



STATE OF HAWAII

Communications, Technical, and Finance Meeting (Combined Meeting) Virtual Meeting-Microsoft Teams Thursday, January 14, 2021 9:00 am – 12:00 pm

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); Jeffrey Riewer (ATT); Tony Velasco (DIT); David Miyasaki (KPD); and Kenison Tejada (FirstNet & APCO/NENA Pacific Chapter).

Technical Committee members were absent. Shawn Kuratani (HFD).

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 Courtney Tagupa (E911).

Guests Everett Kaneshige (DoD); Stacey Perreira (KPD); 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); Patrick Leddy (LCC); Megan Reilly(EagleView); Ken Schulte (Central Square); and Mark Wong (DIT).

I. Call to Order, Public Notice

The meeting was called to order by Chair Kalani Ke at 9:00 am.

II. Public testimony on all agenda items

Public notice was issued.

III. Roll Call, Quorum

A roll call took place, and there was a quorum for all committee meetings.

IV. Review and approval prior meeting minutes.

Jeffrey Riewer motioned to approve the meeting minutes for December 2020. Thalia Burns seconded the motion. A voice-vote by all committee members present approved the motion.

V. Winbourne Consulting, LLC Update – Andrew Reece, Cindy Alderete, Julie Heimkes:

1. January Meeting Agenda
 - a. Committee agreement to Board's Goals.
 - i. Advance NG911 Technology Deployment.
 - ii. Education and information for NG911 Stakeholders.
 - iii. Uniform standard relating to 911 equipment, hardware, software, and NG911 Technology.
 - iv. Standards must ensure minimum service level & based on industry standards
 - v. Design and plan for the deployment of a statewide interoperable internet protocol network using NG911 technology
 - vi. Use of existing commercial and or communications infrastructure to the maximum extent feasible.
 - vii. Promote collaboration and cooperation among local governments and PSAPs.
 - b. Vendor Procurement Strategy & Plan.
 - i. We explored and discussed all available procurement options, including:
 - ii. the county serves as the procurement agent
 - iii. State agency procure services
 - iv. Board procures services.
 - v. Viable Option
County serves as a procurement agent; other counties have the option to purchase from the contract.
 - c. Kauai NG911 Procurement Plan
 - i. Request Vendor Presentations of NG911 Solution
 1. Kauai stakeholder requirements
 2. Scalable to meet the needs of other PSAPs
 3. Winbourne will develop a structured presentation
 4. Winbourne will develop a demo scoring matrix.
The goal of RFI and demos will be to make a fair comparison between vendors.
 - ii. Extend an invitation to other Hawaii PSAPs.
 1. The clear understanding of no obligation or commitment on their part.
 2. Participation in the process
 - iii. Assess interest/involvement/cooperation of other Hawaii PSAPs.
 1. Impact on the procurement process.
 2. Impact on the system administration process
 3. Ability to expand beyond initial PSAP deployment
 4. Hawaii E911 Board concurrence required under current fiduciary authority.
 - iv. Procure NG911 Vendor Services
 1. Submit follow up questions to shortlisted vendors(s).
 2. Select preferred vendor
 3. Negotiate contract, to include cooperative agreement language.
 - v. Assess Interest/Involvement/Cooperation of other Hawaii PSAPs.
 1. Impact on the procurement process
 2. Impact on the system administration process
 3. Ability to expand beyond initial PSAP deployment

4. Hawaii E911 Board concurrence required under the current fiduciary authority
- vi. Procure NG911 Vendor Services
 1. Submit follow up questions to shortlist vendor(s)
 2. Select preferred vendor
 3. Negotiate contract, to include cooperative agreement language

VI. Committee Updates by Committee Chairs

- a. Communications Committee – Davlynn Racadio

Davlynn summarized her letter to the congressional team regarding the possibility of the legislature diverting the E911 funds. Davlynn has yet to receive a response.
- b. Technical Committee – Thalia Burns
 - i. Educational Investigative Committee – Jeffrey Riewer

Both Patrick and Courtney reviewed the costs to conduct the dispatchers' certification classes and agreed that the APCO sponsored classes were a better choice than the plan to offer similar classes through LCC. More information from APCO will be forthcoming.
 - ii. ICTE Investigative Committee- Everett Kaneshige

The promised summary letter of the communications service providers' comments will be deferred until the next meeting. Dee Cook retired and her replacement is Frank Pace starting on February 2, 2021.
 - iii. Request approval for:
 1. Dispatch Certifications for KPD - \$5,000.

