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
      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.
      Thalia Burns motioned to approve. Rob Gausepohl seconded. Motion passed.
      (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.
   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.

If you require an auxiliary aid or accommodation due to a disability, please contact 808-391-7971 (voice/tty) or email at Courtney.Tagupa@hawaii.gov.
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.