

Nebraska Regional Interoperability Network (NRIN) Board

February 13, 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**- 10 of 14 Directors attending meets the 8 (majority) required for a quorum. One director attended the meeting via Zoom videoconferencing.

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
Panhandle	Nan Gould	X
	Heidi Gillespie	X
Southwest	Roger Powell	
	Brandon Myers	
North Central	Caleb Johnson	X
	Alma Beland	X
South Central	Chip Volcek	X
	Jon Rosenlund	X
East Central	Shelly Holzerland	
	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	X
<i>OCIO (Ex-Officio)</i>	Amy Sutherland	X
<i>NPPD (Ex-Officio)</i>	Matt Schnell	
<i>Tri-County (Ex-Officio)</i>	Phil Brazelton	

Others in attendance: Mark DeKraai, Quinn Lewandowski, Vanessa Zobeck, Robert Tubbs, Tracy Rocolo, Amy Sutherland, 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 10:01AM 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. Alma Beland seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

D. Review of Agenda

The agenda was approved by consensus with modification to move the OCIO presentation of the SolarWinds user guide to directly after the review of the 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 and the Finance Subcommittee will present a sustainability plan, which is covered by other agenda items.

B. Technical

The Technical Subcommittee report is covered by other agenda items.

C. Policy/Administration/Outreach

Quinn Lewandowski will follow up with Tony from Pixel Bakery for status on the reworked video. There is approximately \$8900 available to purchase marketing materials, which need to be ordered for the Nebraska Association of Emergency Management (NAEM) conference held in late March. NRIN marketing materials such as phone cogs, foam microwaves, pens, key chain pocket lights, insulated coffee mugs, flash drives (add the NRIN promotional video to the drive) needs to be ordered for promotion at NAEM.

Tim Hofbauer has a completed the NRIN logo and NRIN t-shirts are available for purchase. Marketing funds will be used to purchase t-shirts for the Board. Tim will email the logo to Chip Volcek and Quinn who will place the order for the marketing materials. Tim suggested adding the Pixel Video slogan along with the NRIN logo to the marketing materials.

IV. Action Items

A. OCIO Managed Network Service Agreement and Rate Proposal

The Technical Subcommittee discussed the proposal from OCIO and will negotiate the rate and add verbiage to the agreement to lock in the amount. Tim Hofbauer will provide pricing and the updated agreement at the next meeting. Voting on this item is pending adjustments to agreement.

B. NRIN Revised User Form Approval – Quinn Lewandowski

The Board reviewed the updated NRIN User Request form. Chip Volcek made a motion to approve the NRIN User Request form. Caleb Johnson seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

C. NRIN Use Approvals

The Cass County NRIN Use Request was previously approved but was pending the new user request form. The technical feasibility has been completed with OCIO. The Cass County system was built with NRIN in mind. Jon Rosenlund made a motion to approve the NRIN Use request from Cass County. Carla Jones seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

Jefferson & Saline County request was approved pending the new user request form, which has been submitted. NRIN will connect the two counties into a mapping system.

Jon Rosenlund made a motion to approve the NRIN Use Request from Jefferson & Saline County. Carla Jones seconded the motion; the motion passed with one abstaining votes and no dissensions.

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

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

This report is up to date as of yesterday, February 12th. Chip Volcek will update the report to include funds set aside for marketing. The report will be labeled with 2017 grant funds on the next report because the 2018 funds are coming soon and each year needs to be distinguished from the rest.

There is a lease payment due in the Panhandle but the non-leased tower is in holding. The Board determined that the lease will be paid through regional funds.

V. Updates and Discussion Items

A. Update and Discussion on NRIN Sustainment and Financing

i. Other OCIO updates – Amy Sutherland

Amy Sutherland provided instructions and a presentation on how to use the SolarWinds system. Each region will have one account with one user name and password; there are unlimited users per account because the log in is specific to a device. Amy will reduce the size of the map as much as possible for ease of visibility and will change the default view to show regional nodes.

