

Nebraska Regional Interoperability Network
February 25, 2016; 09:00 – 12:00
University of Nebraska Public Policy Center
Lincoln, NE

I. Participants

Name	Organization
Matt Baker	Nebraska Department of Roads
Phil Brazelton	Washington County SO 911
Clint Kaspar	Lancaster County
Mark DeKraai	University of Nebraska Public Policy Center
Kevin Garvin	Cedar County Emergency Management
Patrick Gerdes	Region 15 Emergency Management
Tim Hofbauer	Platte Valley Emergency Management
Nic Kemnitz	Wayne County Emergency Management
Sue Krogman	Nebraska Emergency Management Agency
Quinn Lewandowski	University of Nebraska Public Policy Center
Alicea McClusky	Nebraska Department of Roads
Pete Peterson	Keith County Emergency Management and Communications
Ray Richards	Scotts Bluff County Communications Director
Tracy Rocolo	Office of the Chief Information Officer
Jon Rosenlund	Hall County Emergency Management
Shea Scollard	Dixon County Emergency Management
Robert Tubbs	Buffalo County Sheriff's Office
Chip Volcek	Adams County Emergency Management Agency

II. Welcome, Meeting Overview, Changes to Agenda, Approval of Minutes

Minutes from the last meeting were approved. No additions or changes to February meeting agenda were made.

III. NRIN Monitoring, Management, and Maintenance (see attached document)

The major activities for maintenance include the following:

- i. Preventive maintenance (e.g., annual checkup)
- ii. Trouble shooting (e.g., antenna adjustment, responding to environmental alarm)
- iii. Maintaining cache of spare parts and replacing as needed

Required response times will depend on use and position of the site within the Network. The NRIN subcommittee agreed that not all NRIN sites need the same response for maintenance. Endpoint maintenance is the top priority in maintenance. Use is another important factor; for example, sites using the Network for 911 will be high priority. It is proposed that each region should develop a living document/list of critical sites and

what each of those sites is used for. With establishing a living document of prioritized NRIN sites, it would be easier to determine if a maintenance response is needed right away or can wait a few days. By developing a set of site standards it would allow classification the sites into at least two tiers (priority vs. normal response). This information will help the NRIN Board develop cost estimates for Maintenance. As NRIN continues to be built out, the priority of each site would be re-evaluated periodically.

IV. Cost Estimate Updates/Next Steps (see attached cost documents)

a. NRIN Estimated Annual Costs

Component	Calculation	Estimated Annual Cost
Tower Leases	Actual for most areas and estimates for Regions currently being developed	\$281,919
Management & Monitoring	Initial statewide estimate by OCIO	\$279,484
Equipment replacement	Average length of service 10 years; .10 X total NRIN equipment costs	\$603,000
Maintenance	Based on scope of work and priorities	?
Other Costs	Administration, Training, Insurance etc.	?
TOTAL		\$1,164,403

b. Total NRIN Equipment List with Costs (See attached documents)

Sue has continued to gather cost estimates, the attached document breaks down costs from the number and type of sites per region, including updated tower cost estimates and an estimate for total equipment costs, which was used to calculate annual equipment replacement. Tracy Rocolo provided an updated estimate for the OCIO to do statewide monitoring and management of NRIN. Insurance premium costs were eliminated from the cost estimate, because adding NRIN to each region’s insurance plan had minimal effects to insurance premiums. The major cost category left to be determined is Maintenance costs.

It was proposed that a GIS Map of the NRIN sites that incorporates the asbuilts for each site be developed; that motion passed by consensus.

V. NRIN Investment Justification Process

The group agreed to do an investment justification for having a statewide contract for NRIN management and monitoring. There was also a suggestion that funding should be

allocated to connect NEMA to NRIN to allow secure and reliable communications with emergency management and others throughout the State.

VI. NRIN Build-Out Updates (See attached NRIN Map)

Sue has discussed with NPPD their future plans for NRIN, and they plan on using the NRIN system as a backup communication system when they are experiencing surges and their main network is stressed. NPPD also plans on using the Nuckolls to Beatrice hop full-time since their network does not currently include that section. The Nebraska Department of Roads (NDOR) is looking at NRIN to be a primary and full-time source for communication for their department. Bringing NDOR on as another partner would help continue to promote the sustainability of NRIN and would help in all aspects of the development and maintenance of the NRIN system.

