

Nebraska Regional Interoperability Network (NRIN) Board

May 5, 2017; 10:00 AM CDT; 9:00 AM MDT

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

- I. Call to Order- Confirmation of Quorum-** 10 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>Vacant</i>	
	Roger Powell	X
	<i>Vacant</i>	
	Caleb Johnson	X
	Kevin Hood	
	Chip Volcek	X
	Jon Rosenlund	X
	Shelly Holzerland	X
	Tim Hofbauer	X
	Brian Kesting	X
	Kevin Mackeprang	X
	Brad Eisenhauer	
	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: Heidi Gillespie, Quinn Lewandowski, Mark DeKraai, and Vanessa Zobeck

- A. 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)

- B. Review and Approval of Meeting Minutes**

Caleb Johnson made a motion to approve the meeting minutes with minor typographical changes. Carla Jones seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

C. Review of Agenda

Caleb Johnson made a motion to approve the meeting agenda. Brian Kesting seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

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

The Finance Subcommittee is looking at the estimates of current costs and deciding on the next steps for these five items:

1. Tower Costs: the subcommittee needs an updated spreadsheet showing the current rates for new towers.
2. Negotiations with NPPD (waiving tower rents for use on existing towers) could reduce approximately \$42,000 of costs.
3. OCIO and monitoring contract: costs are being estimated from the submitted proposal.
4. Equipment costs: the shelf-life for each piece of equipment, buy-back prices, and replacement costs are information required to estimate ongoing costs for updating and replacing equipment.
5. Maintenance: costs for maintenance are currently unknown.

B. Technical

The OCIO SLA was not fully funded by the Investment Justification (IJ) Workshop and subsequent approval process. OCIO is willing to provide individual regions coverage at \$25,000 per region, per year. This includes repairs and service except for climbing the tower. The Technical Subcommittee discussed having OCIO provide services to four regions using Homeland Security grant funds.

The OCIO is currently using the NRIN network for SRS backhaul; counties connecting through NRIN to SRS use the connection to the towers. There was discussion on whether this might be a potential offset to monitoring costs but it was determined that this is primarily an advantage to counties. Counties may see a cost savings of \$6000 - \$9000 per year, and this can be highlighted as a benefit to joining NRIN.

C. Policy/Administration/Outreach

The Policy/Administration/Outreach committee received a draft of the script from Pixel Bakery for the NRIN promotion video. There were some modifications sent back to Pixel Bakery. There is a meeting on May 24th where Pixel Bakery will present the final script prior to creating the video.

IV. Action Items

A. NRIN Use Approval

Saunders County wants to use NRIN via one of their transports to get SRS connectivity into their dispatch center. The NRIN Board needs to vote on this connectivity request to allow Saunders usage of the network. Shelly Holzerland made a motion to approve this request. Caleb Johnson seconded this motion; the motion passed by unanimous vote with no abstaining votes and not dissensions.

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

Caleb Johnson requested the Use Approval form be adjusted with following modifications. This will be an action item during the next NRIN Board meeting:

- Date of Approval
- Date of Request

The original requests should be maintained by the secretary and a backup copy should be stored by the Public Policy Center on Box.

B. NRIN Election Policy

The Policy/Administration/Outreach committee held a conference call regarding election policies. The policies were created to be consistent with the Interlocal Agreement and were then extended to address directorship in regular or unscheduled elections. Interim appointment is allowed by region while the election is in process. The policy needs to be adjusted with the following modifications:

- On the 4th page, list the NRIN Board member's terms and adjust as they change.
- On the 1st page, item IV, provide additional definition regarding the option for the Board to terminate a member. This section should state "terminated by NRIN Board". Regarding the submission of a resignation, termination needs to be provided in written form by the PET region; under 4b the NRIN board provides the notification, 4a the Region or representative provides written notification.

This policy is a separate document which will be referred to in the bylaws. The Board voted to approve this policy with the changes listed above. Chip Volcek made a motion to approve the policy with the changes listed above. Brian Kesting seconded this motion; the motion passed by unanimous vote with not abstaining votes and no dissensions.

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

V. Presentations and Discussion

A. Juniper

No presentation or discussion from Juniper today.

B. State Patrol

No presentation or discussion from the State Patrol today.

C. Department of Roads

Tom Sand, a director with the Department of Roads hasn't had time to plot the areas for better service and needs a clearer idea of costs of NRIN usage. Sue is working with phone companies to compile a list of charges and would like to see a breakout of DSL from teletype. She would like to compare current costs by counties.

