

**Nebraska Council of Regions (NCOR)
Meeting Notes**

March 27, 2009

1:00-5:00 PM

Grand Island City Hall

100 East First Street

Grand Island, Nebraska

Members present

Mark Conrey - Tri-County Region
Patrick Foust - Northeast Region
Pat Gerdes - Southwest Region
Jim Gerweck - Southeast Region
Tim Hofbauer - East Central Region
Darrin Lewis - South Central Region
Pete Peterson - North Central Region
Ray Richards - Panhandle Region
Dave Webb - Nebraska Public Power District

Members Absent:

N-WIN member not yet appointed

Meeting Notes

1. Opening Comments
 - a. Lt. Gov. Rick Sheehy welcomed members and guests
 - b. Bob Wilhelm (NEMA) reviewed the meeting agenda and led introductions of members and guests. He noted that a copy of the Nebraska Open Meetings Law was available at the meeting site.
2. Executive Order #08-04 was reviewed. This gubernatorial order establishes the Nebraska Council of Regions, its membership and key activities.
 - a. Each member serves a 2-year term. Regional representatives are appointed by their Planning, Exercise and Training (PET) Region.
 - b. Executive Order#08-03: Establishes the Nebraska Wireless Interoperable Network (N-WIN). This group has not yet met, but will select one member to represent the group with NCOR. A suggestion was made for N-WIN to consider selecting the State Patrol Representative to serve as the NCOR member per the final report and recommendations of RIAB (the Regional Interoperability Advisory Board) to have state participation as a peer region.
3. OCIO, NEMA, & PPC Responsibilities
 - a. Office of the Chief Information Officer (OCIO) – Mike Jeffries
 - i. The OCIO is implementing interoperable communication capabilities across the state. NCOR will serve as the vehicle for regional coordination of emerging issues as the network is implemented from the west to the east, beginning in the Panhandle. There will be a need for standard operating procedures and protocol templates for mutual aid radio communications. NCOR will be instrumental in the development and eventual adoption of these SOP's and protocols.

- ii. The OCIO will serve NCOR by providing technical and administrative support as needed and will serve as the communication hub for NCOR members. Pam Kemper will edit and distribute meeting minutes, publish meeting notices as required by the Open Meetings Law, distribute agendas and keep the meeting materials and attendance sign in sheet on file.
 - iii. Official documents will also be posted by the OCIO on appropriate state website(s).
 - b. Nebraska Emergency Management Agency (NEMA) – Al Berndt and Bob Wilhelm
 - i. NEMA will provide administrative support to NCOR as needed and will serve the logistical needs of the group including:
 - 1. Arranging for adequate space and a location for meetings
 - 2. Providing copies of meeting materials and sign in sheets
 - c. Public Policy Center (PPC) – Denise Bulling
 - i. The PPC will assist with meeting planning, facilitation and recording.
 - ii. The PPC also provides a web site for NCOR and PET Regions to share information with their stakeholders. The address of this site is: <http://www.homelandplanning.nebraska.edu>
 - iii. The PPC (along with OCIO & NEMA) will also assist the group with production of documents and reports as requested
- 4. Discussion of the Process for Conducting Business – Denise Bulling, PPC
 - a. One of the charges in the Executive Order forming NCOR is for the group to establish bylaws. Denise Bulling led the membership in a discussion related to key decisions that must be made before bylaws can be drafted. A copy of the Northeast PET Region bylaws was available to members as a reference during the discussion.
 - b. The first decision posed, discussed and agreed upon was the number of members required at a meeting for business to be officially conducted by NCOR. The group decided by consensus that **a quorum of two-thirds of the members (7 out of 10 members) must be taking part in the meeting for business to be conducted.**
 - c. The second decision posed, discussed and agreed upon by consensus was that **a member could be considered present and part of the quorum via videoconference.**
 - i. Lt. Gov. Rick Sheehy will review the Open Meetings Laws pertaining to videoconferencing and report back to the group. The Law provides for up to one-half of the total number of meetings to include videoconferencing. The use of videoconferencing for public viewing or participation in addition to member participation must be included in meeting announcements.
 - ii. The decision to use videoconferencing will generally be made at the prior meeting. The law will be reviewed prior to making a firm decision about how decisions about use of videoconferencing in urgent situations are made. It was generally assumed that the chair would communicate with other members via email or phone prior to making a decision to use videoconferencing in urgent or unanticipated situations.
 - d. The third decision posed, discussed and agreed upon was how decisions for action are made. This includes the rules governing decision making and the number of member votes required for action.

