



STATE OF HAWAII

**Enhanced 911 Joint Committee
Virtual Meeting-Microsoft Teams
Thursday, December 10, 2020
9:00 am-Noon**

Minutes

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

Communications Committee members absent None

Technical Committee members present Thalia Burns (HPD) Chair; John Jakubczak (MPD); Tony Ramirez (Akimeka); Shawn Kuratani (HFD); Tony Velasco (DIT); Jeffrey Riewer (ATT); and Kenison Tejada (FirstNet & APCO/NENA Pacific Chapter).

Technical Committee members absent David Miyasaki (KPD).

Finance Committee members present Kiman Wong Chair (Spectrum) Chair; Kenneth Bugado (HiPD); Lisa Hiraoka (DCCA); Edward Fujioka (HESD); Arnold Kishi (ETS); and Aaron Farias (HPD).

Finance Committee members absent Dean Rickard (MPD Molokai).

Staff members present Stella Kam (AG) and Courtney Tagupa (E911).

Guests Liz Gregg (AT&T); Everett Kaneshige (DoD); Glenn Kobashigawa (HawTel); Stacey Perreira (KPD); Kazuo Todd (HiFD); Henrietta Helms (MPD Molokai); Rob Fujitake (HiPD); Cindy Alderete (Winbourne); Julie Heimkes (Winbourne); Andrew Reece (Winbourne); Clyde Holokai (MPD); Ollie Galam (NG911); Ah Lan Leong (HPD); Ruth Zipfel (EagleView); Owen Fukumoto (Igami & Ichikawa, CPAs); Patrick Leddy (LCC); Ah Lan Leong (HPD); Wendy-Liz, Tancayo-Mebille (Molokai MPD); and Mark Wong (DIT).

I. Call to Order, Public Notice, Quorum

- a. The meeting was called to order by Vice-Chair Bugado at 9:00 am.
- b. Public Notice was issued.
- c. A roll call took place, and there was a quorum for all committees.

II. Public testimony on all agenda items

Vice-Chair Bugado asked if anyone wished to provide testimony on any agenda item, to come forward, please. No one came along to testify.

III. Review and approval of last month's meeting minutes

Vice-Chair Bugado called for any additions or corrections to the prior meeting minutes, and none were offered. John Jakubczak motioned to adopt. The motion was seconded by Lisa Hiroaka. The voice vote by the board members approved the motion.

IV. Review and of the CPA Audit Report for FY 2019-20 – Owen Fujimoto, CPA.

- a. Summary of audit results:
 - i. Audit year- FY 2019-20.
 - ii. The audit was performed by auditing standards & generally accepted in the U.S. and Government Auditing Standards.
 - iii. Cash balance has been verified with FHB as of June 30, 2020.
 - iv. Current year changes
 1. Surcharge revenues decreased by \$105k.
 2. Expenditures decreased by approximately \$2.5M.
 3. \$13.2M was encumbered.
 - v. Unmodified opinion or the best opinion that can be obtained.
 - vi. There were no material weaknesses in the internal controls.
 - vii. Q&A:
 1. Question: Any recommendations on how we can improve the audit?
 2. Answer: The board should stay on point, remembering the purpose of the funds and keeping things moving while ensuring that expenditures are consistent with the 5-year strategic budget plan.
 3. Question: Are there any changes to GASB that would impact future financial reporting?
 4. Answer: There are no changes anticipated soon. If there are changes, we will keep you informed.
 5. Question: Are there any recommendations to keep things done in a timely fashion?
 6. Answer: The Board should work with the vendors to reduce the cash balance encouraging timely payments.

V. Discussion on the way forward for NG-911 core services – Corey Shaffer

Corey Shaffer expressed his concern over the PSAPs ability to pay for NG911 without regulatory approval. Corey recommendation was to request assistance from Stella Kam to amend the existing contract with the Board attorney or with a new attorney to do the research on the flexibility of payment options available to the PSAPs. The PSAPs will have the ultimate authority to decide on which option to choose.

Stella Kam recommended that we use our current attorney to do the research however we would have to increase his contract amount and change the parameter of the scope of work to do the research. Stella Kam reach out to the attorney to and provide the information for the board to make an informed decision.

VI. Winbourne Consulting Update – J. Heimkes, Cindy Alderete, A. Reece.

- a. Follow up to November Action Items.
 - i. Update from discussion with State IT Arnold Kishi.

- ii. Update from Mark Wong and & Deputy Hold on other procurement vehicles.
- iii. Stella Kam reported that IP services are not subject to the HI PUC review and approval process.
- b. December 911 Committee Meeting Agenda
 - i. Discussion of procurement options and leadership decision on which direction this committee should pursue.
 - ii. Step One: Determine the Preferred Provider.
 - a. Winbourne to set up structured sessions with the primary product providers.
 - b. Board/Counties will evaluate and reach a binding interagency agreement on a preferred provider.
 - c. Determine the optimal way to procure services.
 - iii. Step Two:
 - a. Single County Procurement.
 - b. State Procurement Vehicle.
 - c. Cooperative Purchasing Contract
 - d. Procure Via Tariff
- c. January 911 Committee Meeting Agenda – To Be Determined.