D. NACO – Conference call to speak on legal counsel at 11:30 AM CDT

Larry and Beth with NACO discussed the legal counsel that can be provided to NRIN. NACO is on retainer at a rate of \$75.00 per hour for legal issues that NRIN may face in the future. There are two attorneys on staff whose primary role is to interpret state statute. They do not defend counties on legal issues. NACO will review elements of contracts but cannot interpret NRIN functionality. The Interlocal Agreement, Policies, and Bylaws need to be sent to NACO for review. They will review how the Board was formed to determine liability and insurance coverage. Beth with NACO needs to be informed of the Board meetings so she can be available to attend if necessary. There will not be a contract because of the existing working relationship but they will send a letter to Caleb indicating the billing amount.

NACO will become the fiscal agent to collect funds for NRIN.

NIRMA provides coverage to county officials and equipment as long as the issue is county related.

E. NRIN Sustainment

Sue suggested charging a minimal fee for either dispatch or anybody using NRIN as primary or secondary coverage. SRS was granted \$1,000,000 from legislation to start their project; it may be in the best interest for NRIN to have a Bill go before legislature to assist with legitimacy and funding sustainability. The Bill should reflect that Omaha and surrounding area is the basis for NRIN. Sue will pursue this course of action.

It is possible that revenue collected through NACO could potentially be reimbursed through the public service commission. The South Central Region has been collecting the revenue. Chip will ask the auditors to determine how to transfer the funds from the region or Homeland Security grant funds to NACO.

VI. Updates and Discussion Items

A. Updates on NRIN Uses

i. Update on negotiations with NPPD on two proposals - Tim Hofbauer and Sue Krogman

Sue has had preliminary conversations with NPPD and they are willing to create a contract which will alleviate usage of multiple networks and will reduce rent costs. The SRS wants to run a node from North Platte through Chadron which would alleviate NPPD tower rent on this route. The contract draft will take into account the SRS and OCIO usage and how it will affect NPPD's costs.

ii. Regional Points of Contact (POCs) for NRIN in each region

Each region needs to establish a couple points of contact for technical support. This is outlined in the OCIO SLA. Some contact points need to have the ability to provide backup power to the tower. Dispatch centers are 24/7, it may be possible to have them monitor the status of towers. The contact points could also be the county maintenance department or Emergency Managers. Tim has a spreadsheet containing tower site contact information for the East Central Region.

Sue has given the Board access to a GIS Interactive map of the tower sites. She can add the point of contact to this map.

iii. Investment Justification (IJ) Results

Sue provided an explanation of the IJ process: The Homeland Security grant distributes funds to regions across the state each year. First, the Subject Matter Expert (SME) groups meet to compile a list of projects to submit for funding. They then rate the projects by priority. Then, all SME/PET groups attend the IJ workshop to rate the projects. After the workshop, the Homeland Security Policy Group (HSPG) and Senior Advisory Council (SAC) meet to determine cuts from the projects. The final NRIN amount approved by the HSPG/SAC is \$100,000. These funds will either go to NACO or the South Central region. There was discussion regarding how to distribute these funds; it was originally intended for the OCIO SLA. Tim suggested to pay OCIO \$100/month for the monitoring fee, time, and materials instead of the entire \$100,000. Conversation regarding this topic will continue next month.

iv. Update on other regional or state uses – All

No other updates

B. Update on NRIN Build-Out – Sue Krogman

i. Tower MOUs – Sue Krogman

Tower rent has not changed in any NRIN location. North Central, Ogallala area, and North Sterling currently have high costs leases for the remainder of their tower lease. There are one to two areas in each region still under construction.

OCIO has requested to use part of the network in the Panhandle region from Chadron to Sidney; this will alleviate NPPD charges. Kimball may be joining the network after a productive meeting between Sue, Kim, Heidi, and the county.

