

**Nebraska Regional Interoperability Network (NRIN) Board**  
**September 14, 2018; 10:30 AM CST; 9:30 AM MST**  
**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 Director (majority) required for a quorum)

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

Others in attendance: Chris Jones, Quinn Lewandowski, John McKee, and Amanda Burki

**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 10:20 AM Central Time and verified public notice and availability of copy of law in the meeting location.

**C. Review and Approval of Meeting Minutes**

Jon Rosenlund made a motion to approve the meeting minutes, and Robert Tubbs seconded this motion. Roll call vote to approve the minutes from 8.10.2018 meeting.

**Yea: 13, Nay: 0, Abstaining: 0**

The motion passed by unanimous vote with no abstaining votes and no dissensions.

**D. Review of Agenda**

There were no comments on the agenda. Agenda accepted as presented.

**II. Subcommittee Meetings: (Subcommittees are meeting prior to the NRIN meeting)**

**A. Finance**

The Finance subcommittee discussed the fee schedule, and the importance of getting the fee schedule email out to all NRIN users. The PPC has emailed the fee schedule to all county clerks and NRIN users. The committee also stressed the importance of reporting out, so that counties know that they must have insurance on the equipment. Most counties insure the site equipment through NiRMA (Nebraska Intergovernmental Risk Management Association. Counties will MOU the money back, after once set up and equipment is insured. Another venue to present the fee schedule is at regional PET meetings. If Directors are unable to attend PET (Planning, Execute, Training) meetings, please let the Executive committee know so that someone can go to the PET meeting to answer any questions regarding fee schedule. As Directors continue to work with their counties, it is very important to stress that NRIN is not a state entity, and that NRIN is an independent entity owned by the counties. NRIN is moving toward self-sufficiency, so that when the grant money is completed, it will continue to provide service as an organization. All sites are individually owned by the county, but maintained by the state to insure that the statewide coverage is maintained. Repetition is the key to correct outreach to all counties and potential users. Additionally, the Finance committee has presented that an Audit procedure must be in place once the fees are assessed in January 2019. The Finance committee provided the various billing options and the Board determined that the best choice is to bill annually. Billing mode will be voted on at the next NRIN meeting.

**B. Technical**

The Technical Subcommittee has made the request for approval of \$6000 for 40 hours of tech support through Cornerstone, which is the only contractor that is able to remove and re-install equipment in the event that the water tower needs paint or maintenance. They need as much advance notice as possible for scheduling the removal of equipment, and Cornerstone will not work on site with another contractor that is currently providing separate services. NRIN governance fees may be used for this type of service. Informal bids are needed for any work that is \$10,000-49,999; for work that is less than \$10,000, only a quote would be necessary. Full bid process is only necessary if greater than \$50,000.

The Technical Subcommittee approved the following reference materials:  
Quick reference Sheet: This reference sheet should be provided to anyone who may need to do maintenance on the equipment.

Emergency contacts Sheet/List: This is a listing of the point of contacts for the entire state.

**C. Policy/Administration/Outreach**

The purchasing policy is in process. When complete, the committee will send to the Executive committee. Discussion regarding the Windstream request for an NRIN map of all sites. The Directors have decided that the NRIN map will be kept in the NEMA library, and available to view. Copies of the NRIN map will no longer be distributed or copied. Appointments will be set through Sue Krogman to view the map.

**III. Action Items:**

**A. NRIN Use Approval:** No new applications for use approval have been submitted since the last meeting. The NRIN Board is working on updating the New User form. When the form is completed and approved by the Board, it will be updated on the website for new users to complete.

**B. NRIN Financial Report:**

Dawna Whitcomb submitted the financial report, which included two (2) bills that have been paid since the last meeting, both for the South Central region. The financial report was accepted. A motion was made to accept the Claim and expense report by Jon Rosenlund, and the motion was seconded by Alma Beland.

**Roll Call Vote taken: Yea: 13 Nay: 0, Abstaining: 0**

The motion passed by unanimous vote with no abstaining votes and no dissensions.

**C. Discussion and decision regarding Statewide Global Service Level Agreement (SLA) with OCIO**

Deferred to a later date.

**D. Ex- Officio Members and Partnerships**

The role of the Ex-Officio is to be an advisory position. The NRIN Board has decided that no one serving as Ex-Officio may receive any type of payment for the attendance and service that they provide NRIN. For this reason, OCIO (Office of Chief Information Officer) will no longer have any ex-officio positions at meetings. The Board did acknowledge that in the event that OCIO wants to participate as Ex-Officio, that they would be open to discussion on having a representative that is a volunteer. Jon Rosenlund made a motion to accept the change regarding Ex-officio be accepted, and Brian Kesting seconded the motion.

**Roll call vote: Yea: 13 , Nay: 0, Abstaining: 0**

**The motion passed by unanimous vote with no abstaining votes and no dissensions.**

(The roll call roster will reflect the change, effective for the October 12, 2018 meeting.)

