

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

June 28, 2016; 10:00 – 4:00 CST

Business Meeting  
Buffalo County EOC  
1500 Central Ave.  
Kearney, NE 68847

**I. Roll Call – Confirmation of Quorum – 11 of 14 Directors attending exceeds the 8 (majority) required for a quorum**

<i><b>PET Region</b></i>	<i><b>Director Name</b></i>	<i><b>Attendance</b></i>
<i><b>Panhandle</b></i>	Heidi Gillespie	X
	Nan Gould	X
<i><b>Southwest</b></i>	James Brueggeman	
	Roger Powell	
<i><b>North Central</b></i>	Caleb Johnson	X
	Kevin Hood	X
<i><b>South Central</b></i>	Chip Volcek	X
	Jon Rosenlund	X
<i><b>East Central</b></i>	Shelly Holzerland	X
	Tim Hofbauer	X
<i><b>Northeast</b></i>	Brian Kesting	X
	Kevin Mackeprang	
<i><b>Southeast</b></i>	Brad Eisenhauer	X
	Carla Jones	X
<i><b>NEMA (Ex-Officio)</b></i>	Sue Krogman	X
<i><b>OCIO (Ex-Officio)</b></i>	Tracy Rocolo	
<i><b>NPPD (Ex-Officio)</b></i>	Matt Schnell	
<i><b>Tri-County (Ex-Officio)</b></i>	Phil Brazelton	

*Others in attendance: 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. Review and Approval of Meeting Minutes**

a. Chip Volcek made a motion to approve the meeting minutes from May 19, 2016. Carla Jones seconded this motion; the motion passed by unanimous acclamation vote with no abstaining votes and no dissensions.

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

**IV. Review and Modification of Agenda**

Mark DeKraai suggested adding an action item to establish a process to nominate and have elections in the Southwest Region with James Brueggeman's resignation. The Board agreed by consensus. Given the late notice of resignation, the agenda item was added as an emergency item.

**V. Develop plan for NRIN administration**

**a. Update on NIRMA Insurance**

East Central shared their experience with NIRMA. The biggest issue that NIRMA faces is determining ownership of equipment – whether it belongs to the county it is located in or another entity such as an Emergency Management Region or PET Region. If it does not belong to a county then it is not insurable. Tim Hofbauer of East Central filled out a transfer of ownership form with NEMA for each county in the East Central using the as-builts and per site cost estimate that Sue Krogman provided to transfer ownership to the counties. This allowed NIRMA to have proof that the counties owned and were responsible for the equipment. Chip Volcek will extend an invitation to NIRMA for the next NRIN Governance Board Meeting.

**b. Strategy for Interlocal Agreements – expired agreements and new members**

Not every county is a part of the original NRIN agreement. This fall four counties of East Central will expire. North Central will have all three member counties expire. We want to renew the members that we have, and not sit idle. Jon Rosenlund stated the need for continual outreach to continue to make the counties aware of NRIN.

**c. Status of state agency participation**

NEMA, OCIO, and NPPD have been invited for ex-officio membership.

- i. Caleb Johnson made a motion to invite Tri-County to also be invited to for ex-officio membership. Kevin Hood seconded the motion; the motion passed by unanimous acclamation vote with no abstaining votes and no dissensions.

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

**d. Process for addressing technical issues in the build-out**

Current status – Sue Krogman

- i. There is an issue going into Lexington whether or not their dispatch center can hold a one or two foot dish. FCC licenses have been applied for the South Central work. The Southeast Region is waiting for the KUTT tower. Mike Flood has agreed to place NRIN pieces on towers. The tower is at 102% capacity. The tower with the NRIN pieces would put it at 105%. His engineers are studying what is not being used. The bottom rings in the Southeast region will be a quick install. Currently working on completing the line of sights in the Southeast Region.
- ii. There are problems in the North Central Region. There is nothing between the Basset and Dunning Tower.
- iii. In the Northeast part of the state, from the KUSO tower the route does water tower hopping all the way. All the equipment is stored waiting to be hung.
- iv. Auburn is in negotiations with American Tower for purchase of a tower.
- v. All of the Northeast equipment to be stored went up to Norfolk. All of the Region 26 is stored in Erickson. In the Southeast Region, each county took responsibility for the storing of equipment if it hadn't been hung yet.

**e. Process for determining who can connect to NRIN and NRIN uses**

- i. There is a situation with Cass County with the OCIO wanting to use a hop or two for the SRS as a backup or primary connection. There was some confusion who could authorize that. Cass County hasn't signed an interlocal agreement to be a NRIN member. The NRIN Board will need to develop a quick process to deal with situations such as that.
- ii. There is a need to be able to negotiate the value of traded services. The SRS system is already using NRIN.

