



STATE OF HAWAII
E911 Joint Communications, Technical
and Finance Committee Meetings
Kalanimoku Building, Room 132
1151 Punchbowl St., Honolulu
Thursday, September 12, 2019
10:00 a.m. – 1:00 p.m.

Minutes

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

Technical Committee members present: Thalia Burns (HPD), Chair; John Jakubczak (MPD); Shawn Kuratani (HFD); David Miyasaki (KPD); Tony Ramirez (Akimeka) Jeffrey Riewer (AT&T), and Kenison Tejada (FirstNet & APCO/NENA Pacific Chapter).

Technical Committee members absent: Kim Kitagawa (HPD) and Tony Velasco (DIT).

Finance Committee members present: Kiman Wong (Spectrum), Chair; Edward Fujioka (HESD); Gerald Kaneshiro (HPD); and Arnold Kishi (CIO).

Finance Committee members absent: Kenneth Bugado, Jr. (HiPD) and Dean Rickard (MPD Molokai).

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

Guests: Francis Alueta (HawTel), Randi Bachelor (Rave), Nani Blake (Sprint), Kaena Brown (MPD), Karen Bugado (HiFD), Vic Freeland (RDC CNRH), Robert Fujitake (HiPD), Joe Garcia (DOT Harbors), Lisa Hiraoka (DCCA), Wayne Hirasa (Hookui Solutions), Melvin Kaku (DTS), Glenn Kobashigawa (HawTel), Melody Lewellen (HPD), Corey Shaffer (Verizon), and Kevin Sugimoto (DIT).

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 August 8, 2019 meeting minutes aside from a correction to the Net Bank Balance. None were offered. Tony Ramirez motioned to adopt. Corey Shaffer seconded. The motion was approved by voice vote by all Committee Members present.

V. Committee Updates by Committee Chairs

A. Communications Committee – Davlynn Racadio

1. Comments from APCO attendees

Karen Bugado:

- Courses were diverse
- Huge exhibition hall
- Omni call-handling demo was great
- Classes about taking care of staff

Thalia Burns:

- Courses were great
- Good sessions about changing environment within communications/dispatch to prevent burnout and reducing stressors
- Major Kaneshiro actively working on making dispatch center friendlier and more cohesive

Edward Fujioka:

- Got to meet with Central Square along with HFD
- Good sessions about changing behavior in communication center

Robert Fujitake:

- Enjoyed classes which showed different perspectives
- Tours of other PSAPs were great

Glenn Kobashigawa:

- Great event overall

Courtney Tagupa:

- Training sessions were very informative
- Networking was helpful for upcoming RFP

B. Technical Committee – Thalia Burns

Nothing.

1. Educational Investigative Committee update –Jeffrey Riewer
911 Grant was awarded on August 9, 2019.
Process took longer than expected but end date has not changed.
Official end date is March 31, 2022.
Patrick Leddy (UHCC) will begin assembling curricula.
2. Investigative Committee – Courtney Tagupa
RFP approval during Board meeting.
3. Request approval:
 - a. Hawaii PD is requesting to procure a PowerOPS Workstation; \$23,150.
Following Hawaii FD, Hawaii PD would like PowerOps.
Computer & monitor for call volume.
1-time fee with no service/monthly fee for software.
Thalia Burns requested a motion to approve procurement of system.
Tony Ramirez motioned. Jeffrey Riewer seconded. The motion passed.
 - b. HFD is requesting \$5,000 to procure CAD monitor arms for use at the JTMC.
Need new hardware for existing monitors.
Thalia Burns requested a motion to approve procurement of monitor arms. Tony Ramirez motioned. Corey Shaffer seconded. The motion passed.
 - c. DIT is requesting an additional \$14,642 (total \$114,642) for the annual maintenance of the Exacom recorder.
C&C approved \$100,000; need additional \$14,642
Already in budget
Thalia Burns requested a motion to approve additional funding. John Jakubczak motioned. Francis Alueta seconded. The motion passed.