**E. NRIN Expense Approval Process**

Caleb Johnson motioned to designate the Nebraska Association of County Officials (NACO) to be listed as authorized account signers on the Nebraska Regional Interoperability Network (NRIN) bank account. NACO is to be allowed to be the signer of any checks issued from the NRIN bank account upon receipt of confirmation of expense approval (by e-mail or other written consent) from two current members of the NRIN Governance Board Executive Council (Chair, Vice-Chair, or Secretary), whoever they may be. This motion also reverses a previous decision to require two signatures on each check from the NRIN bank account, and allows checks written from the NRIN bank account to have only require one authorized signature after majority NRIN Governance Board Executive Council approval. This motion was seconded by Jon Rosenlund. The motion passed by unanimous roll call vote with no abstention or dissensions. Paperwork for NACO has been signed and approved by the Board, and will be turned in to NACO next week. NACO is to be provided an excerpt of the above motion until an official copy of the NRIN Governance Board Minutes from Sept. 14, 2018 can be sent to NACO

**Roll call vote: Yea: 13 Nay: 0, Abstention: 0.**

**The motion passed by unanimous vote with no abstaining votes and no dissensions.**

**F. NRIN use approval process**

The use approval will remain the same, with no changes. If changes are needed, they will be addressed at a future date.

**G. NRIN User Form Approval**

New NRIN form: The Technical Subcommittee will review, and will have as an action item for the 10.12.18 meeting. The *New Users form* will be sent by email to all Board members for their review. Any changes or recommendations for the form should be noted, and then emailed back to the PPC (Public Policy Center). The following are additional items to be added to the *Use Application Form*: Fee schedule, Application fee, and annual payment for NRIN services (after the mode f billing is approved at the next meeting).

**H. D&O applications and Quotes (Board Liability Protection)**

A director and officers policy is being applied for to cover the Board in the event of a liability claim. Multiple applications will be submitted to obtain quotes. The Board will review the quotes at the October meeting. A motion was made by Jon Rosenlund to proceed with the application and quote process; the motion was seconded by Roger Powell.

**Roll call vote: Yea:13 Nay: 0, Abstention: 0.**

The motion passed by unanimous vote with no abstaining votes and no dissensions.

#### **IV. Updates and Discussion Items**

A. Update and Discussion on NRIN Sustainment and Financing

Effective January 1, 2019, NRIN will begin charging for the usage of the network. Charging for the usage will be the beginning of project sustainment after the end of the grant. January will be the start of the fees, but the first bills will not be sent until March. The Finance Subcommittee will meet with NACO and discuss how the billing will be set up, and who will be doing the invoicing - NACO or NRIN. Consensus of discussion is that annual billing would be the best option.

i. **Liability and Insurance Coverage Update**

This item was moved by Caleb Johnson to an action item, as per protocol of greater than 24 hour notice.

ii. **NPPD Meeting Update**

Update on meeting will be presented at a future date.

iii. **NACO Meeting Update:**

The NRIN Financial Subcommittee will be drafting an expense policy, and will send to the Board. The billing schedule preference is to have an annual billing. Jon Rosenlund will set up a time to meet with NACO/Larry Dix after the expense policy has been determined. Two members of the Executive Council must approve all expenditures, and then NACO will sign. Paperwork for NACO has been signed and approved by the Board, and will be turned in to NACO next week.

iv. **Cerragon Trade-in option and 24/7 tech support offer**

v. **Booth at Apco/Nena**

Idea was introduced, and will be discussed at a future time

vi. **Booth at NEPST**

Idea was introduced, and will be discussed at a future time

vii. **NRIN Trouble Shooting Checklists and Flowcharts**

viii. **NPPD Update**

Sue Krogman reported that she called Ceragon and found that NRIN is at max usage. Currently, the NRIN contract is \$6000 for 40 hours of tech support. Sue contacted Ceragon on behalf of Cass County because they use the NRIN for blast notification. Motorola said that there was lack of quality of service, which is not the case. Members are urged to use discretion when taking the advice of contractors regarding the quality of products being used. Questions regarding quality of services, or quality of devices should be submitted to the technical committee.

ix. **Other updates from regions or state agencies**

a) **Juniper remote Tech Support Proposal:**

To date, 9.25 hours have been used in tech support and 6.75 is remaining. There is not a bill due to Juniper at this time.

**b) Remaining Meeting Dates for 2018:**

October 12  
November 9  
December 14

x. **Newsletter**

Develop draft NRIN Monthly Newsletter and send to Governance Board for review. Sue introduced the idea of a newsletter being emailed to designated list of people, that will provide brief synopsis of meetings and current events that are being discussed by NRIN.

**V. Executive Session (if needed)**

Not needed

**VI. Comments and Adjourn**

**A. Member Comments**

No member comments.

**B. Public Comments**

The PPC (Public Policy Center) will be transitioning a new person to attend, and assist with the NRIN needs. There will continue to be three PPC representatives that are assisting NRIN.

**C. Adjourn:**

Jon Rosenlund motioned to adjourn the meeting at 12:45 PM CST. Roger Powell seconded the motion. Roll call vote not needed for adjournment.

