

Nebraska Regional Interoperability Network (NRIN) Board

June 23, 2017; 10:00 AM CDT; 9:00 AM MDT

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

I. Call to Order

A. Roll Call and Confirmation of Quorum- 13 of 14 Directors attending meets the 8 (majority) required for a quorum.

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
	Nan Gould	X
	<i>Interim Appointee</i>	X
	<i>representing the</i>	
	<i>Panhandle Region: Heidi</i>	
	<i>Gillespie</i>	
	Roger Powell	X
	<i>Interim Appointee</i>	X
	<i>representing the Southwest</i>	
	<i>Region: Brandon Myers</i>	
	Caleb Johnson	X
	Kevin Hood	X
	Chip Volcek	X
	Jon Rosenlund	X
	Shelly Holzerland	X
	Tim Hofbauer	X
	Brian Kesting	X
	Kevin Mackeprang	
	Brad Eisenhauer	X
	Carla Jones	X
<i>NEMA (Ex-Officio)</i>	Sue Krogman	X
<i>OCIO (Ex-Officio)</i>	Tracy Rocolo	
<i>NPPD (Ex-Officio)</i>	Matt Schnell	
<i>Tri-County (Ex-Officio)</i>	Phil Brazelton	

Others in attendance: Quinn Lewandowski, Mark DeKraai, Vanessa Zobeck, Alma Beland, Robert Tubbs, and Troy Cordle

B. 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)

Tim Hofbauer called the meeting to order at 10:01 AM Central Daylight Time and verified public notice and availability of copy of law in the meeting location – NEB. REV. STAT. §§ 84-1407 THROUGH 84-1414 (1999, Cum. Supp. 2006, Supp. 2007)

C. Review and Approval of Meeting Minutes

Caleb Johnson made a motion to approve the meeting minutes with corrections to the Executive Session notes. Carla Jones seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

D. Review of Agenda

- i. Platte Valley has a short presentation at 11am
- ii. Beth Ferrell with NACO may be available for a phone call

II. Subcommittee Meetings

A. Finance

The NRIN Finance Subcommittee met for a 15 minute session. The report is listed below.

B. Technical

The NRIN Technical Subcommittee met for a 15 minute session. The report is listed below.

C. Policy/Administration/Outreach

The NRIN Policy/Administration/Outreach Subcommittee met for a 15 minute session. The report is listed below.

III. Report Back from Subcommittees

A. Finance

Mark presented on updated annual cost estimates for NRIN based on extended equipment replacement estimates provided by Sue Krogman. The Finance Committee will develop some revised cost estimates based on options for maintenance and monitoring.

B. Technical

Platte Valley will present a potential maintenance service agreement contract for discussion later in the meeting.

C. Policy/Administration/Outreach

The Policy/Administration/Outreach committee met with Janell and Quinn from the Public Policy Center and Tony from Pixel Bakery for a proposed presentation of the video. Shelly brought the scripts to this meeting and shared them with the Board. Caleb would like to move the second to last paragraph on the script (the information regarding an explanation of NRIN) so it's closer to the top. Chip will send this suggestion to the policy committee and Tony at Pixel Bakery.

There are approximately 14 slides in the animation which originally had a deadline of September 1st. The deadline has been extended to October 31st. Pixel will make pamphlets and brochures to compliment the video presentation. The video should be available for presentation to counties after the first of the year.

There was a question regarding whether funding from the Northeast Region was MOU'd. Funding was approved but has not been contributed. Chip will work with Kevin Garvin to verify the amount and transfer the Northeast Region's NRIN grant funds.

IV. Action Items

A. NRIN Use Approval

Caleb Johnson made a motion to approve the NRIN Use Approval form layout. Carla Jones seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

The Southeast Region submitted a use approval request to run data through NRIN. The region is currently running records management data from Beatrice to Crete through a non-secure internet connection. This will be the first usage of this particular line therefore, bandwidth is not an issue. Chip Volcek made a motion to approve the request. Caleb Johnson seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissension.