- i. It was decided by consensus **that items requiring action will require a motion and a second from membership, followed by discussion and a call for a vote.**
 - 1. **2/3 of membership (7 of 10 votes) will be required to pass a motion.**
 - ii. Voting will include members who are present via videoconference.
 - e. The fourth decision posed, discussed and agreed upon was how the agenda would be established.
 - i. The open meetings law provides timelines for posting an agenda which must be followed.
 - ii. It was decided by consensus that **items for the agenda submitted by NCOR members or other entities (e.g., NEMA) must be sent to the chair and copied to all members, Bob Wilhelm (NEMA), Pam Kemper (OCIO) and Denise Bulling (PPC).**
 - 1. The group decided it was reasonable to ask for **action items to be submitted at least 15 days prior to the meeting**
 - 2. Discussion items may be added up to 24 hours in advance.
 - 3. A decision about how urgent items requiring action with only 24 hours notice would be handled was tabled.
 - f. The fifth decision posed, discussed and agreed upon by consensus was the frequency of meetings. Mike Jeffries indicated that the Panhandle will require SOP's and protocols in about September 2009. This led members to decide by consensus to **meet monthly** and modify the meeting schedule as needed to successfully complete the work included in the NCOR executive order.
 - i. Denise Bulling will send the SOP's in development to NCOR members for review prior to the next meeting.
5. Discussion on Organizational Structure and duties of NCOR officers and members – Denise Bulling, PPC
 - a. Discussion about NCOR leadership led to a **decision to elect a Chairperson and a Vice-Chairperson.** The level of administrative support provided to NCOR prompted members to decide not to create other offices (e.g., recorder). This decision was made by a show of hands after Pete Peterson made a motion to elect a Chair and Vice-Chair with a second by Mark Conrey. The motion passed unanimously. .
 - b. Discussion then turned to the term of office for leadership. Terms of 12-months and 18-months were both posed and discussed. The primary concern of members was the lack of continuity which would ensue if the entire membership changed at the same time every two years. The Lt. Governor indicated that members could make a decision within their PET Regions to voluntarily stagger terms of appointment to create overlap in membership terms if desired. After discussion ceased, Mark Conrey made a motion with a second by Darrin Lewis for the **Chair and Vice Chair to serve 18 month terms** to encourage staggered leadership. The motion carried with a vote of 8 to 1.
 - c. The group decided by consensus that the primary duties of the Chair and Vice Chair will be to coordinate and set the agenda, preside over the meetings, facilitate communication among members and administrative partners (OCIO, NEMA, PPC).

6. Appointment & Election of Leadership

- a. Nominations were solicited from the membership for positions of Vice-Chair and Chair.
 - i. **Ray Richards was offered and selected as Vice-Chair** by consensus among all members.
 - ii. Darrin Lewis and Pete Peterson were offered as candidates for Chair. **Pete Peterson was elected Chair** by secret ballot.

7. Discussion on NCOR Priorities – Pete Peterson, Chair

- a. The Chair invited Mike Jeffries (OCIO) and Al Berndt (NEMA) to speak to the group about priorities from their agency point of view.
- b. Mike Jeffries indicated the priorities from his perspective were related to regional integration and use of the Paraclete system, the developing network (building from west to east), and regional use of mutual aid communication. There are decisions about all three that require regional input and participation (e.g., tower and box sites, protocols for use, etc). The build out of the network funded by the Public Safety Interoperable Communications Grant (PSIC) extends through September 2010.
 - i. Discussion from membership included questions about the issues raised in Regions to Mike as he presents information around the state about the status of the network. Mike indicated that Regions are concerned about the cost and where the responsibility and funding will lie when it comes to sustaining the infrastructure developed in each Region.
 - ii. It was suggested that Mike be invited to present more fully at the next NCOR meeting.
- c. Al Berndt shared three priorities for NCOR from the perspective of NEMA. They included fostering a collegial partnership among NCOR, NEMA, PPC and Homeland Security to facilitate achievement of NCOR goals; building trust and communication among Regions to ensure consistent messages across the state about the work NCOR, OCIO and NEMA are jointly engaged in; and providing leadership in the use of tools/systems like Paraclete and Net Planner in concert with N-WIN to integrate them with emergency response roles consistently across the state. Al was asked to detail his view of the concrete steps required to achieve his vision of how things will work well together.
 - i. Local communications systems form a base for all the work
 - ii. The State will purchase Net-planner for the entire state. NCOR will be asked to assist by identifying ways local entities can integrate its use in their work
 - iii. After the physical network is put in place across the state through the OCIO's work, the final step will be to maximize the use and integration of Paraclete's capabilities with that of Net-planner.
- d. The Chair led a discussion of priorities from the membership's perspective, given the information shared by Mr. Jeffries and Mr. Berndt. Priority areas for members include further development of Mutual Aid protocols, exploration of training required to use the network, legal review of NCOR's work and products to ensure

compliance with all regulatory requirements and completion of charges outlined in the Executive order forming NCOR.

- e. The Chair opened the meeting for additional member comment. Darrin Lewis encouraged all who attended the meeting to continue to attend and actively participate.
 - f. The Chair opened the meeting for public comment. A representative of the Department of Roads offered cooperation and support for the work of NCOR. Clay County Emergency Manager Bob Rose asked that NCOR choose to focus on one issue at each meeting that can reach resolution so there is forward movement made by the group.
 - g. The Chair then led a brief discussion about items for the next meeting which resulted in recommendations for inclusion of the following:
 - i. A presentation by Mike Jeffries on the status of the Network build out, Paraclete and identification of mutual aid public safety answering points (PSAP)
 - ii. A review of drafts for Standard Operating Procedures related to mutual aid and discussion of additional templates, protocols and procedures needed
8. Next Meeting:
- a. April 23rd, 2009, 1:00 PM, Broken Bow Nebraska (Exact Location TBA)
9. Motion to Adjourn: Mark Conrey, Second: Jim Gerweck