

**Nebraska Regional Interoperability Network (NRIN) Board
Meeting Minutes**

May 19, 2016

9:00 – 4:00 CDT Business Meeting

Grand Island City Hall

100 E. 1st St.

Grand Island, NE 68802

I. Roll Call

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
<i>Panhandle</i>	Heidi Gillespie	X
	Nan Gould	X
<i>Southwest</i>	James Brueggeman	
	Roger Powell	X
<i>North Central</i>	Caleb Johnson	X
	Kevin Hood	X
<i>South Central</i>	Chip Volcek	X
	Jon Rosenlund	X
<i>East Central</i>	Shelly Holzerland	X
	Tim Hofbauer	X
<i>Northeast</i>	Brian Kesting	X
	Kevin Mackeprang	X
<i>Southeast</i>	Brad Eisenhauer	X
	Carla Jones	X

Others in attendance: Sue Krogman, Phil Brazelton, Todd Thalken, Ray Richards, Clint Kasper, Ray Ryan, Tracy Rocolo, Matt Schnell, Nicholas Kemnitz, Pete Peterson, Roger Powell, Mark DeKraai, and Quinn Lewandowski

II. 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)

III. Introductions and Background Information from Members

Each board member and attending audience member took the time to introduce themselves and their knowledge and experience with NRIN.

IV. Review and Modification of Agenda

Chip Volcek made a motion to move the election of a chairperson to the top of the agenda. Jon Rosenlund seconded this motion; the motion passed by acclamation vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

Caleb Johnson made a motion to accept the agenda with the approved changes. Shelly Holzerland seconded this motion; the motion passed by unanimous acclamation vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

V. Nomination and Election of a Chair

Chip Volcek nominated Tim Hofbauer for Chair of the NRIN Governance Board. Jon Rosenlund seconded this nomination; there were no other nominations for chairperson. Tim Hofbauer was elected by unanimous acclamation vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

VI. Background Information on NRIN (presentations available at

<http://homelandplanning.nebraska.edu/projects/regionalinteropnetwork.php>)

a. Background on what it is, why it happened and how it has progressed

NRIN is an internet protocol microwave network that connects 911 centers across the state via towers. The benefit of a system like this is that it can allow multiple types of communication technology to connect and share securely and reliably with each other over long distances. Public safety centers like 911 dispatch or emergency operations centers can share data and communications quickly and

efficiently with each other. The system is protected by firewalls to help filter and monitor the data.

After 9/11, the Federal Government was tasked with finding solutions to the many failed critical components in the response to this this horrendous disaster. They concluded that one of the biggest deficiencies was the inability of first responders to be able to communicate with each other. In 2005, the Public Safety Communications Grant (PSIC) was created to allow funding for “Interoperable Communications”. This grant was amended in Law (110-53) and a bill was created to allow funding for the Interoperable Emergency Communications Grant Program (IECGP). On September 30, 2007, the PSIC grant awarded \$900 million dollars to 56 States and Territories to assist state and local first responders and public safety agencies in a “state-wide” project for the acquisition of, planning and coordination of, deployment of, and/or training for the use of interoperable communications systems. The PSIC grant(s) all ended in 2012 and the remaining dollars used to finish the network are now part of the State Homeland Security Grant (SHSG).

In 2009, a working group was appointed consisting of four local Regional representatives and four state representatives. These representatives created a functional plan based on a high speed network, owned and maintained by local and Regional entities. The concept is to allow PSAP’s to save dollars by using the network to replace lines and current connections like teletype. These eight people spent the next two years putting together an RFP for this network. The bid was awarded in 2010, and the group made the decision to start from the Western part of the state and move toward the East, allowing the Western portion of the state to be able to utilize the capabilities of this high-speed network. In 2011, an informal subcommittee was established by the Nebraska Public Safety Communications Council to help continue managing and communicating the progress of the buildout of NRIN. The subcommittee used an Interlocal Agreement to hold board elections to establish the NRIN Governance Board in 2016.

b. Current Status and future schedule– Sue Krogman

NEMA manages the grant dollars and has been tasked with completion of the build out. Approximately 75% of the NRIN project is completed to date. The Southeast Planning, Exercise, and Training Region is near completion. The expected completion date for the whole project is August 2017. Approximately 9.5 Million dollars of this projected 12 million dollar project has been invested

through the PSIC and State Homeland Security Grant funds. The project and the grant dollars are coordinated by the Nebraska Emergency Management Agency.

c. What it can be used for and how it will improve public safety –NRIN

Subcommittee members

NRIN will allow 911 centers and other entities to quickly access large amounts of information and share that information across the state, improving responses to emergencies and protecting lives and property. This information can include voice, video, pictures, text, documents, and other data transmitted to and from 911 centers, public safety agencies (e.g., law enforcement, fire), public power, emergency operations centers, weather service, crime information centers, emergency alert system, roads and motor vehicles agencies, ham radio networks, civil air patrol, and other public and private agencies.