- iii. NRIN uses – If a county wanted NRIN to provide a hop from one area to another to provide internet, they would not be allowed. NRIN cannot do that because it is a closed , secure system.
- iv. There is a need to split NRIN Board members into working committees. There is a need especially for a technical committee that can ultimately decide these issues and to work on some of these projects.
- v. Pull out a separate policy piece to refer to:
  - 1. QOS standard draft
  - 2. Formal written request to anyone linking into NRIN

**f. Strategy for determining NRIN management and monitoring**

East Central is using the OCIO for their management and monitoring and it is going really well. OCIO is proposing two people to manage the statewide NRIN network.

- 1. Quality of Service (QOS) Standards
  - a. Life safety traffic will have priority.
  - b. 100 megabytes of data
    - i. Action item for technical committee to further develop those QOS standards.

**g. Strategy for determining NRIN maintenance**

Going to have to specify how in-depth the service agreement should be. Maintenance part of the service agreement will be especially important with sites having: filters, batteries, and UPSs need to be maintained. It would great if the service agreement also had general visits to the sites throughout the year. However we workout the management and monitoring will help determine the maintenance agreement.

**VI. Strategy for developing NRIN Financial plan**

**a. Strategy for identifying/refining NRIN annual costs**

- i. Tower Leases
  - 1. Good idea of what they are going to cost annually
- ii. Management and Monitoring
  - 1. OCIO has offered a bid. As we move along we will need to collect other competing bids.
- iii. Maintenance/Equipment Replacement
  - 1. Regional tower priorities
    - a. Each region can come up with their list of priorities
  - 2. Developing the management and monitoring specifications will help determine the maintenance specifications

3. Equipment is estimated to last 10 years. NEMA estimates \$6-7 million in total equipment costs, so annual replacement costs are estimated at \$600,000 to \$700,000 annually.
  - iv. Other costs
    1. Insurance
      - a. A finance committee will need to be developed to determine other costs such as insurance, administration, training, etc.
- b. Strategy for determining funding approach**
- i. A committee needs to look at funding options including revenue sources and cost offsets
  - ii. For costs not covered by other revenue and offsets, there needs to be a fair and equitable cost allocation formula agreeable to membership
  - iii. Having the board involved in the Investment Justification Process will be important this coming year

## **VII. Action items - Administrative Decisions**

### **a. Appointment of subcommittees**

#### **i. Technical Committee**

1. Responsibilities
  - a. QOS - Usage
  - b. RFP for equipment maintenance, monitoring, and technical management
  - c. Training
2. Technical Committee Members
  - a. Tim Hofbauer, Brad Eisenhauer, Brian Kesting, Tracy Rocole, Matt Schnell, and Sue Krogman

#### **ii. Finance Committee**

1. Responsibilities
  - a. Cost Estimation Refinement
  - b. Funding Sources and Allocation
  - c. Money saving strategies (work w/ technical committee)
2. Finance Committee Members
  - a. Jon Rosenlund, Carla Jones, Nan Gould, Caleb Johnson, Kevin Hood, NACO?

#### **iii. Policy Administration Committee**

1. Responsibilities
  - a. Insurance
  - b. Legal Interlocal by Interlocal
  - c. Marketing/Outreach

2. Policy Admin Members

- a. NIRMA, Chip Volcek, Shelly Holzerland, Heidi Gillespie

**b. Southwest Vacant Board Member Position**

- i. Jon Rosenlund motioned to carry out the same process that was used to elect the board. Nan Gould seconded the motion. The motion passed via unanimous roll-call vote.
- **Yay:** Gillespie, Gould, Johnson, Hood, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Eisenhauer, and Jones
  - **Nay:** None
  - **Abstentions:** None

**c. Future Meeting Schedule**

- i. August 2nd – 10:00 AM, Kearney – Buffalo County EOC
- ii. Future tentative meetings will be determined via Doodle Scheduling poll distributed in the meeting reminder. The poll will also help determine a possible day of the month that member can just schedule out (i.e. every first Friday of every month).

**VIII. Next steps and adjourn**

**a. Member Comments**

- i. Sue Krogman – SWICC (Statewide Interoperability Communications Coordinator) is planning another NPSCC meeting soon, a member of the committee shall give an update for the NRIN Governance Board
- ii. Kevin Hood – A lot of the commissioners do not understand the difference between the SRS and NRIN, we will need to continue outreach to make sure the purpose of NRIN is understood throughout the state.

**b. Public Comments**

- i. No public comments were made.

**c. Summary of Next Steps**

- i. Breakoff into individual committees, discuss leads for the committees, meeting specifics
- ii. Doodle poll will be sent out with a meeting reminder to help determine future tentative meeting dates

**d. Adjourn**

- i. Chip Volcek motioned to adjourn the meeting. Jon Rosenlund seconded the motion. The meeting was adjourned at 1:17 PM CST.