

Nebraska Council of Regions (NCOR)
Minutes
April 23, 2009 – 1:00 PM
Huckleberry's Hideout, 625 South 10th Ave Broken Bow, NE

Opening comments

1. Chairman Peterson called the meeting to order at 1:04 pm. Roll Call was taken by Janell Walther
 - a. Members Present: Pete Peterson, Darrin Lewis, Patrick Foust, Jim Gerweck, Dave Webb, Ray Richards, Pat Gerdes, Tim Hofbauer
 - b. Members Absent: Mark Conrey
 - c. Members Not Yet Appointed: NWIN Rep
2. Open Meetings Act information – verification of public notice, availability of copy of law in the meeting location - NEB. REV. STAT. §§ 84-1407 through 84-1414 (1999, Cum. Supp. 2006, Supp. 2007) - Pete Peterson
3. Minutes – March 27, 2009 meeting – Pete Peterson
 - a. Motion by Ray Richards to Approve; Second by Pat Gerdes
 - b. Motion carried

Information/Reports from Support Agencies

1. State Office of the Chief Information Officer (OCIO) - Presentation by Mike Jeffres on the current status of interoperable communications in Nebraska, including the Nebraska Mutual Aid Overlay, the State's new public safety communications system and overview of the regional connectivity infrastructure
 - a. The role of the Nebraska Council of Regions is to provide leadership related to how Regions will interface with the Nebraska Wireless Interoperable Network.
 - b. *Paraclete* is the software package chosen by the state for use with the radio system.
 - i. Regional planning is required to determine the most appropriate placement for hardware needed to use *Paraclete* for regional networks. Regions need to consider how and what are they going to agree to Support; and who is going to assume maintenance costs.
 - c. NWIN Project Timeline
 - i. The PSIC grant ends September 2010. So far, there are no grant extensions allowed, so unspent funds will be returned.
 - ii. An RFP will go to bid next month for a vendor to begin work funded by the PSIC grant to physically build the infrastructure needed for the statewide network.
 - iii. The question was asked: Is there a task list for the local level?
 1. Phase one installation and networking to public safety answering points (PSAPs) would include Chadron, Gering, Sydney (the panhandle). The state will work with the region as the bid comes in, but because there is still technical work to be done, a complete list of local tasks is not yet available.
 - d. NWIN: Nebraska Wireless Interoperability Network
 - i. Work in the Panhandle doesn't have to be complete before beginning work in other areas of the state.
 - ii. The question was asked: Can equipment be purchased and installed later, or does it have to be a total package?
 1. Equipment can be purchased but installation cannot be prepaid.

- e. NCOR members would like a written list of responsibilities at the local level, at the regional level, and at the NCOR level.
 - i. Mike Jeffres will put together a list to discuss at the next NCOR meeting – including a list of approved equipment WITH pricing.
 - ii. NCOR also requested a detailed progress report at each meeting from Mr. Jeffres
- 2. Nebraska Emergency Management Agency (NEMA) - Presentation on status of all grant funds (2005, 2006, 2007, 2008, PSIC and money regions agreed to allow State to manage and administer) – Dan Hiller and Mardell Hergenrader
- 3. University of Nebraska Public Policy Center – Denise Bulling
 - a. No report from the PPC

Action Items

- 1. Adoption of Bylaws for NCOR
 - a. Suggested Change: see pg. 2, Article 4, Section 1 and 3. When electing officers, simple majority of the quorum instead of 2/3rds of the quorum for the election of the chairman and vice chairman (not for votes; election only). Election may be by secret ballot or roll call vote.
 - b. Darrin Lewis : Motion to adopt with this change; Tim Hoffbauer: second
 - c. Motion carried
- 2. Appointment of two (2) NCOR members to NWIN
 - a. Names of interested parties: Mark Conrey, Jim Gerweck, and Darrin Lewis.
 - i. Need to have persons elected by the 15th of May, NWIN Meeting.
 - b. A secret written ballot was taken with the Public Policy Center tallying votes.
 - c. The first vote resulted in a three way tie so it was repeated. Upon the second vote, Jim Gerweck and Mark Conrey were elected to represent NCOR at NWIN meetings.
- 3. Establish NCOR Work Plan
 - a. Denise Bulling facilitated a prioritization exercise which resulted in the following prioritization of major activities by NCOR membership (in the order that they need to be addressed).
 - 1. Governance
 - 2. Equipment (identification and procurement)
 - 3. Standard operating procedures & protocols (development for use with equipment)
 - 4. Proficiency Standards (for personnel and equipment)
 - 5. Training (on procedures, protocols and equipment to meet proficiency standards)
 - b. More specific prioritization was done with actions required for each of the major activities (in the order they will be addressed.) Action items were pre-identified as high, medium or low priority via the SCIP workshop. NCOR membership retained these designations and ordered them within high, medium and low designations.

