

Nebraska Regional Interoperability Network (NRIN) Board

March 9, 2018; 10:00 AM CST; 9:00 AM MST

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

I. Call to Order

A. **Roll Call and Confirmation of Quorum**- 11 of 14 Directors attending meets the 8 (majority) required for a quorum.

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

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

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 10:05AM Central Time and verified public notice and availability of copy of law in the meeting location.

C. Review and Approval of Meeting Minutes

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

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

D. Review of Agenda

Platte Valley is coming at 11AM for discussion regarding the maintenance service level agreement (SLA); this is an adjustment to the posted agenda.

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 DeKraai provided a review of the Nebraska Public Safety Communications Committee (NPSCC) Investment Justification (IJ) proposals, which total over two million dollars. NPSCC determined that NRIN projects should receive priority. The statewide NRIN buildout project was submitted for \$750,000, which would have completed the remainder of the buildout. The Committee proposed to request \$375,000 from this grant year and the remainder from next year. The NRIN statewide maintenance and monitoring project was submitted for \$222,000 and the NPSCC recommended \$200,000. The NRIN regions are still responsible for tower rent, electricity, equipment storage and those projects were also proposed for funding. The Tri-county Wide Area Network Microwave project was recommended for funding in the amount of \$330,000. The Tri-County project will provide funding for the ORION network radios, which will eventually link to NRIN. The recommended projects and amounts will progress to the Homeland Security Senior Advisory Committee (SAC) which will review the proposals from all subject matter expert (SME) groups. The NRIN projects submitted came in under budget based on the historical amounts requested from the Communications group.

Due to the interlocal agreements the counties have signed and the structure of the network, the NRIN sustainment plan verbiage will be modified to refer to partners instead of users and to include cost sharing information. NPPD reviewed the NRIN sustainability plan and indicated that cost estimates for routers, and a few other items on the plan, may be underestimated. The plan currently reflects a flat rate for users, but this may change to an allocation based on population and volume proportions. Alma Beland has a formula used by Region 26 for the past few decades that may assist the NRIN Board with determining a cost structure. The Finance Subcommittee will meet with NPPD prior to the next NRIN meeting to discuss the sustainability plan in more detail.

B. Technical

The Technical Subcommittee and the Finance Subcommittee will meet with Ceragon in April or May to discuss buy-back and upgrade program solutions.

The UPSs have been failing consistently. Eaton, the UPS manufacturer, may have a resolution in the form of a firmware update. Juniper is coming to the NRIN Board meeting

in May meeting present their buy-back program and a router comparable to Cisco. Juniper will allow returns of routers that are not configurable at the point of install.

The equipment being housed by the Adams County Emergency Manager was transferred to Platte Valley. This allows Platte Valley to replace equipment more quickly. The East Central region has purchased batteries and extra parts. Battery life on the UPS is 3-5 years. Platte Valley will begin updating UPS firmware and batteries as part of the preventative maintenance visits.

There are two types of monitoring: SolarWinds, which monitors the entire network and Eaton Intelligent Power Manager, which monitors the UPS battery life, firmware version, temperature, and humidity inside the cabinet. Tim Hofbauer will develop the Eaton monitoring and make it available to the POCs once resources are available. Historically, 80% of outages are related to power so being able to monitor this through Eaton is beneficial. Brad Eisenhauer has installed SolarWinds and has offered assistance to the other regions to install and launch this monitoring program.

C. *Policy/Administration/Outreach*

Quinn Lewandowski with the Public Policy Center presented the most recent draft of the promotional video from Pixel Bakery and a list of possible advertising materials for Board review. Members of the Board made a suggestion to include redundant ring circles into the backup section of the video, change the website at the end of the video to 'NRIN.info', and reflect the stranded character being rescued during the video instead of remaining stranded. The video should be complete by the NAEM meeting on March 22nd.

IV. *Action Items*

A. *OCIO Managed Network Service Agreement and Rate Proposal*

The current proposed OCIO agreement indicates a set rate of \$95 per hour. The rate can be adjusted during the state's fiscal period, which ends June 30th. There is a termination clause in the agreement if the rate increases in July. The regions are currently paying to contact OCIO with funds from the 2017 Homeland Security grant. Sue Krogman suggests to not sign an agreement until the NRIN board is responsible for paying for this service. Tim Hofbauer indicated that not every region has an SLA with OCIO; the NRIN board may need to sign the agreement sooner in order to provide service to the regions without their own SLA. Chip Volcek suggested the board sign the agreement and have OCIO bill the NRIN Board, then the appropriate region, or the NRIN Board, will be billed depending on funding availability. The OCIO will not agree to an SLA unless the region is set up as a legal entity with an interlocal and this may also prevent service. This item was not voted on pending additional discussions. This action item will remain pending for continued review and voting will commence in July.

