



STATE OF HAWAII
E911 Joint Communications, Technical
and Finance Committee Meetings
Kalanimoku Building, Room 322B
1151 Punchbowl St., Honolulu
Thursday, November 8, 2018
10:00 a.m. – 1:00 p.m.

Minutes

Communications Committee members present: Davlynn Racadio, Chair (MPD) and Thalia Burns (HPD).
Communications Committee members absent: Lavina Taovao (KPD).

Technical Committee members present: Thalia Burns, Chair (HPD); John Jakubczak (MPD); Kim Kitagawa (HPD), Shawn Kuratani (HFD); David Miyasaki (KPD); Tony Ramirez (Akimeka); Kenison Tejada (APCO/NENA Pacific Chapter); and Tony Velasco (DIT).

Technical Committee members absent: Jeffrey Riewer (AT&T).

Finance Committee members present: Kenneth Bugado, Jr. (HiPD); Gerald Kaneshiro (HPD); Arnold Kishi (CIO); and Dean Rickard (MPD Molokai).

Finance Committee members absent: Edward Fujioka (HESD) and Kiman Wong, Chair (Spectrum).

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

Guests: Owen Fukumoto (Egami & Ichikawa), Janelle Gumpfer (HPD), Everett Kaneshige (DOD), Kalani Ke (KPD), Alan Kimura (HiFD), Stacy Pereira (KPD), Geoffrey Shon (HESD), Wendy-Liz Tancayo-Mebille (MPD), Kazuo Todd (HiFD), Lee-Anne Uyehara (HPD), Mark Wong (DIT), and Ruth Zipfel (Pictometry).

I. Call to Order, Public Notice, Quorum

- A. Chair John Jakubczak called the meeting to order at 10:00 a.m.
- B. Public Notice was posted.
- C. Quorum was present for all Committees.

II. Public testimony on all agenda items

Chair 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 Chair John Jakubczak.

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

Chair John Jakubczak called for any additions/corrections to the October 11, 2018 meeting minutes. Gerald Kaneshiro (HPD) noted that the HPD CAD project launching in November 2018 is a 3-year project and that HPD Communications will move into JTMC -March 2019. Thalia Burns motioned to adopt the amended minutes. Dean Rickard seconded. The motion was approved by voice vote by all Committee Members present.

V. Review of FY 2017-18 Independent CPA Audit Report – Owen Fukumoto, CPA

- <https://ags.hawaii.gov/wp-content/uploads/2018/11/External-Audit-FY-2018.pdf>
- 1st of potentially 4-year contract
- Cash balance as of June 30, 2018: \$25,505,040
- Cash accounts for 95% of total fund
- Independent cash verification with First Hawaiian Bank (FHB) proved accuracy of cash balance.
- Cash is collateralized (or protected from loss) above \$250,000 or the amount that the FDIC insures. The amount over \$250,000 is secured through bonds with a value above the amount that needs to be insured.

Changes in 2018:

- Revenue increased \$744,000 due to increases in subscribers.
- Interest rate increases through the Federal Reserve Bank.
- Expenditures & disbursements decreased due to delayed execution of signed contracts.
- \$18.7M were encumbered as a result of contracts that were committed but would not be expensed until some future date.

Final opinion:

- Unmodified, clean report
- Pages 9-11 of audit
- Internal controls are very strong
 - No compliance issues
 - No Board staff are allowed to handle cash; surcharges go directly to FHB lockbox
 - Money is safeguarded, fully insured, collateralized and protected from loss.
 - Proper disbursement procedures
 - Dual signature requirement for all disbursements
 - Annual audit

Tony Ramirez: It is important to highlight in the audit that funds are being spent properly.

VI. Committee Updates by Committee Chairs

A. Communications Committee – Davlynn Racadio

Please send a list of personnel who will be attending 911 Goes to Washington to Davlynn Racadio so that reservations and arrangements can be made.

John Jakubczak: Thanked Davlynn Racadio for arranging visits each year.

B. Technical Committee – Thalia Burns

Nothing.

1. Educational Investigative Committee update – Thalia Burns for Jeffrey Riewer. Representatives from UHCC will give an update after Board meeting.
2. Investigative Committee –Everett Kaneshige
Weighing options for consultant contract.
 - The proposed RFP for the Professional services contract will be managed through DAGS/Public Works contracts department. This would facilitate the procurement process by utilizing experienced procurement personnel.
 - DAGS has an existing list of approved contractors and consultants that they have access to that are on the approved procurement list.

