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| **-DAVID Y. IGE**GOVERNOR | P3C2T1#yIS1 | **CURT T. OTAGURO**Comptroller**AUDREY HIDANO**Deputy Comptroller |
|  |  **STATE OF HAWAII** |  |

**Communications, Technical, and Finance Meeting**

**(Combined Meeting)**

**Thursday, May 12, 2022**

**9:00 am – 12:00 pm**

**MEETING MINUTES**

**Communications Committee Members Present:** Davlynn Racadio (MPD) Chair, Lavina Taovao (KPD), Thalia Burns (HPD)

**Technical Committee Present:** Thalia Burns (HPD) Chair, Shawn Kuratani (HFD), Tony Ramirez (Akimeka), Jeffrey Riewer (ATT), Kenison Tejada (FirstNet), Tony Velasco (DIT)

**Technical Committee Not Present:** David Miyasaki (KPD)

**Finance Committee:** Ken Bugado (HIPD), Edward Fujioka (EMS), Aaron Farias (HPD), Lisa Hiraoka (Consumer Advocate Designee), Arnold Kishi (CIO Designee)

**Staff:** Courtney Tagupa (E911), Royce Murakami (E911), Stella Kam (AG)

**Guests:** Valerie Taylor (Intrado), Ken Schutle (Tri Tech), Megan Reilly (Eagle View), Jeff Reeve (ATT), Tony Ramirez (Akimeka), Stacy Perreira (KPD), Gregg Okamoto (MPD), Patrick Leddy (LCC), Kurt Lager (OSL), Shawn Kuratani (HFD), Glenn Kobashigawa (HT), Wayne Hirasa (Alakina), Julie Heimkes (Winbourne), Vern Hara (HIFD), Liz Gregg (ATT), Robert Fujitake (HIPD), Stephen Courtney (C&C of Honolulu), Cindy Alderete (Winbourne)

1. **Call to Order, Public Notice**

**The meeting was called to order by the Executive Director. A public notice was given**

1. **Public testimony on all agenda items**

**No members of the public came forth to testify**

1. **Roll Call, Quorum**

**A roll call was taken and a quorum was present for all three committees**

1. **Review and approval prior month’s meeting minutes.**

**Corey Shaffer motioned to approve April 2022 Meeting Minutes. Antonio Ramirez seconded the motion. A voice vote was taken, and the motion was approved unanimously.**

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

**AGENDA**

* + **Decision Maker Meetings**

**Julie Heimkes stated that there was no change from previous meeting.**

* + **Review of Deliverable 6-ESInet Implementation Plan**
1. **State, Federal & Industry Recommendations**
* **Kari’s Law Act of 2017**
	+ **Multiline telephone systems must provide immediate access to 911 and provide caller specific location.**
* **Ray Baum Act of 2018**
	+ **Dispatchable location is conveyed with all 911 calls**
* **Federal Regulatory Activities**
	+ **Notice of Proposed Rulemaking (NPRM) defines obligations of NG911 providers and general telecommunications service providers. Will take several years to complete**
	+ **Task force to review with authority FCC has regrading the raiding of 911 funds**
* **Industry Standards & Best Practices**
* **NENA i3 Functional Interface Standards-benchmark for NG911 solutions**
* **Evolving standard**
1. **Cost Analysis**

**This will be an important part of the final RFP released to vendors as we saw the wide range of assumptions that the vendors made when we requested a ROM pricing. Winbourne will work the PSAP’s to develop a comprehensive and clear set of requirements which will allow maximum flexibility for each PSAP to procure a system that can support all agencies while meeting any unique or custom needs of a particular jurisdiction.**