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

NRIN Use Approval requests are approved by the Board at the meetings. Quinn and Sue will create a spreadsheet of all current Use Approval requests; this spreadsheet will be used to track all future use.

V. Updates and Discussion Items

A. Update and Discussion on NRIN Sustainment and Financing

i. Geocom presentation/discussion on connectivity prices and descriptions

Stacen Gross is available to talk to the NRIN Board about dispatch communication charges related to 911 systems and give a rough idea of what is spent. Tim will check with Stacy to see if he can send the information instead of coming to a meeting. Tim would like to compile a list of 911 phone vendors that will support the use of NRIN; this will be used for future reference when counties want to join NRIN. Stacen Gross knows all of the vendors and his employment consists of setting up statewide networks.

ii. Input from each region on current costs for connection – All

The Technical Committee will make a list of each regions costs for the various connections (phone, internet, etc.) and will present their findings to the group.

iii. Equipment replacement costs and life span of parts – Sue Krogman

Sue completed some research on equipment replacement costs: the previously reported costs were based on a 10 year life span of parts; most parts will last up to 15 years. The equipment replacement costs report has been adjusted accordingly. The dishes have a 30-year life span which brings the annual cost for equipment down from about \$700,000 per year to approximately \$431,000 a year.

iv. Monitoring and Maintenance

Mike Eppley with Platte Valley Communications presented a proposed service agreement contract. The contract includes responding to service requests, system checks once a year including maintenance. The contract is modified from a 911 system contract and is an estimate because Platte Valley does not currently have a statewide contract. Also, some of the verbiage in the contract does not correlate with NRIN's microwave system.

The severities in the contract are an estimation; Platte Valley would need information on who makes decisions regarding severity; the point of contact for each region will make the decision on severity. The 911 systems that Platte Valley service will take priority over NRIN because there are limited technicians available. Many of the service items will be in discovery while the network is still being built so Platte Valley provided an hourly rate until the network is completed and more heavily used. This hourly rate provides the NRIN Board an approximate amount for the first year of the maintenance agreement. The costs would be adjusted after the first year of service based on costs expended.

The last page of the contract includes a preventative service and this quote is an average cost. The technicians will be able to access the system but will only go onsite for routine maintenance once a year. The technicians will create a baseline at each site with pictures and statistics. The proposed service agreement covers the four regions currently on NRIN. The other regions will have on-call service but will not have a yearly site visit until necessary. The contract also includes a touch-base with the regional point of contact and can be tailored by region. Platte Valley will not require each region to use their contract; this allows regions to find their own service provider.

Platte Valley is willing to store spare parts to service small equipment failures. Larger equipment will have to be stored offsite. Spare parts are generally the biggest service issue and these equipment failures take two trips out to the tower for determination and resolution. Spare parts do not need to be divided by region because one grant purchased all of the equipment.

Full router configuration has never been completed by Platte Valley so OCIO or Cornerstone assistance would be needed for Network Administration. Platte Valley is familiar with maintenance of the equipment. Chip will take this proposed agreement to the South Central region on July 5th for a preliminary vote. The agreement could be paid using the grant funds being distributed in October. System monitoring is \$100 per month, per region. OCIO can configure Solar Winds to notify the regional primary contact with tower service alerts. There is also a possibility for each region to designate a dispatch center as the primary monitoring service with Platte Valley as the service provider. The NRIN Board prefers one provider for 24/7 monitoring instead of splitting the hours. Platte Valley already has access to Solar Winds. OCIO charges a fee for monitoring Solar Winds. Once a region has a primary contact to monitor Solar Winds, contact OCIO to remove the fee. Solar Winds needs to be loaded into Beatrice dispatch.