There was discussion around proper troubleshooting methods. If a rectifier is down, all the other equipment at that site will be down, too. Tracy Rocolle with OCIO recommends adding this information into a troubleshooting flow chart. The flow chart will be added to the SolarWinds user guide inside of SolarWinds.

ii. Public Service Commission Update – Troy Cordle

There were no changes to the PSC update since the last NRIN Board meeting. The meetings that were scheduled in the Northeast and North Central regions were rescheduled due to weather. Dispatch centers in various regions are consolidating due to budget and staffing constraints; regionalization is promoting these consolidations. The PSAP Managers group may be able to assist with collecting a list of functions capable of being hosted by NRIN. The Legislation for Next Generation 911 is pending.

iii. Draft NRIN Sustainability Plan – Finance Subcommittee

Mark DeKraai presented a preliminary sustainability plan that suggests charging for each node connected to NRIN instead of per agency. This method of charging would increase the number of users by including links to NRIN instead of just agencies, which increases income possibilities for NRIN. The NRIN users are the Public Service Access Points (PSAPs) in Nebraska, not including Tri-County and Lancaster County, and state agencies. The plan, once determined, can be reviewed and updated every few years and published to the users. Cost savings will be passed along to the users.

There was discussion regarding how the NRIN Board might partner with the Nebraska Public Power District (NPPD) to share equipment, bandwidth monitoring and pricing structure as well as Board representation. Sue Krogman will collect the NPPD tower details and costs and send to the Board for consideration. Jon Rosenlund would like to ask NPPD or Tri-County if the NRIN equipment replacement cost estimated are accurate based on their experience. Sue will meet with NPPD and request them to attend the next NRIN meeting to address the cost inquiries.

OCIO and Platte Valley estimates on the plan can be reduced to \$35,000 each if equipment troubleshooting goes through the regional point of contact first. Radios are already at their end of life support but the dishes have a 25 year estimated lifetime. The routers need to be upgraded to support teletype security requirements. Sue will invite Juniper to attend the April meeting to discuss equipment replacement options and costs.

There was discussion about how quickly NRIN will need to become self-sustaining. Mark will recalculate the sustainability plan based on this information.

iv. Investment Justification (IJ) process preparation – recommendations for NRIN priorities (e.g., buildout, management, monitoring, maintenance) – Chip Volcek, Sue Krogman, & Mark DeKraai

Chip Volcek will write an IJ from the Board in the amount of \$200,000+ for maintenance, monitoring, training, management for the whole system rather than have regions submit IJ submissions for these items. NRIN tower construction, tower leases, storage rent, and related utilities will be submitted by each region. NEMA will ask for \$500,000 to complete the build out. Mark DeKraai will draft a letter by tomorrow from the NRIN Board Chair to notify the regions of the NRIN IJ suggestions. Sue will develop a separate IJ to continue the NRIN buildout.

v. Juniper/Cisco costs and contract length – Sue Krogman

This item was not discussed.

vi. Replacement part costs – Cerago buy-back for non-compliant radios – Tim Hofbauer

Tim Hofbauer will invite Ceragon to the May NRIN Board meeting for additional discussion.

vii. Update on tower costs – Vanessa Zobeck

Tower cost information has been received from Heidi Gillespie for the Panhandle region, Tim Hofbauer for the East Central region, Kevin Garvin for the Northeast region, and Jon Rosenlund for Hall County. The rest of the Board members are tasked with contacting their PET Boards to obtain cost information and send those figures to Vanessa. The Lodgepole tower rent in the Panhandle has been adjusted to

\$200 per month. Alma Beland provided an update at the meeting for the North Central region.

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

Sue Krogman is receiving Regional points of contact information and is adding the information into the interactive SolarWinds map.

A troubleshooting flow chart was created to assist users with who to contact when there is an outage. After the Board reviewed the chart, a decision was made to change the flow so dispatch will first call the Regional Point of Contact (POC) who will then review SolarWinds to determine if there is a power issue or equipment failure, then decide whether to contact OCIO or Platte Valley. Dispatchers will need to be trained on minor troubleshooting steps prior to contacting the regional POC. The Regional POC responsibility is to determine whether the site is up, power on or electricity down. Tim Hofbauer and Sue Krogman will create a checklist for dispatch and a list for the POC. OCIO and Platte Valley can both reboot the system remotely. The POC will also have a contact list for the tower sites. Tim and Sue will hold a training workshop, potentially with OCIO and Platte Valley in attendance, for the POCs once the documentation is created. This will include viewing a physical tower site and all NRIN equipment.