1. **Hosted Statewide ESInet**
* **Provides economic, operational, training, and contingency advantages that can be more readily leveraged in the NG911 environment. Winbourne believes that procurement of NENA i3 compatible NGCS and ESInet for Hawaii PSAPs supports the Counties Decision Make’s final recommendation.**
* **Advantages of a statewide ESInet solution**
	+ **This IP solution will replace CAMA trunks while will eventually go end of life**
	+ **Provides continued PSAP interoperability for transfer of 911 calls among PSAPs with ANI/ALI**
	+ **Provides a secure data network infrastructure, independent of public networks, that can allow sharing of information beyond 911 calls**
	+ **Provides far greater flexibility in contingency operations for both call delivery and call taking**
	+ **Ready to accept emergency communication and location information provided in IP format from carries**
	+ **Leverages IP infrastructure for sharing public safety applications**
1. **Hosted Statewide CPE**
* **Provide economic, operational, training, and contingency advantages that can be more readily leveraged in the NG911 environment. Winbourne recommends that PSAP should continue this design as they decide which path to take to secure NENA i3 CHE.**
* **Winbourne believes the development of technical specs for procurement of NENA i3 compatible CHE is the ideal corollary to the technical specs for NGCS and ESInet in supporting the NG911 migration for Hawaii PSAPs. Many NG911 solution providers offer a turnkey solution for NGCS, ESInet, and CHE and issued RFP should set forth requirements for all components of the NG911 system.**
* **The current 911 call handling equipment is owned by HT and continued use of the existing equipment may be possible. Therefore, the CHE portion of the RFP may need to be priced separately.**
1. **Timeline**

**Proposal Development & Vendor Procurement (9 Month Estimated Timeframe)**

1. **Finalize the requirement document for procurement of NG911-NGS &CHE**
2. **Release Request for Proposal (RFP)**
3. **Work with committee to review and rate vendor responses**
4. **Negotiate scope of work and terms and conditions**

**Project Preparation (6 Month Estimated Timeframe)**

1. **Identify PSAP or E911 Board resources point of contact**
2. **Prioritize PSAP deployment with selected vendor**
3. **Develop overall project timeline base on vendor projection**
4. **Start GIS preparation**
5. **Assist interoperability requirements with legacy provider migration**

**Project Implementation**

1. **Site readiness for network and hardware implementation tasks**
2. **Dispatch room space assessment of CPE**
3. **Circuit deployment to PSAP’s**
4. **Deploy interoperable solutions, if required**
5. **Loading of GIS and location database**
6. **Notifying originating service providers of need to connect to new system**
7. **Migrate PSAP to compatible CPE**
8. **Migrate carriers to NGCS**

**Lisa Hiraoka stated a question asking if this timeline includes the current supply chain issues and other issues that we are facing due to the COVID-19 Pandemic.**

**Cindy Alderete response. Those issues would be dependent on the potential vendors. Manufacturers may or may not have issues however, a vendor that is a reseller of other equipment may have them. This will depend on your final choice of providers of services. No further comment from Lisa Hiraoka.**

**Francis Alueta stated he would like to have a summary of the Cost Analysis to show a median or mean on the ROMS for the three architectures.**

**Cindy Alderete response. There are a variety of deployment methods, and some providers rely exclusively on cloud-based services. Some providers agreed to put some of the equipment within the state or Hawaii and other key components outside of the state. An average of all those costs could be provided however, is unsure how representative that number would be given the diversity of the operational platforms that were provided in these costs. Furthermore, Julie Heimkes stated that she will provide the summary of the Cost Analysis. No further comment by Francis Alueta except to have a discussion on this topic before making a decision on which provider will be chosen.**

* + **Review of Deliverable 7-Presentation of Recommendation & Plan**
* **Current 911 Revenue Projections and ESInet ROM Budget Comparison**
* **Federal Funding Availability**
* **Final Recommended Design**
* **Implementation Plan Presentation**
* **Assistance with Public Education**
	+ **What we said we would do: As part of the NG9-1-1 Plan, Winbourne Consulting is prepared to assist the Board with a campaign focusing on how NG9-1-1 can improve public safety and national security, the benefits of NG9-1-1, the consequences of delayed NG9-1-1 deployment and the importance of sufficient and sustainable funding**
	+ **Scope Clarification**
1. **Committee Updates by Committee Chairs**
2. Communications Committee – Davlynn Racadio
	1. APCO Training
	2. MPD Manpower Issues