B. *NRIN Use Approval*

NPPD – York to Osceola:

NPPD submitted a retroactive use request to Brad Eisenhauer for the connection from York to Osceola. This connection was active prior to the user request process so the form is being submitted as a formality. The Board agreed that this request should be submitted as an interlocal since NPPD is a partner.

Hamilton – Repeaters and Fire Paging System:

Chip Volcek made a motion to approve the NRIN use request from Hamilton to connect repeaters and fire paging system. Brad Eisenhauer seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

C. NRIN Marketing Proposal

Quinn Lewandowski presented marketing material options to the Board. All materials are branded navy with the white NRIN logo or vice versa. A retractor banner will contain the microwave picture from the nrin.info site along with the NRIN logo. The completion time on most items is around 3 days; items will be shipped to Chip Volcek for delivery by the 21st so the materials will be available at NAEM. The total cost of these marketing materials is approximately \$5,200. The cost of T-shirts will also come out of the marketing funds, which increases the amount to \$5,475. The board decided not to load the NRIN promotional video onto the USB drive due to security and logistical concerns. Chip and Quinn will order the materials by Monday of next week. NRIN Board member expenses spent at NAEM can be submitted for reimbursement to Chip. Chip will purchase totes to store and transport the marketing items to conferences.

Carla Jones made a motion to approve the NRIN marketing Proposal. Nan Gould seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

D. NRIN Financial Report: Claims and Expense Approvals – Chip Volcek

Tim Hofbauer will order NRIN shirts and distribute them at NAEM. The approved marketing materials from the previous action item IV.C. will reduce the remaining funds. There is no monitoring and maintenance charges since last month but Platte Valley charged \$450 for moving equipment from Chip's storage to their warehouse. Chip will pay this from the regional funds. Platte Valley sent an inventory list to Chip; this information needs to be sent to Sue Krogman. Platte Valley will cover insurance for the items in their storage. Cornerstone removed equipment from Chip's storage as well but has not sent Chip a bill. There were no new expenditures to approve so the Board did not vote on this action item.

V. Updates and Discussion Items

A. Update and Discussion on NRIN Sustainment and Financing

i. Platte Valley discussion - Mike

Mike with Platte Valley was in attendance to discuss the NRIN service agreement. The first part of the service agreement states terms regarding maintenance of the existing NRIN network. The second part of the agreement is regarding site assessments to perform a visual check and document a baseline status on equipment, signal strength, air conditioning cleaning, UPS battery level testing, etc. Platte Valley has worked with Eaton recently regarding some issues on the UPS's and will be updating the firmware during these site assessments, which will bring the UPS offline. This service is included in the quoted cost of \$26,000 for time and material.

Platte Valley will not visit sites during off hours unless there is a critical need. Much of the incurred costs are related to mileage. The first year of the SLA will help to establish a baseline of service issues and related costs. The SLA will then be updated to incorporate the first year amounts. Platte Valley can refurbish the UPS's or replace the batteries. The Homeland Security grant dictates that existing UPS's have to be used or refurbished prior to purchasing a new UPS. Grant dollars cannot be used to purchase new until the existing hardware is depleted. Tim Hofbauer will give Platte Valley access to Eaton and will buy some fly killers to help reduce the fly problems at the sites.

ii. OCIO updates

OCIO was not present at this meeting.

iii. Public Service Commission Update – Troy Cordle

On March 29th, Shelly Holzerland, Troy Cordle, and Sue Krogman are holding a Northeast regionalization meeting in Wayne, NE at the Fire Station. Legislation LB993 passed general file and is moving onto select file; this is slated to be completed next week. Troy and Sue are planning a visit to the Panhandle in April to discuss regionalization.

iv. Draft NRIN Sustainability Plan – Finance Subcommittee

The Finance Subcommittee is meeting with NPPD before the next NRIN Board meeting and will provide an update at the next Board meeting.

v. Investment Justification Process – NPSCC Recap – Jon Rosenlund & Tim Hofbauer

The NPSCC recommended NRIN as a funding priority at their March 8th meeting. Most NRIN projects were proposed to receive full or reduced funding. The Homeland Security Senior Advisory Council will review the recommendations at their April 12th meeting in Grand Island.