Kenison Tejada:

- Some local firms not tied to mainland firms.
- Important to identify projects that PSAPs want funded by grant

John Jakubczak: agreed that PSAPs need to list and prioritize projects.

Everett Kaneshige: will put together a high-level list of projects to make the transition to NG911 successful with rough financial estimates and timeframes.

Tony Ramirez:

- Note the differences between E911 and NG911
- Move to IP network base
- More GIS-centric
- Someone should be made coordinator/liaison

Everett Kaneshige:

- SPO has specific procedures for interviewing and scoring

Davlynn Racadio: Where should the PSAPs start with projects?

John Jakubczak: Consult CAD providers.

Reach out to mainland PSAPs.

Davlynn Racadio: Hawaii PSAPs should get together to decide what is needed.

John Jakubczak: Agreed that this should be a statewide effort.

Arnold Kishi: Legislature will ask how funds will be spent.
 Kenison Tejada: Funds to be spent within 3-4 years
 David Miyasaki: State on application how funds will be spent

Everett Kaneshige:

- Will schedule a conference call or meeting to discuss:
 - Projects
 - Estimated timeframe
 - Cost

C. Finance Committee – Courtney Tagupa for Kiman Wong

1. Recommendation of Kauai PSAP representative to Finance Committee.
 Kiman Wong recommended Kalani Ke (KPD) be appointed to the Finance Committee. Arnold Kishi motioned to forward to the Board. Kenneth Bugado, Jr. seconded. The motion was passed and forwarded to the Board.
2. Review of Monthly Cash Flow & Budget Financial Reports.

Enhanced 911 Surcharge Collection	957,125
Interest Income	37,103

New & Emerging Tech. Training	(20,938)
Non-Recurring Expenses	0
Recurring Expenses: Administration	(10,900)
Maintenance	(37,999)
Telecommunications	(143,311)

Net Bank Balance	26,767,619
Outstanding Encumb./Accruals	(17,107,175)
Unencumbered Cash Balance	9,660,444

3. Obtaining Proposals from FHB, ASB and BOH to improve return on interest rate.
 3 banks will submit proposals and will report at next month's meeting.

Tony Ramirez: Is interest included in assessment?
 Courtney Tagupa: yes.

VII. PSAP Status Updates

A. Kauai PD –Kalani Ke:

- Sending 3 staff members to Spillman Conference.
- Secured new location for ADC
 - Twice the size of current/primary
 - In same building

B. Oahu HPD – Gerald Kaneshiro:

- CAD RMS 3-year project begins this month
- Selected vendor is Central Square, formerly TriTech

- C. Oahu HFD – Shawn Kuratani:
 - Nothing
- D. Oahu ESD – Geoffrey Shon for Edward Fujioka:
 - Nothing
- E. Molokai PSAP – Dean Rickard:
 - Molokai accepting volunteers for call taking from current MPD staff on overtime basis
 - Maui county recognized dispatchers
- F. Maui County – Davlynn Racadio:
 - Moving back to renovated primary dispatch center
 - HiEMA installed equipment.
- G. Hawaii County PD – Kenneth Bugado, Jr.:
 - Nothing
- H. Hawaii County FD –Kazuo Todd
 - 3 new hires
 - Hoping to open new recruitment soon
 - 1 dispatch supervisor named Supervisor of the Year for Hawaii County
- I. Hickam-Pearl Harbor RDC – Vic Freeland
 - (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. Request for approval for
- C. Other items.

IX. Announcements

- A. Future Meeting dates:
All meetings in Kalanimoku Building, Room 322B from 10:00 a.m. to 1:00 p.m. unless specified.
 1. Thursday, December 13, 2018. (Combined meetings) **Room 132**
 2. Thursday, January 10, 2019 (Combined meetings)
 3. Thursday, February 7, 2019 (Combined meetings) **note 1st Thursday**
 4. Thursday, March 14, 2019 (Combined meetings)
- B. Future Conference Dates (**3 months advanced approval required**):
 1. Standards & Best Practices: January 21-24, 2019; Orlando, FL
 2. 9-1-1 Goes to Washington: February 12-15, 2019
 3. APCO Conference: Aug.11-14, 2019; Baltimore, MD
- C. Others. None

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

Chair 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

There being no further business, Chair John Jakubczak requested adjournment. Thalia Burns motioned. Mark Wong seconded. Motion was carried. The meeting was adjourned at 10:54 a.m.

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