ix. *Quote from Great Plains – Tim Hofbauer*

Tim talked to Great Plains; they are figuring buildout charges into the quote. This item can be removed from the agenda because the amount will not be helpful to estimate NRIN costs.

x. *Spreadsheet containing line items of PSAP specific costs that can be used for online survey – Carla Jones and Tim Hofbauer*

Carla would like to have someone consult with the PSAP to review functions and determine what charges would be removed by using NRIN. This item can be removed from the agenda until additional consulting is completed.

xi. *Update on use of Homeland Security grant funds can pay for private firm legal fees and computers for PSAPs – Sue Krogman*

In event of litigation, the Board is responsible for securing an attorney and paying from funds outside the Homeland Security grant.

Monitoring funds can be used to purchase computers for PSAPs who need a dedicated monitor and/or computer for SolarWinds.

xii. *Liability and insurance coverage – Caleb Johnson*

NIRMA declined membership to NRIN because NRIN is outside of the scope of current NIRMA membership, which is created for counties. Caleb will look into private sector coverage. The sustainability proposal indicates fees would begin in September. If these are implemented then there will be funds to pay for insurance coverage at that time.

B. Updates on NRIN Uses

i. ***Update on NPPD – Sue Krogman***

This item was previously discussed under other agenda items.

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

Video arraignment is a good marketing route for NRIN. Tim Hofbauer will research video arraignment providers outside of Cisco Jabber.

Tim Hofbauer is involved in statewide Department of Health exercise next year to test communications between hospitals and health departments. There is a dedicated Voice-Over Internet Protocol (VOIP) statewide, which would require a switch on the network, VOIP phones, and OCIO configuration. Tim will test this option on the NRIN network.

C. Update on NRIN Build-Out – Sue Krogman

i. ***Statewide progress – Sue Krogman***

Cornerstone completed a lot in the last month. Cass County has everything installed and tested except Elmwood and Murdock, which are pending electricity. Cornerstone installed NRIN and Motorola's 800mghz system. This allows a dual redundant backup system across the county. The KUTT line in Southeast from Hebron to Burcher water tower is done and tested. In the East Central region, Albion to the KUSS Flood tower to the Humphrey water tower is complete, which provides dual redundancy. Southeast region dual redundancy is complete. The Lexington dispatch is in progress, which will complete the South Central region. Alma Beland is submitting an IJ for Southwest Holt County to connect Alma to O'Neill. Sue Krogman is negotiating a meeting with MJ Leasing in Broken Bow to install equipment on their towers; Cornerstone is going there this week to review line of site. This will connect Broken Bow and Taylor. In Dodge County, Grant to Omaha will be part of the line of site testing. The Saunders SBA tower connection into Dodge County may not connect because of the Cedar Bluffs negotiating. Regionalization meeting in Northeast includes Tekamah and Northeast regions, which will connect over to Blair Waterworks.

NAEM conference booth from March 21-23 needs to be attended by the Board, Sue will not be available. NEMA can provide materials for the booth. NRIN reps need to set up on the 21st and attend the booth all day on the 22nd. Nan Gould, Shelly Holzerland, and Carla Jones will attend.

ii. ***Panhandle – Nan Gould & Heidi Gillespie***

There was no update from the Panhandle region.

iii. ***Southwest – Roger Powell & Brandon Myers***

There was no update from the Southwest region.

iv. ***North Central – Caleb Johnson & Alma Beland***

There was no update from the North Central region.

v. ***South Central – Chip Volcek & Jon Rosenlund***

There was no update from the South Central region.

vi. ***Southeast – Carla Jones & Brad Eisenhauer***

There was no update from the Southeast region.

vii. **East Central – Shelly Holzerland & Tim Hofbauer**

There was no update from the East Central region.

viii. **Northeast – Brian Kesting & Kevin Mackeprang**

There was no update from the Northeast region.

ix. **Tri-County – Phil Brazelton**

Tri-County was not in attendance.