i. Current and Planned Uses of NRIN

- a. 911 Equipment sharing – NRIN could provide the primary or backup communications link to allow for cost effective 911 equipment sharing across multiple counties or regions. The East Central Region is using NRIN as their “Primary” means of dispatching for their Region.
- b. Conducting video arraignments – Multiple Courthouses and Detention centers can use this technology on this network and eliminate the need to pay for dedicated data connections.
- c. Expensive communications lines that connect radio repeaters and radio base stations could be moved to NRIN and costly monthly fees could be eliminated.
- d. Interoperable radio base stations that are currently being installed across regions could connect back to multiple dispatch centers. IE Vcall, Ucall, Vtac, Utac, etc. The North Central Region currently has all of their mutual aid base station system running through NRIN.
- e. Security cameras at remote locations can utilize NRIN to connect back to dispatch centers or other security centers.

d. NRIN Interlocal Agreement – Mark DeKraai

The NRIN Interlocal was developed because many local governments believed it will be more effective and cost efficient if they work together to ensure statewide management, monitoring, maintenance, and governance of NRIN. The Interlocal Agreement created a statewide NRIN Governing Board, accountable to local government that will establish policies for using NRIN and develop a financing plan for sustainability. The 52 counties and 5 municipalities that signed Interlocal

agreements to become NRIN members then went through an election process where they appointed two NRIN Governance Board Members per PET (Planning, Exercise, and Training) region to help govern, manage, and coordinate NRIN.

e. NRIN Components

- Governance
 - Who can use it and for what?
 - How will it be funded?
 - How will it be operated?
- Management and Monitoring
- Maintenance/Equipment Replacement
- Cost and Sustainable Financing

f. Current Cost Estimates

NRIN Component	Calculation	Estimated Annual Cost
Tower Leases	Actual and projected for 246 sites	\$281,919
Management & Monitoring	OCIO Estimate	\$279,484
Equipment Replacement	.10 X NRIN Equipment Costs (10 year length of service estimate)	\$603,000
Maintenance	Based on scope of work and priorities <ul style="list-style-type: none"> •Preventive maintenance •Trouble shooting •Spare part cache & equipment replacement 	?
Other costs	Administration, training, insurance, etc.	?
TOTAL	Known & estimated	\$1,164,403

g. Sustainable Financing

i. Potential Funding Options

- Homeland Security Funds (Federal)
- Per County (flat rate per county, by population, etc.)
- Per PSAP (city, county, state) – by population, call volume, flat fee, etc.
- User fees (e.g., modeled after the State Radio System)
- User offset (e.g., trading tower rent for NRIN usage)
- Other cost offsets (e.g., Teletype)
- State appropriation
- Partnering with Next Generation 911, FirstNet, State Radio System, other initiatives – cost sharing

- Other options
- ii. Some Considerations**
 - Membership
 - How to involve non-member users (e.g., state agencies)
 - How to add members
 - What to do with expiring members
 - Interface with Tri-County
 - How to have a nimble decision-making process for immediate decisions (e.g., Cass County Decision)
 - How to develop the financial plan
 - Estimating costs
 - Decisions about how to finance NRIN
 - New Interlocal Agreement
 - Disposition of property
 - Member cost assessment

h. Review of background materials – NRIN Committee

Board members were provided the link to the NRIN page to review NRIN materials and past meeting minutes. Those materials are available at: <http://homelandplanning.nebraska.edu/projects/regionalinteronetwork.php>

VII. Action items - Administrative Decisions

a. Development and Approval of Initial Bylaws

THE APPROVED BY-LAWS ARE ATTACHED TO THIS DOCUMENT

Motion to accept the created by-laws for the NRIN Governance Board was made by Caleb Johnson. Shelly Holzerland seconded this motion; the motion passed by unanimous roll call vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

b. Determine Staggered Election Terms

Panhandle	Heidi Gillespie	2020, 2023, ...
	Nan Gould	2019, 2022, ...
Southwest	Roger Powell	2018, 2021, ...
	James Brueggeman	2020, 2023, ...