Due to a favorable weather forecast this spring, Cornerstone has agreed to supply three teams to work on the NRIN buildout just as they did last summer. One team is working on finishing up the Southeast region and another team is deployed to work on the South Central region. Recent information has come available that a NPPD McCook to NPPD North Platte fiber path exists. The McCook to North Platte fiber path would help reduce estimated tower rent costs by approximately \$20,000. The McCook to North Platte fiber shot also comes within a block of Curtis dispatch center. Cornerstone is currently working on completing the section between Nuckolls and Beatrice area. Sue will be meeting with North Central to pursue making the water towers in Merriman and Cody NRIN sites. There is hope to develop more mini-rings to help alleviate the long hops in some areas. The Bassett NET tower will be a space diversity site, with two eight foot dishes pointed towards the Dunning CPPD and MJ Leasing towers. Work on the Southeast's far corner by Falls City will soon begin, and the line of sight calculation is currently being done for that particular section. The Lincoln to Nebraska City line is almost complete, and they are completing the line adjustments. Within the Northeast area, they are working on alleviating the tower costs, and conceptualizing a way to get a shot into Center.

I. Technical Issues/Progress/Other Updates for each Region

- b. Panhandle** – Tracy Rocolo – There is an issue between Merriman and Clinton site that still needs to be solved.
- c. North Central** – Pete Peterson – No further updates.
- d. Southwest** – Pat Gerdes – There was a failure at the Benkelman dispatch on the UPS. There was a spare management module nearby and everything is now working.

- e. **South Central** – Chip Volcek – No further updates.
- f. **East Central** – Tim Hofbauer – Did have some issues with the Fullerton Elevator, the system does have a backup system. They however have no 911 mapping when that site goes down. Some of the sites that CSI put in do not have back up batteries, four or five other sites are like that. The region is working to identify those and supply them with backup batteries. Everything in East Central has been very stable.
- g. **Southeast** – Clint Kaspar – Everything currently located in the South East warehouse unit is insured until August 2016.
- h. **Northeast** – Nic Kremnitz – Working on finding a storage site to transfer items from the Southeast Warehouse for a reasonable amount of rent.
- i. **Tri-County** – The Herman water tower may not be an option for a proposed site or it will be a unique hookup due to the tower being unused/empty and rusted out. Sue and Phil will be discussing.

VII. NRIN Board Development Update

a. Board Election Results

Out of the 57 members of NRIN, 43 submitted votes. The following individuals were elected as NRIN Directors and will serve on the NRIN Governing Board representing their respective Regions:

East Central	Shelly Holzerland & Tim Hofbauer
North Central	Caleb Johnson & Kevin Hood
Northeast	Brian Kesting & Kevin Mackeprang
Panhandle	Heidi Gillespie & Nan Gould
South Central	Chip Volcek & Jon Rosenlund
Southeast	Brad Eisenhauer & Carla Jones
Southwest	James Brueggeman & Roger Powell

The NRIN Subcommittee will contact the NRIN Board of Directors to schedule the first meeting for the NRIN Governing Board.

b. Notification of Results (Draft letter attached)

The attached draft letter will be sent out to all NRIN members and nominees announcing the results of the NRIN Governance Board Election. The University of Nebraska Public Policy Center will send out a scheduling poll to determine joint meeting of NRIN Subcommittee and newly elected NRIN Governance Board. Jon

Rosenlund offered to host the meeting in Grand Island, NE. The Subcommittee will propose an agenda for the NRIN Board meeting; they can modify the agenda at their meeting. The Subcommittee will put together orientation materials that can be viewed by the Board of Directors prior to the meeting. Materials include materials generated through NRIN Subcommittee meetings, the Communications presentation from Kearney, information about NPSCC, menu of potential by-laws, and NRIN power point presentations presented at community meetings.