vi. VOIP using NRIN – Tim Hofbauer

Tim Hofbauer investigated voice over internet protocol (VOIP) functionality with Cisco (Cisco Collaboration) who is the leader in VOIP services. There is backend equipment that can be installed on NRIN equipment, which would provide video conferencing and VOIP conferencing across the network. The equipment is around \$20,000 for the entire state, which does not include the phones or video equipment (\$100 per phone and more for video equipment). OCIO would need to configure the connections to the new equipment. This request cannot be submitted to the IJ this year. Tim will create a worksheet reflecting the statewide costs for the entire project. VOIP functionality would allow phones and video to remain active across NRIN users if there is an internet disruption. NextGen911 might already cover the phone portion of this for dispatch; Tim will verify this with Troy Cordle at the Public Service Commission. Tim will continue to research this topic and bring it up for discussion at a later date.

vii. NRIN at NAEM – Sue Krogman

Carla Jones, Alma Beland, and Nan Gould will work the NAEM booth on Thursday. Sue Krogman will not attend but Dave and Jody with NEMA will bring the booth

materials and brochures. Carla will purchase candy and water. Tim Hofbauer will bring NRIN t-shirts for the Board members to wear.

viii. *Juniper/Cisco costs and contract length – Sue Krogman*

Juniper was not able to attend today. This item will be discussed at the next NRIN Board meeting.

ix. *Update on tower costs – Vanessa Zobeck*

Sue Krogman provided the following updates: the Hardbine-Horvath tower in the Southeast region is not being used so we can remove the \$600 fee. The Wilbur and Beatrice dispatch costs in the Southeast region can also be removed.

x. *Regional points of contact and process for monitoring outages – update on each region providing information to Sue Krogman*

There was discussion regarding the monitoring process for the point of contact and when they should call Platte Valley directly if there are issues or outages. The troubleshooting flow chart needs to be adjusted to include a power verification review of the Eaton monitoring service. Tim Hofbauer and Platte Valley will educate the Board on troubleshooting the monitoring software and the tower site equipment at a future NRIN meeting here in Kearney. Brad Eisenhauer and Brian Kesting will coordinate to create a checklist of items to troubleshoot prior to contacting Platte Valley, OCIO, or the Power Company. The regional POC should have a point of contact for each tower site. Tim will add the point of contact information to an online password protected site and to nrin.info for ease of access. The training meeting will start at 9am and will not hold subcommittee meetings in order to allow extra time for education. Training for the POC's, and areas not currently using NRIN, can be planned individually. Brad and Brian will work with Mike at Platte Valley to include the troubleshooting documents in the tower site booklet.

xi. *Liability and insurance coverage – Caleb Johnson*

Caleb Johnson is having conversations regarding liability and insurance coverage options with INSPRO Insurance out of Lincoln. Harry A Koch Company may also have coverage options.

B. *Updates on NRIN Uses*

i. *Update on NPPD – Sue Kroman*

NPPD is assisting the Finance Subcommittee in the development of the NRIN sustainability plan. A representative from NPPD will attend the next Board meeting to discuss this plan and answer any questions.

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

Sue Krogman had not seen the Cass County user request, which was signed by Randy Steele with Motorola. Vanessa Zobeck will send the user request to Sue for review.

Brad Eisenhauer uses a raspberry pie minicomputer for SolarWinds monitoring, which costs \$70 and connects it to a TV. This computer can connect to a keyboard and mouse and allows the entire SolarWinds map to be viewed on one screen. The

background is very bright so may need to be adjusted. Brad is willing to order this computer for any region and will help with the installation.

NCIC security audit was done in Beatrice and there were some questions about NRIN.

C. Other Updates and Discussion

i. Draft NRIN Website and NRIN logo

The website at <http://nrin.info> is updated. The password-protected documents are online and will be linked to nrin.info soon.

ii. Board Member Zoom Attendance Update – Vanessa Zobeck

There is one Zoom session available for Board attendance until June 2018. The status of available Zoom meetings are in the meeting reminder email. Zoom was not used for today's meeting.

iii. Election Update – Quinn Lewandowski

Nomination forms were sent to the regions with pending elections. Caleb Johnson did not receive this notice. Quinn will resend the email to any missing participants and forward existing bios to pending nominees.