North Central	Kevin Hood	2019, 2022, ...
	Caleb Johnson	2018, 2021, ...
South Central	Chip Volcek	2020, 2023, ...
	Jon Rosenlund	2019, 2022, ...
East Central	Tim Hofbauer	2018, 2021, ...
	Shelly Holzerland	2020, 2023, ...
Northeast	Brian Kesting	2019, 2022, ...
	Kevin Mackeprang	2018, 2021, ...
Southeast	Carla Jones	2020, 2023, ...
	Brad Eisenhauer	2019, 2022, ...

c. Request Ex-Officio Members

Chip Volcek motions to invite Nebraska Emergency Management Agency (NEMA), the Nebraska Public Power District (NPPD), and the Nebraska Office of the Chief Information Officer (OCIO) to appoint a representative as an ex-officio member of the NRIN Governance Board to attend the meetings. Brian Kesting seconded this motion; the motion passed by unanimous roll call vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

d. Nomination and election of Secretary and Vice-Chair

Jon Rosenlund nominated Chip Volcek for Vice-Chair of the NRIN Governance Board. Nan Gould seconded this motion. There were no other nominations for Vice-Chair. Chip Volcek was elected by unanimous roll call vote with no abstaining votes and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** None

Jon Rosenlund nominated Caleb Johnson for Secretary of the NRIN Governance Board. Roger Powell seconded this motion. There were no other nominations for

Secretary. Caleb Johnson was elected by roll call vote with one abstaining vote and no dissensions.

- **Yay:** Gillespie, Gould, Powell, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, Eisenhauer, and Jones
- **Nay:** None
- **Abstentions:** Johnson

e. Determine Internal Communication Needs (e.g., Web site)

The website

<http://homelandplanning.nebraska.edu/projects/regionalinteropnetwork.php> will continued to be used to house NRIN meeting minutes, agendas, and other materials.

f. Determine Information Dissemination Strategies (e.g., meeting minutes to elected officials/members)

Tim Hofbauer stated that his plan to distribute things to his region, was to send the minutes to county chairs and board members to help keep them informed of what was going on with NRIN. Other members agreed that it should be up to the board members to take responsibility to disseminate information to their region.

g. Determine Future Meeting Schedule

The University of Nebraska Public Policy Center is tasked to send out a scheduling poll to determine the future meeting schedule.

VIII. Next steps and adjourn

a. Member Comments

No member comments were made.

b. Public Comments

No public comments were made.

c. Summary of Next Steps

1. The University of Nebraska Public Policy Center will send out a scheduling poll to help determine the future meeting schedule.
2. Tim Hofbauer will send out the invitations to those that were invited to contribute ex-officio members to the NRIN Governance Board.
3. Board members will submit any agenda items to Tim Hofbauer or Chip Volcek for inclusion in the next meeting

d. Adjourn

Caleb Johnson motioned to adjourn the meeting. Chip Volcek seconded this motion. The meeting was adjourned at 2:27 PM CST

Bylaws of the Nebraska Regional Interoperability Network Governing Board

Article I. Name

The name of the Board is the Nebraska Regional Interoperability Network Governing Board (hereinafter "NRIN Board"). The NRIN Board shall report to the Nebraska Public Agency Members of the Interlocal Agreement for Cooperative Development and Use of the Nebraska Regional Interoperability Network (NRIN).

Article II. Purpose

Section 1. The NRIN Board is created to govern, manage, and coordinate NRIN to support public safety communications in Nebraska. NRIN will allow multi-jurisdictional, multi-disciplinary interoperability to ensure a competent level of local, regional, and statewide prevention, communication, cooperation, and coordination for an all-hazards incident necessary to execute a wide range of incident management operations.

Section 2. Governance. The Board shall establish policies to ensure quality of service standards, priority of service, data replication and backup, security standards, equipment and replacement standards, maintenance standards, allocation of bandwidths, monitoring and testing standards, and other operational areas necessary for the effective and efficient operation of NRIN. The Board may enter into contracts for monitoring, management, and maintenance of NRIN; expertise to advise the Board in fulfilling its duties; leases for towers that support NRIN equipment; NRIN usage by non-members; administrative functions to support the Board in fulfilling its duties; and other functions for the effective and efficient operation of NRIN. At least quarterly, the Board shall review NRIN use including traffic flow, usage patterns, and outages and make policy changes to improve NRIN functioning.

Section 3. Financial Sustainability Plan. The Board shall develop a financial plan identifying resources for sustainment of NRIN. Prior to the first day of the fiscal year, the Board shall project expenses to effectively operate NRIN, project other revenue sources, and assess costs of the Members.

Article III. Directorship

Section 1. The NRIN Board shall consist of two Directors elected by NRIN Members of each participating Nebraska communications region. Any NRIN Member may nominate a candidate.

Section 2. Each NRIN Member shall have one vote and shall vote only for candidates who represent the region containing the Member public agency. Directors are elected by receiving the largest number of votes of any candidate.

Section 3. Directors elected to serve on the NRIN Board shall serve for a term of three calendar years at a time. Directors may be re-elected for any number of terms.