VIII. Other NRIN updates/Issues

No further updates or issues

IX. Next Steps

- Begin to develop a living document of each region's priority NRIN sites and what type of traffic it is being used for.
- Sue will take a look at the contracts and the language about possibly linking NRIN to NEMA and the OCIO.
- Development of a GIS map of NRIN sites where an individual can click or hover the site and see the as-built document.
- Tim and Mark will develop project proposal for statewide monitoring and management based on OCIO estimate that will be reviewed by NPSCC for the Investment Justification process
- Development of a robust packet for the Governance Board Members and check into other updates for the NRIN website. The packet should include: information on the local benefits of NRIN, Radio 101 and other NRIN educational presentations, past meeting minutes, etc.
- Mark will send out by-law draft to NRIN Sub-Committee for edits and comments
- Next meeting will be a joint meeting with the NRIN Sub-Committee and the Newly Elected NRIN Governance Board in Grand Island, NE at a TBD location and time.

X. Adjourn

The meeting was adjourned at 11:32 AM.

Monitoring, Management, and Maintenance Components previously identified by NCOR and NRIN Committee

Monitoring and Management

1. Follow and implement decisions of NRIN governance
2. Problem management
3. Change management
4. Proactive monitoring
5. Disaster recovery
6. Coordinate local networks
7. Creating Routes
8. Recommendations concerning traffic engineering
9. Configure and implement circuits
10. Monitor network usage and failure
11. Take corrective action due to failures
12. Testing to determine problems
13. Problem resolution
14. Manage connections to customers
15. Update software and firmware as needed including version control
16. Implement security policies
17. Documentation of the system
18. Manage implementation (do it directly or direct it to be done)
19. Recommendations on monitoring software or devices
20. Recommend standards, practices, policies to governance and provide technical advice

Maintenance

1. Preventive maintenance (e.g., quarterly visits/annual checkup, filter cleaning, air/heat)
2. Oversight of maintenance
3. Maintenance of towers (e.g., antenna adjustment)
4. Maintain spare parts
5. Equipment replacement
6. Environmental alarms
7. Conform to NRIN Governance Decisions
8. Response times

February 29, 2016

TO: All NRIN Members
FROM: NRIN Subcommittee
RE: NRIN Board Election Results

We wish to thank the NRIN Members who signed the Interlocal Agreement (Attached), particularly those members which submitted nominations for the NRIN Board and those members which voted on NRIN Board Directors. We also wish to thank those individuals who agreed to be nominees to the NRIN Board. The following individuals were elected as NRIN Directors and will serve on the NRIN Governing Board representing their respective Regions.

East Central: Shelly Holzerland & Tim Hofbauer

North Central: Caleb Johnson & Kevin Hood

Northeast: Brian Kesting & Kevin Mackeprang

Panhandle: Heidi Gillespie & Nan Gould

South Central: Chip Volcek & Jon Rosenlund

Southeast: Brad Eisenhauer & Carla Jones

Southwest: James Brueggeman & Roger Powell

The NRIN Subcommittee will contact Directors to schedule a meeting for the NRIN Governing Board. Thank you again for your involvement in this important initiative, which will improve emergency communications throughout Nebraska and enhance public safety.

DRAFT NRIN Board Proposed Agenda

- I. Open meeting laws
- II. Introductions and Background Information from Members
- III. Background Information on NRIN
 - a. Background on what it is, why it happened and how it has progressed – Sue Krogman and other NRIN Subcommittee members
 - b. Current Status and future schedule– Sue
 - c. What it can be used for and how it will improve public safety –NRIN Subcommittee members
 - d. NRIN Interlocal Agreement – Mark DeKraai
 - e. NRIN Components – Current Status – NRIN Subcommittee
 - i. Governance
 - ii. Management and Monitoring
 - iii. Maintenance/Equipment Replacement
 - iv. Cost and Sustainable Financing
 - f. Review of background materials
 - g. Question and Answer
- IV. Administrative Decisions – Action items
 - a. Staggered Election Terms
 - b. Ex-Officio Members
 - c. Initial Bylaws
 - d. Nomination and election of officers
 - e. Appointment of subcommittees
 - f. Web site
 - g. Information dissemination strategies (e.g., meeting minutes to elected officials/members)
 - h. Future meeting schedule
- V. Next steps and adjourn