

Nebraska Regional Interoperability Network (NRIN) Board

October 12, 2018; 10:30 AM CDT

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

I. Call to Order

A. Roll Call and Confirmation of Quorum – 9 of 14 Directors attending meets the majority required for a quorum (eight members equals quorum). All Directors present attended in person.

PET Region	Director Name	Attendance
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	
	Jon Rosenlund	X
East Central	Shelly Holzerland	X
	Tim Hofbauer	
Northeast	Brian Kesting	
	Kevin Mackeprang	
Southeast	Brad Eisenhauer	
	Carla Jones	X
NEMA (Ex-Officio)	Sue Krogman	X
NPPD (Ex-Officio)	Matt Schnell	
Tri-County (Ex-Officio)	Phil Brazelton	

Others in attendance: Mark DeKraai, Ryan Lowry, Chris Jones, and Dawna Whitcomb.

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)

Jon Rosenlund called the meeting to order at 10:35AM Central Time and verified public notice and availability of a copy of the law in the meeting location.

C. Review and Approval of Meeting Minutes

Caleb Johnson made the motion to approve the meeting minutes and Roger Powell seconded this motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions.

Yea: 9, Nay: None, Abstentions: None

D. Review of Agenda

No changes to the agenda. Caleb Johnson made the motion to approve the agenda and Heidi Gillespie seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions.

Yea: 9, Nay: None, Abstentions: None

II. Subcommittee Meeting Reports

A. Finance

- i.** The Finance Subcommittee developed a draft expense approval policy and presented it to the Board. A purchase order (PO) form was presented; the process will be to log the designation of PO using a Google through the bid process. Emergency purchases will be processed and then approved by the Board. The form should include a box to mark emergency expenses. Heidi Gillespie will put together a PO and an Emergency PO request, and then send out to the Board. Regional Directors may submit an emergency request. Three signatures will be required for emergency expense approval; one regional Director and two Executive Committee members. The amended policy document will be presented at the November meeting.
- ii.** A revised billing policy will be drafted and presented at the next meeting. The billing policy will be applied to a sample group of NRIN users to establish examples of how the billing will work. The billing policy forms will have the billing expectations, payment expectations, and termination of service for non-payment. The billing policy will be an action item at the November meeting.

B. Technical

- i.** The revised User Form was emailed to all Board Directors. The form has been reviewed, and the changes that are necessary to make it clear and concise will be made. The revised User Form will be voted on at the November meeting.

C. Policy/Administration/Outreach

- i.** The committee reported the following upcoming events:
Association of Public-Safety Communications Officials (APCO), October 30, 2018;
Nebraska Association of County Officials (NACO), December 12-14, 2018;
Nebraska Emergency Communications Association (NESCA), April 29-30, 2018
- ii.** The Subcommittee discussed the NRIN Newsletter which is presented as a Discussion Item (see Discussion Item E).

III. Action Items

A. NRIN Use Approvals

There were no applications for approval at this meeting.

B. NRIN Financial Report: Claims and Expenses

Dawna emailed the financial report to the Board members prior to the meeting. Dawna paid three expenses since the September meeting. Heidi Gillespie made a motion to accept the financial report and Carla Jones seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions.

Yea: 9, Nay: None, Abstentions: None

C. NRIN Expense Approval Policy (Finance Subcommittee)

The Board deferred action on the Expense Approval Policy to the next meeting.

D. NRIN Billing Policy (Finance Committee)

The Board deferred action on the NRIN Billing Policy to the next meeting.

E. NRIN Revised User Form Approval (Technical Committee)

The Board deferred action on the NRIN User Form to the next meeting.

IV. Updates and Discussion Items

A. Liability and Insurance Coverage Update

Caleb Johnson reported that quotes are still in process, and the underwriters continue to ask for additional information regarding the need for the applications. Caleb will have additional information for the next meeting. The Board discussed that as appointed members, they are covered by their employer (counties). There may not be a need for additional liability insurance.

B. Point of Contact Updates

Sue Krogman has this project complete and the contacts are listed on Solarwinds.

C. NACO Follow-up (Finance Subcommittee)

The Executive Subcommittee had a conference call with NACO. The current amount due to NACO is \$147 to set up an account, and \$23 to file all paperwork with the Secretary of State. The final step will be to have a meeting with NACO after Board approval of the payment/billing policy.

D. NRIN Trouble Shooting Checklists and Flowcharts

The Technical Committee has created checklists that will be provided to users for contact information and technical support information. Checklists and flowcharts will be posted on the websites when complete.

E. NRIN Newsletter

The PPC presented the draft newsletter to the committee. The committee will determine what content should be included and how frequently it will be emailed.

F. Updates from Directors and State Agencies

Build-out update from Sue Krogman: Sue will be requesting \$50,000 for an additional year of build-out funds. She anticipates that after 2019 there will be one more year of build out, but that will be determined at the end of 2019.

V. Executive Session

Executive session was requested by Caleb Johnson. The Executive session entered at 12:18 pm, and the Executive session concluded at 12:39. No decisions were made during the Executive session.

VI. Comments and adjourn

A. Next steps and Agenda for the next meeting

- i. The PPC (Chris) will send out the next steps and billing policy by Monday October 15, 2018. The billing policy will be included as an action item for the November meeting.

- ii. The PPC (Mark) will work with 2-4 users to develop example NRIN bills and send to Directors prior to next meeting.
- iii. The PPC (Mark) will modify and combine expense policies, send a draft to directors for review and comment, and include as action item for next meeting. The policy will include a provision that Purchase Orders must be submitted through one of the two Regional Directors for agencies within the region.
- iv. Heidi Gillespie will develop two purchase orders – regular and emergency, and send out for review prior to the next meeting.
- v. The PPC (Ryan) will revise the User Form based on feedback from the Technical Subcommittee and include revisions in the fee schedule notes, send out for review and comment, and include as an action item for the next meeting.
- vi. The PPC (Chris) will organize a conference call with Tim Hofbauer and Sue Krogman (and Mark & Ryan) to discuss what information should be included on each of the two NRIN websites.
- vii. The PPC (Chris) will send out the draft newsletter to Directors for review and feedback.
- viii. The PPC (Chris) will send the approved September NRIN minutes to NACO.
- ix. The Board requests a presentation from Brad Eisenhauer on Raspberry Pi for the November meeting.

- x. Remaining Meeting Dates:
 - 1. November 9
 - 2. December 14

B. Member Comments

Jon Rosenlund requested that Directors share the meeting minutes when they receive them and to share the notes from the NRIN meeting when members meet for Planning, Execute, Training (PET) meetings.

C. Public Comments

There were no public comments.

D. Adjourn:

Carla Jones made a motion to adjourn the meeting at 1:00 PM CDT. Shelly Holzerland seconded this motion. Roll call vote is not required for adjournment. 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>****

**NRIN Financial Report Friday,
October 12, 2018
Prepared by Dawna Whitcomb (As of May 2018)**

Date	Description	Receipts	Expense	Balance
Marketing				
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-Vokeover 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
2015 SHSP Monitoring and Maintenance				
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
2017 SHSP Monitoring and Maintenance				
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
10/02/18	DAS-OCIO Solar Winds - September 2018		\$ 700.00	\$ 55,696.97
10/02/18	Ceragon Networks, Inc		\$ 6,000.00	\$ 49,696.97
10/16/18	Platte Valley - Gurley and Scuyler		\$ 2,556.90	\$ 47,140.07