**Davlynn Racadio stated there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Technical Committee – Thalia Burns
	1. Educational Investigative Committee – Jeffery Riewer

**Discussed in Board Meeting. (Please see Board Meeting Minutes)**

Discussion on progress on PSAP enrollment in APCO PST7 Online Course.

**Discussed in Board Meeting. (Please see Board Meeting Minutes)**

1. Advisory Committee- Everett Kaneshige

**Discussed in Board Meeting. (Please see Board Meeting Minutes)**

1. Finance Committee – TBD
	1. Report on Monthly and Y-T-D Cash Flow

**Executive Director stated for the Monthly and Y-T-D Cash Flow.**

* **$1.2 Million in Surcharge Receipts**
* **Y-T-D Cash is at $9.2 million which in on track to meet our annual budget of over $11 million**
* **Disbursements for the month was $375,631**
* **Disbursement for the Y-T-D is $3.4 million**
* **Bank Balance of $31.7 million**
* **Unencumbered Cash Balance of $22.6 million**

 **Strategic Budget Point Cycle to be submitted by May 17th, 2022.**

* 1. Request for Approval:
		1. reimbursement of overpayment of surcharge fees due to error in calculating surcharge fees by communications service provider - $213,583.09

**Discussed in Board Meeting. (Please see Board Meeting Minutes)**

* + 1. Utilize the $112.6K reimbursement from the Central Square maintenance pool to reduce future CAD Maintenance costs for the same amount.

**Discussed in Board Meeting. (Please see Board Meeting Minutes)**

1. **PSAP Status Updates on Recruitment and other Personnel Issues.**
2. Kauai KPD – Stacey Perreira for E. Kalani Ke

**Stacy Perreira stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Oahu HPD – Aaron Farias

**Aaron Farias stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Oahu HFD – Shawn Kuratani

**Shawn Kuratani stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Oahu EMS – Edward Fujioka

**Eddie Fujioka stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Maui MPD – Davlynn Racadio

**Davlynn Racadio stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Molokai MPD –Davlynn Racadio

**Davlynn Racadio stated that there are no further updates at this time. (Please see Board Meeting Minutes)**

1. Hawaii PD – Rob Fujitake

**Rob Fujitake stated that there are no further updates at this time (Please see Board Meeting Minutes)**

1. Hawaii FD – Vern Hara

**Vern Hara stated that there are no further updates at this time (Pleas see Board Meeting Minutes)**

1. **Items for Discussion, Consideration, and Action**
2. 911 Timeline update.
3. Others

**No items stated for further discussion.**

1. **Announcements**
2. Future Virtual Meeting dates/time (9:00 am – 12 noon):
	1. Thursday, June 9, 2022 (Combined Meeting)
	2. Thursday, July 14, 2022 (Combined Meeting)
	3. Thursday, August 11, 2022 (Combined Meeting)
	4. Thursday, September 8, 2022 (Combined Meeting)
	5. Thursday, October 13, 2022 (Combined Meeting)
	6. Thursday, November 10, 2022 (Combined Meeting)
3. Future Conference Dates (**3 months of advanced approval required**):
4. NENA Conference, June 11-16, 2022, Louisville, KY.
5. APCO Conference, August 7-10, 2022, Anaheim, CA
6. **Open Forum: Public comment on issues not on the Committee meeting agenda at the next meeting.**

**There was no public comment on issues on the agenda.**

1. **Adjournment**

**Francis Alueta motioned to adjourn meeting. Antonio Ramirez seconded the motion. A voice vote was taken, and the adjournment was unanimously approved. The meeting was adjourned.**