High	Medium	Low
1. State mutual aid overlay in place (June/July 2009)	12. Establishing local & regional working groups	18. Testing equipment
2. Broadband point to point network (June/ July 2009)	13. Reconcile the CASM regional and state databases	19. Exercising of Personnel
3. Interoperability switches admin software installed (June/	14. Common radio programming set	20. Integration of NRF
		21. NIMS Training (ICS 100, etc.)

<p>July 2009)</p> <ol style="list-style-type: none"> 4. Frequency use agreements 5. Channel allocation 6. Procedural usage 7. Preplanning 8. COM-L Training (is scheduled already) 9. Set required timeframe intervals for testing 10. Sustainment Plan and Resources. 11. By May 15: NWIN and NCOR will be fully established 	<ol style="list-style-type: none"> 15. Minimum Standards (channel sharing, dispatch center, training, etc.) 16. Contingency Plans 17. SOP training 	
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Dave Webb, Nebraska Public Power District Representative to NCOR, will act as NCOR's liaison with the Office of the Chief Information Officer. Dave will work with Mr. Jeffres to ensure that details of the development of the infrastructure for Nebraska's Wireless Interoperable Network are shared with NCOR (specifically the timeline and action steps for network installation and operation).

The work plan action items can be addressed more fully at the next NCOR meeting by determining which items will be handled most appropriately through smaller working groups.

Discussion Items

1. Process for updating the Statewide Communications Interoperability Plan (SCIP) – Pete Peterson
 - a. Several NCOR members attended a workshop related to updating the SCIP.
 - b. Bob Eastwood is the Nebraska Emergency Management staff member responsible for overseeing the SCIP updating process which will result in a full revision. This will impact the Tactical Communications Interoperability Plan (TCIP) templates.
 - c. It was suggested that planned updates be reviewed at the next NCOR meeting.

Comments

1. Member comments
 - a. Darrin Lewis asked if it would be appropriate to begin talking about local interface options with the satellite radio system currently used by state agencies. It was suggested by member comments that the matter be referred to Bob Eastwood (NEMA) for future planning consideration.
2. Public comments
 - a. A member of the public asked if it was possible to get the agenda posted online.
 - i. Agendas are available online by visiting the website: <http://www.homelandplanning.nebraska.edu/> or on the state public agendas on the official state site.

Next Meeting

May 29, Kearney at the Law Enforcement Center, Multipurpose room, 10 AM

Members will consider setting future meetings for 2009 on the fourth Friday of the month at 10:00 am

The meeting adjourned at 4:24 PM

Record of Votes April 23, 2009:

Name	Attendance	Vote 1 - Minutes Approval	Vote 2: Adoption of bylaws with change
Harold "Pete" Peterson, Chair	x	x	x
Ray Richards, Scottsbluff, Vice Chair	x	x	x
Mark Conrey	ABSENT		
Patrick Foust	x	x	x
Pat Gerdes	x	x	x
Jim Gerwick	x	x	x
Tim Hoffbauer	x	x	x
Darrin Lewis	x	x	x
Dave Webb	x	x	x
NWIN rep	Not yet Appointed		

Acronyms	
NCOR	Nebraska Council of Regions
PSIC	Public Safety Interoperable Communications Grant Program
N-WIN	Nebraska Wireless Interoperable Network (Refers to two separate things: The physical public safety communications wireless network being built by the State; and the governing group of state agencies created by Executive Order No. 08-03.
SCIP	Statewide Communications Interoperability Plan
COML	Communications Leader
SOP	Standard Operating Procedures
NIMS	National Incident Management System
ICS	Incident Command System
NRF	National Response Framework
LEOP	Local Emergency Operations Plans
TICP	Tactical Interoperability Communications Plan
CASM	Communications Assets Survey and Mapping Tool
MOU	Memorandum of Understanding