The KSOU town engineer thought there would be too much weight on the structure. Sue showed the structural analysis to her engineers and they found a way to route from the WAGE tower to lighten the load on the KSOU tower. Tower rent will be free and will be connecting to the Orion network; Cornerstone is doing this work. Cornerstone is also working with Motorola to get the 800 MHz system operational. This system will run off of a microwave from the NRIN network and will enable connection across Cass County.

ii. Event to connect east to west – Sue Krogman

Once the work with Cornerstone is complete, the event to connect the east to the west will be scheduled.

iii. Panhandle – Nan Gould

The Panhandle decided to MOU \$1,000 to put towards the Pixel Bakery NRIN video.

iv. Southwest – Roger Powell

No update today.

v. North Central – Caleb Johnson & Kevin Hood

No update today.

vi. South Central – Chip Volcek & Jon Rosenlund

No update today.

vii. Southeast – Carla Jones & Brad Eisenhauer

No update today.

viii. East Central – Shelly Holzerland & Tim Hofbauer

The East Central region has a tower connection now and is waiting on use of the KSOU tower. They will hook in through the Nextel tower to connect to the network.

ix. Northeast – Brian Kesting & Kevin Mackeprang

The equipment is ready to install. They may be deconstructing an old tower and installing a dish on the courthouse. This setup is pending conversation with Sue regarding logistics.

x. Tri-County - Phil Brazelton

No update today.

C. Other Updates and Discussion

i. NRIN Board Vacancy Update

The nomination process for the Southwest Region and Panhandle Region has begun. Nominations will conclude June 5th and then the election will begin. County Boards will then vote to appoint NRIN Board members for their respective Regions.

ii. Update on Service Level Agreement – OCIO

This was covered in updates in the notes above.

iii. Follow up on equipment buy-back and other issues – Sue Krogman and Tim Hofbauer

Replacement equipment information: **Sue has a list of equipment replacement costs and life span of parts. She will send this information to the Board prior to the next meeting.** Costs for replacement parts are minimal compared to start-up. MX5s have a long life span unless weather damages the unit. SRX550s (pass through router) are replaceable with newer parts one at a time and are backwards compatible.

UPS systems have a 10 year life span so will not need to be replaced until 2020. These devices can back up the system for 2 hours at a time and can be purchased with grant funds on start-up (not as replacement). Counties using NRIN for primary or secondary dispatch of police or 911 centers will need multiple battery backups.

The IP10 series radio is being discontinued in November but until then, they are offering five year contracts. Parts will continue to be available. The new edition may be cheaper to purchase because of technology advances and is also backwards compatible.

iv. Other updates from regions or state agencies

No other updates.

VII. Executive Session

Caleb Johnson made a motion at 12:50PM CDT to enter into Executive Session for strategic planning as it relates to NRIN monitoring system. Shelly Holzerland seconded this motion. Caleb Johnson restated the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions. Caleb Johnson made a motion to exit the Executive Session at 1:27PM CDT. Jon Rosenlund seconded this motion. Caleb Johnson restated the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

- **Yea:** Gould, Johnson, Volcek, Rosenlund, Holzerland, Hofbauer, Kesting, Mackeprang, and Jones
- **Nay:** None
- **Abstentions:** None

VIII. Comments and adjourn

A. Next steps and agenda for next meeting

- i. **Next meeting** – June 23, 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: Update the NRIN Use Approval form – (IV.A.)
 - II> Mark: Update the Election Policy form – (IV.B.)
 - III> Mark: Send the NRIN Interlocal Agreement, Policies, and Bylaws to Beth with NACO. (V.D.)
 - IV> Vanessa: Include Beth on mailing list for future meetings. (V.D.)
 - V> Sue: Pursue opportunities for legislation for NRIN. (V.E.)
 - VI> Chip: Ask Auditors how to transfer Homeland Security funding to NACO (V.E.)
 - VII> Each Region: Establish points of contact for technical support and send information to Sue.
 - i. Sue: Add points of contact to GIS Interactive map of the tower sites. (VI.A.ii.)
 - VIII> Sue: Send list of equipment replacement costs/life span of parts to the Board. (VI.C.iii.)
 - IX> Tim: Invite Geocom to the next meeting and obtain connectivity prices with descriptions; send the information to Quinn.
 - X> Each Region: Obtain current connection costs (phone, DSL, etc.) and send the compiled information to Quinn. (VIII.A.ii)
 - XI> Quinn: compile pricing information from each Region.

- ii. **Agenda items to add**

1. *Discuss funds transfer from the South Central Region or Homeland Security Grant funds to NACO*
 2. *Fee schedule conversation*
 3. *Input from each region regarding their current costs for connection.*
 4. *Stasen Gross with Geocom to discuss connectivity prices and descriptions.*

- iii. **Member Comments**

- iv. **Public Comments**

- v. **Adjourn** Tim Hofbauer adjourned the meeting at 1:40 PM CDT.