Section 4. Directors shall serve staggered terms to promote Board stability and continuity. Subsequent election of Directors shall occur in the following years:

PET Region	Director Number	Term
Panhandle	Director 1	2020, 2023, ...
	Director 2	2019, 2022, ...
Southwest	Director 1	2018, 2021, ...
	Director 2	2020, 2023, ...
North Central	Director 1	2019, 2022, ...
	Director 2	2018, 2021, ...
South Central	Director 1	2020, 2023, ...
	Director 2	2019, 2022, ...
East Central	Director 1	2018, 2021, ...
	Director 2	2020, 2023, ...
Northeast	Director 1	2019, 2022, ...
	Director 2	2018, 2021, ...
Southeast	Director 1	2020, 2023, ...
	Director 2	2019, 2022, ...

Section 5. Directors, in consultation with Member in their regions, may resign their position as Director. Resignation requires written notice from the Director to the NRIN Board chairperson.

Section 6. A 2/3 majority of Members within a region may petition to terminate a Director from that region. Upon the petition by a 2/3 majority of Members within a region, the Director shall be terminated.

Section 7. Attendance will be evaluated each year from July 1 through June 30 based on number of meetings called. If a Director does not attend a majority of those meetings, he or she will be terminated. The chair person will contact all Members in the region and request appointment of a new Director for the remaining term.

Section 8. The NRIN Board shall develop and implement election procedures for scheduled elections and filling Board vacancies. Election procedures shall be communicated to all NRIN Members.

Article IV. Officers

Section 1. Candidates for the positions of chairperson, vice-chairperson, and secretary shall be nominated by a Director of the NRIN Board and elected by majority of the NRIN Board.

Section 2. The term of office for each officer shall be 12 months.

Section 3. Elections may be by secret ballot or roll call vote as determined by majority of the voting members.

Section 4. The chairperson shall open meetings at the appointed time, determine quorum present, announce proper sequence of business before the assembly, recognize members entitled to the floor, state and put to a vote all legitimate motions before the assembly, announce the results of each vote, protect the assembly from frivolous motions, expedite business while recognizing the rights and duties of members, decide all questions of order, authenticate his/her signature as necessary and adjourn the meeting.

Section 5. The vice-chairperson shall serve as meeting chair during the absence of the chairperson and perform other governance duties as assigned by the chairperson.

Section 6. The secretary shall keep a record of all meeting proceedings and Board decisions, keep on file all subcommittee reports, keep and take membership role, make minutes available to Directors and Members, provide officers with documents necessary to perform duties, sign certified copies of acts of the Board, maintain bylaws and procedures, notify Directors of meetings, and post meeting announcements and agendas.

Section 7. Officers may be removed for cause upon affirmative roll call vote of a simple majority of total Directors.

Article V. Voting

Section 1. Only NRIN Board Directors present in meetings either in-person or, as authorized, by videoconference have the right to vote on any question which has been moved, seconded and called for vote.

Section 2. Directors may abstain from voting or vote aye or nay. All votes for action items will be recorded by roll call vote.

Section 3. A simple majority of Directors present is required for a motion to pass.

Article VI. Meetings

Section 1. NRIN Board meetings will be conducted in accordance with provisions in the Nebraska "Open Meetings Law", § 84-1408 through 84-1414.

Section 2. Agendas will be established 15 days prior to the meeting date when possible to allow Directors ample time to circulate action items among their stakeholders. Publication of agendas will follow guidelines set forth in the Open Meetings Law as referenced in Article VI, Section 1.

Section 3. The NRIN Board will meet as often as needed to accomplish the goals set forth in the Interlocal Agreement for Cooperative Development and Use of the Nebraska Regional Interoperability Network.

Section 4. A quorum for conducting business shall be a simple majority of the Board of Directors.

Section 5. Public participants at NRIN Board meetings may speak on agenda items outside the public comment period when determined appropriate to assist in resolving the agenda item or when properly identified and recognized by the chairperson.

Section 6. Meeting minutes shall be provided to all NRIN Board of Directors and posted according to the Open Meetings Law.

Article VII. Committees

The NRIN Board may establish sub-committees and temporary working groups to address operating procedures and special projects.

Article VIII. Nonvoting Ex-Officio Directors

The NRIN Board may request representation of public or private agencies at NRIN Board meetings. Representatives of these agencies are nonvoting Directors and may participate in NRIN Board meeting discussions, provide advice to the NRIN Board and represent their agency's interests. Ex-Officio Directors do not have a defined term and shall not be counted toward the quorum. Ex-Officio Directors shall be designated by their agency and may be appointed or terminated by a majority of voting Directors.

Article IX. Amendments of Bylaws

These bylaws may be amended at any meeting of the NRIN Board by an affirmative roll call vote of 2/3 of the membership, provided the amendment has been placed on the agenda as an action item.

Article X. Adoption of Bylaws

Adopted by the NRIN Board by affirmative roll call vote this 19th day of May, 2016:

By: _____ Chairperson

By: _____ Vice-chairperson