The Technical Committee will review the full agreement from Platte Valley and will report back to the NRIN Board with proposed changes. The committee will discuss monitoring items with Tracy at OCIO and will create a list of alerts to add into Solar Winds.

v. ***Fee schedule conversation – All***

Caleb suggested that once a fee is established, it should apply to all users, current and future. The fee will be competitive in pricing. The Finance Committee will schedule a call to discuss fees.

vi. ***Potential legislative agenda – Sue Krogman***

Sue was advised not to request legislative funds because NRIN is already running and is no longer a startup.

vii. ***Fund transfer to NACO and funding by Public Service Commission (PSC) – Chip Volcek***

NACO is able to bill for completed service but cannot bill for a lump sum not connected to work and would also have to become a sub-grantee. NACO should only be utilized to bill regions for service fees, etc. The Public Service Commission funds 911 services; when NRIN becomes a provider of 911 services, funds can then be received from PSC.

viii. ***Liability and insurance coverage – NACO***

NACO legal cannot represent NRIN but insurance coverage still needs to be discussed. Other entities typically retain a private attorney; Caleb will research potential attorneys. The Public Policy Center will review other Interlocal Agreements legal representatives for coverage information.

B. Updates on NRIN Uses

i. ***Update on negotiations with NPPD on two proposals – Tim Hofbauer***

Tim left early and did not discuss this topic.

ii. ***Update on Department of Roads – Sue Krogman***

The initial proposal for the Department of Roads included a piece of highway over in McCook for snowplowing purposes. The Department of Roads now wants cameras, weather stations, and more on all towers across the state. Sue provided the tower heights to determine if the network will work for their needs.

iii. ***Update on teletype – Sue Krogman***

The State Patrol teletype is the transport for Combined Law Enforcement Network traffic. The preference is to use NRIN as a secondary system. There are concerns that the network will not meet FBI requirements and whether or not there is stability for CLEN. Sue will work with State Patrol to determine the requirements for the network; one established requirement is the need for a data out-point for 911 dispatch centers.

iv. ***Update on other regional or state uses – All***

The NRIN Board needs to develop pricing information as soon as possible in order to establish a feasible working agreement with other organizations.

C. Update on NRIN Build-Out – Sue Krogman

i. NEMA Update – Sue Krogman

Cass County is hanging equipment and helping Motorola hang equipment with Cornerstone. The other team is working in the Fairbury area on structural analysis and mapping into Pawnee City; this is almost complete to Tecumseh. Cornerstone is working with KUTT Tower Engineer on structural stability; equipment continues to be removed from the tower. Another analysis will be created once equipment removal is complete. A Gage County tower has become available for NRIN usage. The East Central region network is under construction. The OPPD tower is full so Sue is looking into building a smaller connection between Orion.

ii. Event to connect east to west – Sue Krogman

This is slated for fall after network testing is completed. The network should have stability and active 24/7 monitoring prior to the event.

iii. Identifying regional points of contact – each region

Each region needs to identify how NRIN would be monitored (e.g. 911 centers) and who would determine severity of outages, and work with maintenance contractor to remedy.

iv. Panhandle – Nan Gould

The Panhandle Region voted Heidi Gillespie as interim appointee to the NRIN Board. Heidi is discussing phone and internet charges with Telecom in Alliance. Their current equipment is not in an ideal location and is not accessible 24/7. The positioning of the equipment has lowered the Panhandle Region's confidence level of NRIN. Sue, Nan, and Heidi will visit the county to work on the issues.

Troy suggested they regionalize to become a regional 911 system.

Tony has resigned at Chadron PD as of June 26th.

v. Southwest – Roger Powell

The Southwest Region voted Brandon Myers as interim appointee to the NRIN Board. Brandon attended today's meeting via Zoom.

vi. North Central – Caleb Johnson & Kevin Hood

Keith County is in its second round of Emergency Management applications. The region has eliminated their IT section and is separating those services.

vii. South Central – Chip Volcek & Jon Rosenlund

The South Central Region is pushing funding back to next year on the same tower so they can provide more money to network buildout. They received a bid on the tower from Platte Valley for around \$70,000; it will be a 180 to 190 foot tower. The region has to create a lease agreement between the state, the county, and a land owner for the tower; Custer County has a similar tower agreement and may be able to provide an example lease.