C. Finance Committee – Kiman Wong

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

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|-----------------------------------|----------|
| Enhanced 911 Surcharge Collection | 894,969 |
| Interest Income | 43,681 |
| New & Emerging Tech. Training | (12,570) |

| | |
|------------------------------------|--------------|
| Non-Recurring Expense | (119,404) |
| Recurring Expenses: Administration | (18,091) |
| Maintenance | (363,734) |
| Telecommunications | (79,012) |
| Other | 0 |
| Net Bank Balance | 26,211,458 |
| Outstanding Encumbrances/Accruals | (14,574,967) |
| Unencumbered Cash Balance | 11,636,491 |

2. Request approval:
 - a. Hawaii PD is requesting to procure a PowerOPS Workstation; \$23,150. Not budgeted.
Kiman Wong requested a motion to approve procurement of system. Arnold Kishi motioned. Corey Shaffer seconded. The motion passed.
 - b. HFD is requesting \$5,000 to procure CAD monitor arms for use at the JTMC.
Kiman Wong requested a motion to approve procurement of monitor arms. Arnold Kishi motioned. Corey Shaffer seconded. The motion passed.
 - c. DIT is requesting an additional \$14,642 (total \$114,642) for the annual maintenance of the Exacom recorder.
Kiman Wong requested a motion to approve additional funding. Corey Shaffer motioned. Arnold Kishi seconded. The motion passed.

VI. PSAP Status Updates

- A. Kauai PD – Lavina Taovao for Kalani Ke:
 - 2 applicants opted out
 - 2 new hires start in November
 - 2 currently in training
 - Had an incident where KPD received a voicemail on an admin line that they would receive a text-to-911
 - KPD looking into situation
 - Corey Shaffer (Verizon) requested the mobile number to investigate service provider to further research
- B. Oahu HPD – Gerald Kaneshiro:
 - Will be working out of Kapolei during the move of primary dispatch center to JTMC starting in November
 - Estimated to move into JTMC in December 2019 or January 2020
 - CAD RMS functional testing went well
 - Starting mobile testing soon
- C. Oahu HFD – Shawn Kuratani:
 - Lost 2 staff members due to retirement

- 2 transfers starting soon
- D. Oahu ESD – Edward Fujioka:
 - Had a recent meeting with AMR
 - In 2 weeks, will be losing 1 Viper terminal to be reinstalled at JTMC along with 3 others
 - Expecting to go live at JTMC in December alongside Ocean Safety
 - Approval to hire 7 contract dispatchers
- E. Molokai PSAP – John Jakubczak for Dean Rickard:
 - Promoting 1 to supervisor on October 1, opening 1 dispatcher position
 - Molokai dispatch now under Support Services Bureau
- F. Maui County – Davlynn Racadio:
 - Interviewed 10 applicants
 - Of 10 conditional offers, 6 were eliminated or declined
- G. Hawaii County PD – Robert Fujitake:
 - 1 supervisor position added
 - 4 new hires starting call-taking training
 - Hope to hire 5 out of 20 recent applicants
- H. Hawaii County FD – Karen Bugado for Kazuo Todd
 - 1 dispatcher resigned
 - Group of trainees doing well, although lost 1
 - Currently have 5 FT positions unfilled
- I. Hickam-Pearl Harbor RDC – Vic Freeland
 - 4 in training; 1 resigned
 - Will be going to job fairs to recruit
 - New building occupancy delayed until February 2020
 - Navy PSNet connections alongside AT&T/FirstNet

VII. Items for Discussion, Consideration and Action

- A. 911 Timeline update.
Please continue to refer any timeline updates to the Executive Director.
- B. Others.

VIII. Announcements

- A. Future Meeting dates:
All meetings in Kalanimoku Building, Room 132, from 10:00 a.m. to 1:00 p.m. unless specified.
 1. Thursday, October 10, 2019 (Combined meetings)
 2. Thursday, November 14, 2019 (Combined meetings)
 3. Thursday, December 12, 2019 (Combined meetings)
 4. Thursday, January 9, 2020 (Combined meetings)
- B. Future Conference Dates (**3 months advanced approval required**):
 1. West Safety: September 16-19, 2019, Denver, CO.

2. Motorola Solutions' Annual Users' Conference: September 30-October 3, 2019, Salt Lake City, UT.
 3. 911 Goes to Washington Conference: February 2020, Washington, DC.
- C. Others.
Davlynn Racadio announced that Texas enacted legislation reclassifying emergency dispatchers as first responders and protected personnel ahead of federal legislation (911 Saves Act). Requested that the Board seek equivalent classification in the State and counties of Hawaii.

IX. 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.

X. Adjournment

There being no further business, Chair John Jakubczak requested adjournment. Corey Shaffer motioned. Jeffrey Riewer seconded. Motion was carried. The meeting was adjourned at 10:45 a.m.

DRAFT