



**STATE OF HAWAII**  
Enhanced 911 Board Meeting  
Kalanimoku Building, Room 322B  
1151 Punchbowl Street, Honolulu  
Thursday, November 9, 2017  
10:00 am – 1:00 pm

Minutes

**Board members present:** John Jakubczak (MPD), Chair; Kenneth Bugado (HiPD); Thalia Burns (HPD); Rob Gausepohl (KPD); Arnold Kishi (CIO); Dean Rickard (MPD); Jeffrey Riewer (AT&T); Sherri Sakamoto (Consumer Advocate); and Mark Wong (DIT).

**Board members absent:** Roy Irei (T-Mobile) and Ben Morgan (HiTel).

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

**Guests:** William Baldwin (HPD); Alan Kimura (HiFD), Kim Kitagawa (HPD); Glenn Kobashigawa (HiTel), Shawn Kuratani (HFD), David Miyasaki (KPD), Davlynn Racadio (MPD), Tommy Takeshita (Akimeka); Wendy-Liz Tancayo-Mebille (MPD Molokai); Lavina Taovao (KPD), Tony Velasco (DIT); and Joe Wilson (Pictometry).

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

- A. The meeting was called to order by Chair John Jakubczak at 10:43 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 October 12, 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 – Davlynn Racadio  
Nothing further.
- B. Technical Committee – Thalia Burns  
Nothing further.
  - 1. Educational Investigative Committee update – Jeffrey Riewer  
Nothing further.
  - 2. Investigative Committee – Shawn Kuratani.  
Nothing further.
- C. Finance Committee – Sherri Sakamoto for Roy Irei  
Nothing further.
  - 1. Review of monthly cash flow report.  
Nothing further.
  - 2. Discussion of Board Conference Travel Policy.  
Defer until next month.

#### VI. PSAP Status Updates

Kauai – Rob Gausepohl: Success story: subject had allergic reaction and couldn't talk, so she texted; she was picked up by ambulance and transported to hospital for treatment. A more detailed account will be added to Enhanced 911 Board site's Success Stories section (under News).

Oahu HPD – Thalia Burns: none

Oahu HFD – Shawn Kuratani: none

Oahu EMS: (not present)

Molokai – Dean Rickard: none

Maui – John Jakubczak: none

Hawaii County PD – Kenneth Bugado: none

Hawaii County FD: (not present)

#### VII. Executive Director's Report

- A. Initiate procurement of CPA firm to perform annual audit (Dec 2017).  
Subject to 4 year maximum (3 years + 1 year optional extension)  
Egami & Ichikawa, CPAs can apply to bid for future work  
Procurement of new CPA auditor to begin in December.
- B. 911 Grant Program  
\$500,000 earmarked for use in 3 categories:

1. consultant expenses
  2. training
  3. Hardware
- Kerry Yoneshige, DAGS Business Management Officer, expressed concerns due to previous issues with departments obtaining and expending grant monies but having to pay back some funds. Executive Director Courtney Tagupa informed him that the U.S. Department of Homeland Security is willing to assist and provide guidance, and that he has 20+ years of experience with similar grants.
  - The Board will need to devise a plan to expend grant funds and guarantee to provide 40% of funds to the grant's 60%.
  - State will be automatically disqualified if funds are or have been raided for non-NG911 expenses.
- C. Enhanced 911 Board staff office move  
 Due to office space shifts in the Kalanimoku building, the Enhanced 911 Board staff of 2 will move to a space yet to be determined. It may be necessary to purchase office furniture.

## VIII. Items for Discussion, Consideration and Action

- A. Reminder for PSAPs to update their 911 Timelines.
- B. Request for approval of Power Ops Workstations
  1. HiFD Additional Cost for Dispatch Furniture - \$15,834.  
Thalia Burns motioned to approve. Davlynn Racadio seconded. Motion passed.
  2. Oahu DIT (1) – NENA Conference - \$3,000.  
Davlynn Racadio motioned to approve. Rob Gausepohl seconded. Motion passed.
  3. Kauai PSAP (1) – Power Ops Workstation - \$15,172.  
Thalia Burns motioned to approve. Rob Gausepohl seconded. Motion passed.
  4. Kauai PSAP (1) APCO Western Regional Conf., March 27-30, 2018 – no added cost.  
(This is a substitution for the IWCE that was budgeted in the 2018 SBP)  
Davlynn Racadio motioned to approve. Thalia Burns seconded. Motion passed.
- C. Request approval of the FY 2017 Independent Audit Report.  
Thalia Burns motioned to approve. Kenneth Bugado seconded. Motion passed.
- D. FirstNet Update – Everett Kaneshige  
Not present. Defer to next month.
- E. Others.  
Mark Wong:  
Mainframe for DMV and licensing systems  
4 staff losses; will be operating with only 1 staff member in January 2018

CAD systems currently using 1960s-70s interfaces; DIT needs vendors to migrate to new system ASAP; new system is based on secure web technology.  
HPD record management in process of moving to new system.  
DIT would like to have departments off of DMV and driver's licensing systems within 3-4 years.

Clement Chen, former Board Member, will be retiring from City & County

Courtney Tagupa: What is the status of JTMC building?

Mark Wong: Completion and use delayed; will not be able to occupy when building opens; DIT was advised to proceed as if indefinite delay/probably more than 1 year.

John Jakubczak: Delay of JTMC opening affects HPD?

Mark Wong: Yes

Thalia Burns: Yes; CAD system nearing end of life cycle, but HPD more concerned with funding of migration of systems and procurement of new equipment consoles.

Rob Gausepohl: Is it possible to move costs to next year's Strategic Budget Plan?

Thalia Burns: Too late to increase ceiling for 2019.

Mark Wong: Items already purchased (network equipment, phones, servers) will be transferred to other departments for more immediate use rather than having items sit around while warranties are still valid.

## IX. Announcements

- A. Future meeting dates (10 a.m. – 1 p.m. 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 Conf., January 15-18, 2018, Orlando, FL.
  - 2. 911 Goes to Wash.DC, February 14-17, 2018.
  - 3. Rave Summit, April 16-18, 2018, Denver, CO.
  - 4. Navigator Conference, April 24-26, 2018, Las Vegas, NV.
  - 5. HxGN Live Conference, June 12-15, 2018, Las Vegas, NV.
  - 6. NENA Conference, June 16-21, 2018, Nashville, TN.
- C. Others  
None.

## 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.

Not necessary.

**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. Thalia Burns motioned. Rob Gausepohl seconded. The motion passed and meeting was adjourned at 11:06 a.m.

DRAFT