf., March 27-30, 2018 – no cost.
(This is a substitution for the IWCE that was budgeted in the 2018 SBP)
Rob Gausepohl: David Miyasaki had approval to attend IWCE but must remain on Kauai at the time of conference and will attend the APCO Western Regional Conference instead.

C. Finance Committee – Sherri Sakamoto for Roy Irei

1. Review of Monthly Cash Flow & Budget Financial Reports.

Enhanced 911 Surcharge Collection	\$898,961
Interest Income	14,920
New & Emerging Tech. Training	(19,691)
Non-Recurring Expenses	(5,846)
Recurring Expenses: Administration	(17,312)
Maintenance	(288,201)
Telecommunications	(150,255)
Net Bank Balance	22,292,929
Outstanding Encumbrance/Accruals	(7,640,391)
Unencumbered Cash Balance	14,652,538

2. Discussion on Board Conference Travel Policy.
Defer until next month's meeting.

3. Request for funding for Purchase of Power Ops Workstations
 - a. HiFD for additional cost for dispatch furniture - \$15,834.
William Baldwin motioned to approve. Rob Gausepohl seconded. Motion passed by Committee members present.
 - b. Oahu DIT (1) Nena Conference, June 2018 - \$3,000.
Davlynn Racadio motioned to approve. Rob Gausepohl seconded. Motion passed by Committee members present.
 - c. Kauai PSAP (1) Power Ops Workstation - \$15,172.
Rob Gausepohl motioned to approve. Davlynn Racadio seconded. Motion passed by Committee members present.

VII. PSAP Status Updates

- A. Kauai PD – Rob Gausepohl: Light duty officer in dispatch training (temporary non work related injury). Procured chairs for dispatch. Already have screens installed.
- B. Oahu HPD – William Baldwin:
17 y/o CAD system has been having issues. Went down Friday 11/3 for 2 hours. HPD is investigating why the system failed.
RFP for new system due November 29
5 people in senior class, almost done with training.
2 in middle class who will start radio training.
New class of 20 (after losing 2) will start call-taking class.
HPD will have more staff members retiring in near future.

John Jakubczak: asked if there were any bids for new CAD system.
Thalia Burns: no bids yet
- C. Oahu HFD – Shawn Kuratani:
4 vacancies.
2 new hires training.
- D. Oahu ESD: (not present).
- E. Molokai PSAP – Dean Rickard:
Department is short-staffed: normally staffed with 5 dispatchers, but currently down to 3 (1 on medical leave; 1 on vacation). Each of 3 current staff members working 12 hour shifts.
- F. Maui County – Davlynn Racadio:
Offered positions to 3 interviewees.
3 new hires in training
Looking to hire ~16 people.
Presented at local job fairs and the Maui County fair and to college students
- G. Hawaii County PD – Kenneth Bugado: class of 4 trainees started October 2.
- H. Hawaii County FD: (not present).

VIII. Items for Discussion, Consideration and Action

- A. 911 Timeline update.
Please continue to refer any timeline updates to the Executive Director.
- B. Other items.
Executive Director Courtney Tagupa recognized and thanked Steven Schutte for his service and contributions. John Jakubczak presented a certificate and Davlynn Racadio presented a lei on behalf of the Board.

IX. Announcements

- A. Future Meeting dates (10:00am – 1:00pm, in Room 322B):
 - 1. Thursday, December 14, 2017 (Combined meeting)
 - 2. Thursday, January 11, 2018 (Combined Meeting) **DLNR Board Room 132**
 - 3. Thursday, February 8, 2018 (Combined meeting)
- B. Future Conference Dates (**3 months advanced approval required**):
 - 1. NENA NG9-1-1 Standards and Best Practices Conference, January 15-18, 2018, Orlando, FL
 - 2. 911 Goes to Washington, DC, February 14-17, 2018, Washington, DC.
 - 3. APCO Western Regional Conference, March 27-30, 2018, Tacoma, WA.
 - 4. Rave Summit, April 16-18, 2018, Denver, CO.
 - 5. Navigator Conference, April 24-26, 2018, Las Vegas, NV.
 - 6. HxGN Live Conference, June 12-15, 2018, Las Vegas, NV.
 - 7. NENA Conference, June 16-21, 2018, Nashville, TN.
- C. Others – none.

X. 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 wished 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.

XI. Adjournment

Rob Gausepohl motioned to adjourn. Thalia Burns seconded. Motion was carried. The meeting was adjourned at 10:36 a.m.