iv. Other updates from regions or state agencies

The part of the network north from Plattsmouth and over to where Fremont goes east are Orion network connections. In the Southeast Region from Thayer County over to Fairbury and up to Beatrice is now functional. Brad Eisenhauer is working on the connection from Hallam to the Wilber water tower site; this is live from Beatrice to Burchard. Cornerstone is going to meet with the Johnson County tower site to finalize the details and then Burchard to Tecumseh will be connected. Crete to NPPD to Seward is pending the decision of the NPPD and NRIN partnership. If NPPD is not a partner than this connection will cost \$200 per dish to NPPD. The Cass County tower, except for electricity at Murdock, is complete to Union. The original MOU for the Nebraska City North site indicated that four dishes would be installed but this was lowered to two dishes; the owner is asking for an updated structural review in order to proceed with installation. The North Central region has approval to build a new tower in southwest Holt County; Sue is meeting with MG Leasing to discuss agreement specifics. This tower will connect Myrna to Broken Bow, Taylor to MG leasing tower up to a new tower and into O'Neill. Platte Valley has taken a third of the work from Cornerstone, which will decrease the time for installation completions. The link across the southern part of the state is not original NRIN plan and won't be done until the tower is built at Guthrie.

VI. Executive Session (if needed)

Chip Volcek made a motion at 12:54PM to enter into an Executive Session with no decision to be made, for the purpose of discussing matters to protect someone's reputation from unnecessary harm. Roger Powell seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

Chip Volcek made a motion to exit Executive Session at 1:18PM. Alma Beland seconded.

VII. Comments and adjourn

A. Next steps and agenda for next meeting

- i. **Next meeting** – April 13th at 9:00 AM CDT in the Buffalo County EOC in Kearney, NE.

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

- I> **All:**

- i. Email Chip Volcek with marketing items you want for yourself.
 - ii. Email Brad Eisenhauer if you would like a mini-computer and assistance with installation

- II> **Tim Hofbauer:**

- i. Transition Eaton monitoring service to external facing access.
 - ii. Purchase household-fly termination system
 - iii. Create a financial breakdown list of the equipment needed to add VOIP capabilities to NRIN
 - iv. Verify with Troy Cordle of PSC if NextGen911 will cover VOIP services
 - v. Link password protected document site to NRIN.Info
 - vi. Ask Amy Sutherland if the SolarWinds background can be darkened for easier visibility

- III> **Brad Eisenhauer:**

- i. Assist Heidi Gillespie with SolarWinds installation.
 - ii. Work with Brian Kesting to create a troubleshooting checklist for POCs

- IV> **Brian Kesting:** Invite Mike with Platte Valley to next NRIN meeting for NRIN 101 training

- V> **Quinn Lewandowski:**

- i. Send final Pixel Bakery video to Tim Hofbauer and Sue Krogman.
 - ii. Carryover the OCIO Managed Network Service Agreement and Rate Proposal agenda item to next month
 - iii. Find a picture of a microwave tower for the NRIN pop-up banner
 - iv. Work with Chip Volcek to finalize and order marketing materials by Monday 3.12.18
 - v. List the NRIN Financial Report as the first action item on the agenda (permanently)
 - vi. Add NRIN equipment 101 to agenda (including tower site visit)
 - vii. Remove subcommittee meetings and reports from next month's agenda

- viii. Check the North Central region election notification and forward to Caleb Johnson
- ix. Forward previously submitted bios to pending nominees
- x. Add NPPD agreement to action items for next agenda

VI> Chip Volcek:

- i. Buy totes and a roller cart to transport marketing materials to conferences
- ii. Send the warehouse inventory list that was received from Platte Valley to Sue Krogman

VII> Vanessa Zobeck:

- i. Add full Platte Valley agreement to NRIN folders
- ii. Update troubleshooting flow chart
- iii. Send Cass County user agreement to Sue Krogman
- iv. Send Doodle poll to Mark DeKraai, Sue Krogman, Tim Hofbauer, and Matt Schnell to schedule NRIN and NPPD meeting

VIII> Carla Jones: Purchase candy and water for NAEM

IX> Sue Krogman: Send NAEM booth materials and brochures with Dave and Jody

X> Mark DeKraai:

- i. Invite finance committee to the meeting with NPPD
- ii. Revise sustainability plan with Alma Beland's formula by PSAP

ii. **Agenda items to add**

- 1. **NRIN 101**
- 2. **NPPD Agreement (Action item)**

iii. **Agenda items to remove**

- 1. **Subcommittee meetings**
- 2. **Subcommittee reports**

B. Subsequent Meeting Dates:

- i. **April 13th**
- ii. **May 11th**
- iii. **June 8th**
- iv. **July 13th**
- v. **August 10th**
- vi. **September 14th**
- vii. **October 12th**
- viii. **November 9th**
- ix. **December 14th**

C. Member Comments

No member comments.

D. Public Comments

No public comments.

Adjourn Chip Volcek made a motion to adjourn the meeting at 1:19PM CST. Roger Powell seconded this motion. The motion passed by unanimous vote with no abstaining votes and no dissension.

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