

Nebraska Council of Regions (NCOR)
October 2, 2009 – 9:30 AM
Lincoln/Lancaster County Health Department Training Center
3140 N Street – Lincoln Nebraska

Nebraska has the responsibility to develop, deploy and sustain interoperable communications tools and techniques to effectively deliver public services. Interoperability is envisioned as a “no walls” approach allowing public safety organizations to intercommunicate on demand without hindrance. Nebraska recognizes that response is broad and that it is best served with investment in both human and technology capital. Interoperability: The ability of Public Safety responders to share information via voice and data communications systems on demand, in real time, when needed, and as authorized.

Call to order: 9:35 AM – Pete Peterson, Chair

Opening Comments

1. Roll Call:

Name		Attendance
Mark	Conrey	x
Patrick	Foust	x
Pat	Gerdes	x
Jim	Gerweck	x
Jim	Hofbauer	x
Darrin	Lewis	x
Pete	Peterson	x
Ray	Richards	x
Thomas	Schwarten	absent
Dave	Webb	absent

2. Chair Pete Peterson reviewed the Open Meetings Law 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.)
3. Approval of the minutes from August 28, 2009
 - a. Motion to Accept: Darrin Lewis made a motion to approve the minutes; Ray Richards seconded the motion and it was passed by affirmative votes via roll call vote of all members present

Information and Reports:

1. NEMA: Bob Wilhelm

The Grant Award Notices (GAN) for the next year’s homeland security grant were mailed this morning. The regions will be asked to sign and return the GANS to NEMA by October 30th. The amount regions will be expected to enter into memorandums of understanding (MOU) for is not included in the GANS, but it is anticipated that it will be similar to last year. The MOU process is a way to assist regions to comply with the 2009 grant guidance and investment guidelines. It may be useful to have a document describing the MOU process with rationale that gives assurances that MOU’d funds would be spent in ways that benefit the regions.

2. Public Policy Center – Denise Bulling & Mark DeKraai

The Planning Academy: John Ferrone has been meeting with the planning committee; The committee is planning the Academy for February or March. The committee is collecting data and information from stakeholders in each region to help guide the content of the academy experience. In October, the committee will ask the PET regions to identify and locate stakeholder meetings to be held in November and/or December.

3. OCIO – Mike Jeffres

The RFP process has been underway for the regional network. OCIO works with State Purchasing because they are the issuing agency, and they (State Purchasing) are the sole contact throughout the RFP process, even through arriving at the contract, terms, and conditions. State Purchasing lined up the tasks, including working with NCOR for the vendor pre-proposal conference. This pre-proposal conference led to a change in the schedule. Any issues that come up will go to State Purchasing. OCIO will post the information to the bidders requested on Monday, October 5, 2009. Final questions must be submitted by October 9, 2009. Proposals are due on November 16 by 2:00 PM. The review for mandatory conformance will be Nov. 16. Nov. 17-25, the review team will score them and turn those scores over to State Purchasing. Some of the higher scoring will be invited to the oral interviews (12/8-12/11). The Letter of Intent to contract will be issued on December 16. The Contract will be awarded no later than January 15, 2010. Pam Kemper will email the link to the state purchasing page with this information. There were 17 vendors at the pre-proposal conference. A single proposal will be accepted, but bidders may subcontract.

4. NCOR Reps to NWIN - Mark Conrey & Jim Gerweck

The NWIN group reviewed the draft protocols constructed by the operations working group. They will be ready before the next NWIN meeting. Dave Babcock and Denise Bulling are working on them now. These protocols were primarily SOPs for the state's operating network. Down the road NCOR will need to look at it from a regional perspective incorporating mutual aid protocols. The SOPs will be presented to NCOR at a future meeting. Dave Babcock has done a great job putting it together.

5. NWIN-NCOR Joint Operations Subcommittee – Pat Gerdes

The work group continues to address standard operating procedures. The last meeting addressed issues related to redundancy and fail-soft protocols for the system.

6. NCOR/NEMA Consultants

- a. Nothing to add at this time.

Action Items

1. Response to vendor's written RFP Questions

Vendors presented their first round of questions last Thursday and Friday for information gathering related to the Request for Proposals (RFP) issued by the Nebraska OCIO for statewide regional connectivity. The second round of questions from the vendors must be submitted by October 9, 2009. The deadline for information gathering is Monday, October 5, 2009. NCOR members were asked to send any additional regional communications information to the NEMA contacts for this project (Rod or Steve) over the weekend. The OCIO will work with State Purchasing to get the information posted by the end of the day on Monday. NCOR is being asked to provide a list of assumptions related to regional communications capabilities that vendors can use to construct their bids (e.g., generator presence, backup power, etc). It is critical to provide the vendors with the right information. The OCIO would prefer to have regional end points prioritized with a minimum of three end points marked in each

region. After some discussion, NCOR members noted their preference was to list all end points now and prioritize at a later date.