\*\*NRIN agendas, meeting minutes, materials, and forms can be located at:  
<http://www.homelandplanning.unl.edu/projects/regionalinteropnetwork.php>\*\*

**To-Do List for 10.12.18 Meeting**

1. (Sue Krogman) – Send out NRIN Point of Contact Spreadsheet to the Board

2. (All Governance Board Members) – Work with each Region to complete the NRIN Point of Contact Spreadsheet for your Region
3. (Policy, Admin, and Outreach Subcommittee) – Send Draft of NRIN Purchasing Policy out to fellow board member by end of September
4. (Technical Subcommittee) – Review and edit new NRIN User Form. Send out edited form to rest of Governance board by end of September
5. (All Governance Board Members) – Upon receiving NRIN User Form from Technical Committee. Review and provide feedback
6. (Quinn Lewandowski/PPC) – Develop draft NRIN Monthly Newsletter and send to Governance Board for review.
7. (Finance Subcommittee)- set up meeting with NACO and discuss how the billing will be set up, and details of invoicing.
8. The Finance Subcommittee will develop a expense approval policy
9. Signed Paperwork will be returned to NACO (week of 9/17/18) by the PPC.
10. Brad Eisenhauer will present on Raspberry Pi at the next Board meeting, and how it can be used in conjunction with Solar Winds.

## NRIN Financial Report

Friday, September 14, 2018

Prepared by Dawna Whitcomb (As of May 2018)

Date	Description	Receipts	Expense	Balance
	<b>Marketing</b>			
01/30/17	MOU from South Central	\$ 6,000.00		\$ 6,000.00
03/23/17	Pixel Bakery Video-1/2 of contract		\$ 1,750.00	\$ 4,250.00
11/14/17	MOU from North Central	\$ 1,000.00		\$ 5,250.00
11/14/17	MOU from Panhandle	\$ 1,000.00		\$ 6,250.00
11/15/17	MOU from Southwest	\$ 2,000.00		\$ 8,250.00
11/17/17	MOU from Northeast	\$ 1,000.00		\$ 9,250.00
11/21/17	MOU from East Central	\$ 2,000.00		\$ 11,250.00
12/19/17	Booth at NACO		\$ 307.50	\$ 10,942.50

02/07/18	Pixel Bakery Video-1/2 of contract		\$ 1,861.23	\$ 9,081.27
02/07/18	Tim Hofbauer (Website)		\$ 122.06	\$ 8,959.21
04/03/18	TNT Graphics-Shirts		\$ 194.88	\$ 8,764.33
04/17/18	4-Imprint-Marketing giveaway		\$ 5,493.23	\$ 3,271.10
05/04/18	Carla Jones-Expensed for NAEM Conference		\$ 229.24	\$ 3,041.86
05/11/18	Pixel Bakery Video-Voiceover revision		\$ 974.50	\$ 2,067.36
04/26/18	TNT Graphics-Shirts		\$ 185.88	\$ 1,881.48
06/05/18	DAS-State ACCTG		\$ 366.99	\$ 1,514.49
06/08/18	Funds Turned Back to NEMA		\$ 1,514.49	\$ 0.00
	<b>2015 SHSP Monitoring and Maintenance</b>			
03/13/18	Platte Valley-Oconto		\$ 1,475.22	
03/20/18	Platte Valley-Ogallala		\$ 442.30	
03/21/18	Platte Valley-Broken Bow		\$ 231.20	
04/23/18	Platte Valley-Merna		\$ 199.20	\$0.00
	<b>2017 SHSP Monitoring and Maintenance</b>			
11/01/17	2017 Grant funds	\$ 102,708.00		\$ 102,708.00
02/07/18	Platte Valley-Imperial		\$ 150.00	\$ 102,558.00
	Platte Valley-Alliance		\$ 977.20	\$ 101,580.80
	Platte Valley-Greeley		\$ 320.00	\$ 101,260.80



	Platte Valley-McCool		\$ 473.30	\$ 100,787.50
	Platte Valley-Bruning		\$ 300.00	\$ 100,487.50
	Platte Valley-McCool		\$ 163.00	\$ 100,324.50
	Platte Valley-Trenton		\$ 1,700.00	\$ 98,624.50
03/20/18	Platte Valley-Site Assessment and Mon		\$ 23,700.00	\$ 74,924.50
04/03/18	DAS-OCIO-Solar Winds-March 2018		\$ 700.00	\$ 74,224.50
04/23/18	DAS-OCIO-Solar Winds-April 2018		\$ 700.00	\$ 73,524.50
06/05/18	DAS-OCIO-Solar Winds-May 2018		\$ 700.00	\$ 72,824.50
07/03/18	Platte Valley-Thayer County		\$ 376.70	\$ 72,447.80
07/03/18	DAS-OCIO-Solar Winds-June 2018		\$ 700.00	\$ 71,747.80
07/17/18	Platte Valley Communications		\$ 12,853.63	\$ 58,894.17
08/07/18	DAS-OCIO-Solar Winds-July 2018		\$ 700.00	\$ 58,194.17
09/04/18	DAS-OCIO-Solar Winds-August 2018		\$ 700.00	\$ 57,494.17
9/18/208	Platte Valley Communications -Steverson Lake/Thedford/Fullerton		\$ 1,097.20	\$ 56,396.97