D. Other Updates and Discussion

i. **Draft NRIN Website and NRIN logo**

The NRIN Website at www.nrin.info is in progress. The website will host the NRIN promotional video once complete and will link to the Public Policy Center NRIN website where users can access password protected information.

The NRIN logo is complete and there are t-shirts available on this site:

<https://www.tnt.graphics/product-page/nrin-polo-sportshield-jersey-sport-shirt>

ii. **Board Member Zoom Attendance Update – Vanessa Zobeck**

Five meetings since July 2017 had Board members attending via Zoom; there is one videoconferencing meeting allowed until June 2018.

iii. **Election update – Quinn Lewandowski**

Nomination reminders will be sent in the next week for the four Board representatives up for election.

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

There were no other updates from regions or state agencies.

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** –March 9th at 10:00 AM CST in the Buffalo County EOC in Kearney, NE.

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

I> **All:**

- i. Review the OCIO agreement and send change requests to Tim Hofbauer.
- ii. Send tower cost information to Vanessa Zobeck and Mark DeKraai.

II> **Quinn Lewandowski:**

- i. Work with Chip Volcek to purchase marketing materials for NRIN. The materials need to be received for the NAEM conference on March 21st.
- ii. Contact Pixel Bakery for final version of the video.
- iii. Send the Pixel Bakery video URL to Tim Hofbauer by March 21st.
- iv. Send election nomination requests to appropriate regions, county and municipality members.

- III> Tim Hofbauer:**
 - i. Email NRIN logo to Quinn Lewandowski and Chip Volcek.
 - ii. Work with OCIO to update the network service agreement to add verbiage indicating a locked rate.
 - iii. Work with Sue Krogman to develop a troubleshooting checklist for the dispatch centers and regional POCs. Include Platte Valley contact information on this checklist.
 - iv. Test VOIP over NRIN for dispatch connection.
 - v. Create a list of NRIN partners.
 - vi. Create a list of NRIN use options.
- IV> Chip Volcek:**
 - i. Order NRIN t-shirts for the Board.
 - ii. Update the expense report to current date, add labels to indicate 2017 grant funds, and include marketing funds.
 - iii. Write the NRIN Board Investment Justification.
- V> Amy Sutherland:**
 - i. Adjust the size of the maps on SolarWinds.
 - ii. Set default view to regional nodes only.
- VI> Vanessa Zobeck:**
 - i. Adjust troubleshooting flow chart so the regional point of contact is the first step.
 - ii. Work with Mark DeKraai and Sue Krogman to update the tower cost spreadsheet.
 - iii. Add Zoom status to NRIN reminder emails.
- VII> Sue Krogman:**
 - i. Provide detailed NPPD tower point of contact information and a comparison of costs.
 - ii. Invite NPPD to the next NRIN Board meeting.
 - iii. Invite Juniper to the April NRIN Board meeting.
 - iv. Provide materials for the NRIN NAEM booth.
- VIII> Mark DeKraai:**
 - i. Draft a letter from Tim to the regions indicating NRIN IJ requests. Due February 14th.
 - ii. Sustainability plan updates.
- IX> Caleb Johnson:**
 - i. Research private sector insurance coverage.

ii. Agenda items to add

- 1. **NPPD presentation and cost comparison discussion**
- 2. **Remove the following from the March agenda:**
 - I> Regional build-out updates**
 - II> Great Plains quote from agenda**
 - III> PSAP cost survey**
 - IV> Juniper agenda items**
 - V> PSAP cost spreadsheet**
- 3. **NRIN use testing VOIP**
- 4. **NRIN at NAEM**

B. Subsequent Meeting Dates:

- i. **March 9th**
- ii. **April 13th**
- iii. **May 11th**

- iv. *June 8th*
- v. *July 13th*
- vi. *August 10th*
- vii. *September 14th*
- viii. *October 12th*
- ix. *November 9th*
- x. *December 14th*

C. ***Member Comments***

Tim Hofbauer will develop a list of current partners who integrate with NRIN.

D. ***Public Comments***

There were no public comments.

Adjourn Jon Rosenlund made a motion to adjourn the meeting at 1:45PM CT. Heidi Gillespie seconded this motion. The motion passed by unanimous vote with no abstaining votes and no dissension.