viii. Southeast – Carla Jones & Brad Eisenhauer

The tower that collapsed will be rebuilt. The Region located a 360-foot tower which is ready to ship and footings are being poured today; it will be operational in 3 to 4 weeks. The equipment on the Beatrice water tower is duplicated so they were able to be operational quickly when the tower fell. The radio console was dropping every 3 minutes when the station was struck by lightning but NRIN was stable the entire time. Carla will send a summary of the event, including the date, with pictures to Chip for use on the Pixel Bakery presentation. Carla volunteered to bring the Southeast Region's monitoring bill to the next NRIN Board meeting.

ix. East Central – Shelly Holzerland & Tim Hofbauer

No report today.

x. Northeast – Brian Kesting & Kevin Mackeprang

The Northeast Region volunteers to start Solar Winds Statewide monitoring. Kevin Garvin verified that the Region did approve money for Pixel Bakery but they are not sure of the amount so they will verify with Chip.

xi. Tri-County – Phil Brazelton

Tri-County was not present at this meeting.

D. Other Updates and Discussion

i. NRIN Board Vacancy Update

The Southwest and Panhandle Regions both have candidates to fill the NRIN Board vacancies. Notices will be sent to both regions on Monday, June 26th. The Interlocal Counties will receive the ballot. Quinn will tally the counts and the vote will be official by the next NRIN Board meeting.

The North Central Region will have a new vacancy for the NRIN Board as of July 1st to replace Kevin Hood.

The Bylaws state that NRIN Board Officers are appointed for one year. The next NRIN Board meeting will hold an election for officers. Officers can fulfill any number of consecutive terms.

ii. Updated election policies

The election policies were approved by vote at the May 5th NRIN Board Meeting. Caleb signed the policies today. Vanessa will compile the signed copy into a packet with the Bylaws and Policies and email the packet to the Board.

iii. Other updates from regions or state agencies

No other updates.

VI. Executive Session (if needed)

No Executive Session was needed today.

VII. Comments and adjourn

A. Next steps and agenda for next meeting

- i. **Next meeting** –July 21, 2017 at 10:00 AM CDT in the Buffalo County EOC in Kearney, NE.

1. **Action steps (complete prior to the next meeting):**

- I> Quinn and Sue to create a spreadsheet to track use approvals.
- II> Tim to ask Stacy Gross to send information regarding 911 system charges.
- III> The Technical and Finance Committee will create a spreadsheet with regional 911 phone costs.
- IV> The Technical Committee will review the full Platte Valley Service Agreement and report back to the NRIN Board with proposed changes.
- V> The Technical Committee will meet with Tracy at OCIO to review monitoring and compile a list of alerts to add into Solar Winds.
- VI> The Finance Committee will hold a conference call to discuss the fee schedule.
- VII> Mark and Caleb will review legal representation options.
- VIII> Sue, Nan, and Heidi to visit the Panhandle to discuss the NRIN process.
- IX> Carla will send a summary of the tower collapse event along with pictures to Chip.
- X> Carla will bring the monitoring bill to the next meeting.
- XI> Vanessa will compile a packet including the election policy, bylaws, and policies for the Board members.
- XII> Each region will establish a local point of contact and process for monitoring outages.
- XIII> Sue will deploy Solar Winds to a couple of locations. The Northeast Region volunteered for Solar Winds monitoring.

ii. **Agenda items to add**

1. **NRIN Board Officer Elections**

B. Member Comments

A member suggested to put in a lockbox with a punch code when constructing a tower site. A member suggested that duo/co-located SRS/NRIN tower sites should be pursued to combine monitoring and maintenance with SRS.

C. Public Comments

The Next Generation public hearing is on July 20th

Adjourn Jon Rosenlund made a motion to adjourn the meeting at 1:14 PM CDT. Nan Gould seconded this motion. The motion passed by unanimous vote with no abstaining votes and no dissension.