2. Pat Foust made a motion with a second from Ray Richards to move to a closed session for public protection, ensuring the RFP process is fair and impartial. The following three agenda items related to this process will be addressed during the closed session:
 - a. The development of assumptions to provide vendors in the RFP Process.
 - b. Development of RFP Evaluation criteria.
 - c. Discuss the need to go into closed session to discuss the potential questions from vendors

Proposed attendees for the closed session were individuals with expertise directly related to assisting NCOR with their role in the RFP process including: NCOR members, NEMA representatives and consultants, Public Policy Center attendees, OCIO representatives, subcommittee members who are not members of the NCOR board, Nebraska State Patrol representatives, NWIN Members and the Emergency Manager of Boone County.

The motion was passed by affirmative votes by all members present via roll call vote.

****Begin Closed Session: 10:41 AM****

Mark Conrey made a motion to end the close session with Darrin Lewis as a second. The motion was passed by affirmative votes by all members present via roll call vote.

****End closed session: 3:19 PM****

1. Darrin Lewis made a motion that was seconded by Jim Gerweck to delineate the assumptions for identified tower sites: Vendors can assume adequate power, space, and temperature control near the base of each tower, if needed. The successful bidder is responsible for tower structure analysis and the tower owner shall be responsible for any identified structural enhancements needed at their option.

The motion was passed by affirmative votes by all members present via roll call vote.

2. Darrin Lewis made a motion that was seconded by Pat Gerdes to provide the following statement to the OCIO related to development of the statewide regional network: Vendors need to know that they are to design a statewide backhaul network by region, and connect to endpoints that have been identified. Infrastructure can be used outside the normal regional boundaries to support the regional backhaul network development.

The motion was passed by affirmative votes by all members present via roll call vote.

3. Jim Gerweck made a motion which Darrin Lewis seconded to provide the following statement to OCIO related to development of the statewide regional network: The vendors shall provide pricing for the regional infrastructure itemized by region. The vendors shall provide itemized cost by each endpoint separately.

The motion was passed by affirmative votes by all members present via roll call vote.

4. Mark Conrey made a motion which Jim Gerweck seconded to provide the following statement to OCIO related to development of the statewide regional network: If half duplex radios are used, the vendor must demonstrate the Ethernet connection that the radio or switch can still supply 100Mbps full duplex minimum per path. All paths must support 100Mbps full duplex minimum on the regional backhaul network, regardless of the type of radio used. In addition to the 5msec maximum latency per path, it must have 0.5msec jitter or less. The jitter requirements will eliminate problems associated with radios that are sometimes classified as half duplex so the radios will be able to meet the standard. The other big change that might make the project more feasible would be to change the 100 mbps at 99.999% availability apply to a site (regional backhaul network) rather than each path if the site is part of the redundant topology. Each path to an endpoint could be lowered to 99.999% availability at 50Mbps.

The motion was passed by affirmative votes by all members present via roll call vote.

5. Jim Gerweck made a motion which Ray Richards seconded to provide the following statement to OCIO related to development of the statewide regional network: Vendors need to price the endpoint redundancy as an option.

The motion was passed by affirmative votes by all members present via roll call vote.

6. Darrin Lewis made a motion which Tim Hofbauer seconded to provide the following statement to OCIO related to development of the statewide regional network: The backhaul network must have ability to support quality of service.

The motion was passed by affirmative votes by all members present via roll call vote.

Discussion Items

1. MOU and SOP “approval” process
 - a. Before NCOR adopts formal SOPS, it is important to make sure that they’ve been disseminated far and wide with a significant time frame for a response. There are multiple MOU templates that need to be developed; NCOR can decide what needs to be developed, and the support team from the Public Policy Center will draft them for the group to review. Potential topics that may prompt entering into memorandums of understanding include: point to point infrastructure connectivity, getting information to the local level, when and how to enter into the state’s system, how network infrastructure is to be maintained, etc. MOUs must address who controls what functions and what happens when Paraclete isn’t used in a region. It might be helpful if a work group would put together a flow chart that will help agencies answer the questions “Do I need an MOU?” and also a list of MOUs that the small group believes may be necessary. The operational group needs to work with the SIEC to make sure the Mutual Aid plan will work with the regions, and help get into the nuts and bolts of radio. This topic will be an action item at the next meeting. Darrin Lewis will start a list of potential local costs and share via email, and NCOR members can add or change as needed.
2. PPC Planning Academy – no additional information.

Comments

1. Member Comments

It would be helpful to provide a timeline at the next meeting to show the target dates for getting answers to questions about grant money, reprioritization, Paraclete, etc. to help with making regional and local decisions.

On Sept. 25, some of the group went to Scottsbluff for the formal launch of the statewide interoperable network. It was a good moment for the state. The Governor and Lt. Governor were involved, and it was good to see such positive, affirmative action.

2. Public Comments

It was great to see regional representatives at Scottsbluff from the State Patrol.

Next Meeting:

1. Items for next agenda:
 - a. Finalized RFP evaluation process (Mike Jeffres will send email)
 - b. Timelines for implementation
 - c. Look at specifications for MA base stations (and discuss locations)
 - d. Memorandum of Understanding list or boilerplates (Darrin will start these)
 - e. SOP development and approval process
 - f. Network management
 - g. Endpoint Phase One
2. October 30, 1:00 PM, Location TBA.
3. November 20, 2009, North Platte, NE, Location TBA.