Stacey Perriera stated that the additional funds resulted from understating the total certifications needed for new and existing employees.
 2. Spillman CAD Data Conversion for HiPD - \$12,000.

Rob Fujitake stated that the CAD data conversion from the old to the new system was necessary to ensure that the data transfer was done accurately.
 3. Additional PowerPhone cost for MPD - \$4,149.

Davlynn Racadio stated that she used an outdated proposal for the cost estimate.

Tony Ramirez motioned to approve the three items requested. Jeff Riewer seconded the motion. A voice-vote by the technical committee members present approved the items requested.
- c. Finance Committee – Kiman Wong
 - i. Report on Monthly and Y-T-D Cash Flow

Kiman Wong reviewed the financials with the committee. Kiman requested information as to why revenues were lower. The Executive Director stated that surcharge revenues were down due to population migration away from Hawaii and wireless customers changing their service plans from post-paid to pre-paid subscriptions for economic reasons. Also, interest revenues were down due to the Federal Reserve Bank lowering interest rates to near zero.

The ED also noted that the FY 2021 budget for the NENA Conference was placed in reserve after the FY 2021 NENA Conference was changed to virtual. If NENA schedules the second conference in FY 2021, the budget can be resurrected from the reserve. However, shortly after the finance committee meeting, the second

NENA Conference was rescheduled for July 24-July 29, 2021, or the next fiscal year. Thus, the FY 2021 budgeted reserve for the second NENA Conference would not be required and can be used for other projects.

- ii. Request funding approval for:
 - 1. Dispatch Certifications for KPD - \$5,000.
 - 2. Spillman CAD Data Conversion for HiPD - \$12,000.
 - 3. Additional PowerPhone cost for MPD - \$4,149.

Arnold Kishi motioned to approve the funding requested. Francis Alueta seconded the motion. A voice-vote by the finance committee members present approved the funding request.

VII. PSAP Status Updates

- a. Kauai KPD – Stacey Perreira for E. Kalani Ke
There was a successful CAD upgrade in December. KPD is interviewing for its last two positions. The interviews have gone well, and the two open positions will be filled shortly.
- b. Oahu HPD – Aaron Farias
During Jan 25-27, HPD will be conducting training for the P25 radio system launch in March.
- c. Oahu HFD – Reid Yoshida
Two recent retirees created vacancies. There should be more retirements shortly. There will also be B/C retirements coming up that will open opportunities for advancement.
- d. Oahu EMS – Edward Fujioka
Training for the two relief dispatchers was completed. Chief Fujioka was reassigned to administrative duties but will maintain oversight of EMS communications. The Navigator Conference was canceled, and there may be some rescheduling of future conferences that may double in future fiscal years.
- e. Maui MPD – Davlynn Racadio for John Jakubczak
CAD upgrade was completed on December 8. There have been ongoing training for several of our recruits.
- f. Molokai MPD – Henrietta will be retiring in March.
- g. Hawaii PD – Kenneth Bugado, Jr.
We completed renovations, which included nine consoles and chairs. We are short twelve positions, but we plan interviews shortly.
- h. Hawaii FD – Kazuo Todd
There was nothing to report.

VIII. Items for Discussion, Consideration, and Action

- a. 911 Timeline update should be referred to the ED.
- b. Others.

IX. Announcements

- a. Future Virtual Meeting dates/time (9:00 am – 12 noon):
 - iii. Thursday, February 11, 2021 (Combined Meetings)
 - iv. Thursday, March 11, 2021(Combined Meetings)
 - v. Thursday, April 8, 2021 (Combined Meetings)
 - vi. Thursday, May 14, 2021 (Combined Meetings)
 - vii. Thursday, June 10, 2021 (Combined Meetings)
 - viii. Thursday, July 8, 2021 (Combined Meetings)

- b. Future Conference Dates (3 months of advanced approval required):
 - i. Central Square User Conf., March 14-17, 2021, Nashville, TN
 - ii. Hexagon Conference, June 15-18, 2021, Las Vegas.
 - iii. NENA Conference, June 26-July 1, 2021, Columbus, OH.
 - iv. APCO 2021, August 15-18, San Antonio, TX.
 - v. Others

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

No one came forward to testify.

XI. Adjournment.

Tony Ramirez motioned to adjourn, and John Jakubczak seconded the motion, and the Joint Committees were adjourned without discussion.