VII. Committee Updates by Committee Chairs

- a. Communications Committee – Davlynn Racadio
 - i. There is nothing to report.
- b. Technical Committee –Thalia Burns
 - i. Educational Investigative Committee update – Jeffrey Riewer
 - 1. Patrick reported that the basic certified training had changed from LCC to APCO primarily due to budgetary reasons. It was recommended that a meeting be convened with Patrick and Courtney to discuss budgetary issues.
 - ii. ICTE Investigative Committee – Everett Kaneshige

STIR/SHAKEN: The major service providers provided feedback to the questionnaires sent along with recommendations. The service providers did not express any need for any required action by the PSAPs. However, certain practices that the PSAPs may do such as register phone numbers and be aware of specific practices, and being proactive as it relates that any numbers associated with outbound calls may not be blocked. The committee will provide a two-page summary memo of the answers provided by the service providers and their recommendations.
 - iii. Request approval for:
 - 1. HFD UPS - \$5,233.50.
 - 2. HFD LiveMUM Annual Maintenance - \$502.84.
Tony Ramirez motioned to approve both items. John Jakubczak seconded the motion. A voice vote by the board members approved the motion.
 - 3. HPD External drive for CAD - \$55,000.
John Jakubczak motioned to approve the additional expense. Tony Ramirez seconded the motion. A voice vote by the board members approved the motion.
- c. Finance Committee – Kiman Wong
 - i. The Finance Chair reported on the monthly and year-to-date actuals.
 - ii. Request funding approval for:
 - 1. HFD UPS - \$5,233.50;

Jeff Riewer motioned to approve the UPS. Aaron Farias seconded the motion. A voice vote by the board members approved the motion.

2. HFD LiveMUM Annual Maintenance - \$502.84.
Ken Bugado motioned to approve the annual maintenance addition. Lisa Hiraoka seconded the motion. A voice vote by the board members approved the motion.
3. HPD External drive for CAD - \$55,000.
Arnold Kishi motioned to approve the motion to fund the CAD drive. Lisa Hiraoka seconded the motion. A voice vote by the board members approved the motion.

Requests for additional funding by PSAPs comes from the existing budgeted reserve.

VIII. PSAP Status Updates

- a. Kauai PD – Stacy Perreira
Two vacancies to be filled shortly with one new hire in training. It is the first time in history that Kauai is fully staffed. New consoles have completed the installation in the new facility.
- b. Oahu HPD – Aaron Farias
Eleven PCOs are in training and progressing well. An operational check was completed in Kapolei to verify the operational capability of the equipment and personnel. A city-wide network shut down in Honolulu, which impacted the CAD servers.
- c. Oahu HFD – Reid Yoshida
Two vacancies. Training to take place in the near future.
- d. Oahu EMS – Edward Fujioka
Two relief personnel were brought in for training as part of an effort to raise the amount of relief personnel for EMS.
- e. Molokai – There were no changes in personnel. CAD upgrade with Hexagon did experience some problems, but the issues will be resolved.
- f. Maui PD – The CAD RMS upgrade went live and is going well.
- g. Hawaii County PD – Robert Fujitake for Ken Bugado
There are five trainees set for solo call taking. Console and chairs change-out is moving smoothly. We are going through the hiring and screening process with 30 applicants that will hopefully fill the current vacancies.
- h. Hawaii County FD – Kazuo Todd
We are down to one new hire, with five vacancies to be filled.

IX. Items for Discussion, Consideration, and Action

- a. 911 Timeline update.
Vice-Chair Bugado requested to refer any timeline updates to Executive Director for processing.
- b. Other

X. Announcements

- A. Future virtual meeting dates/times (9:00am – 12 noon):
 1. Thursday, January 14, 2021 (Combined Meetings)
 2. Thursday, February 11, 2021 (Combined Meetings)
 3. Thursday, March 11, 2021 (Combined Meetings)

4. Thursday, April 8, 2021 (Combined Meetings)
 5. Thursday, May 13, 2021 (Combined Meetings)
 6. Thursday, June 10, 2021 (Combined Meetings)
- B. Future Conference Dates (**3-months of advanced approval required**):
- C. Others-none

XI. **Open Forum: Public comment on issues not on the agenda for consideration for the next meeting's committee meeting agenda.**

Vice-Chair Bugado requested that any public member who wished to comment on issues not on the agenda for consideration for the Committee meeting agendas at the next meetings please come forward to testify. No one came forward.

XII. **Adjournment**

There being no further business, Vice-Chair Bugado requested a motion to adjourn. John Jakubczack motioned to adjourn and was seconded by Jeffrey Riewer, and the motion was approved.