

Nebraska Regional Interoperability Network (NRIN) Board

December 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**-11 of 14 Directors attending; meets the majority required for a quorum (8 is a quorum). Two additional Directors attended after 11:00.

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

Others in attendance: Mark DeKaai, Tim Newman, Nick Elledge, Mark Rempe, Elizabeth Sillasen

B. **Open Meetings Law information – verification of public notice, availability copy of the 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 10:30 AM Central Time and verified public notice and availability of the copy of the law in the meeting location.

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

Carla Jones made a motion to approve the meeting minutes.

Roger Powell seconded the motion; the motion passed by majority vote, one abstaining vote, no dissensions and two missing votes. Yea; 11, Nay; 0, Abstain; 0

D. Review of Agenda

The agenda was accepted by consensus as presented.

II. Subcommittee Meeting Reports

A. Finance

The Finance subcommittee met December 4, 2018. All Finance Subcommittee items are included in Action and Discussion Items later in the agenda.

B. Technical

The Technical subcommittee met in November. The NRIN use form will be addressed in the meeting as an action item. The Technical subcommittee will meet with Ceragon to discuss buy-back options, discuss products to manage and monitor the NRIN system, and providing technical support for NRIN equipment.

C. Policy/Administration/Outreach

The Policy/Administration/Outreach subcommittee met December 7, 2018. The NRIN website and newsletter will be presented in the meeting as discussion items.

III. Action Items

A. NRIN Use Approvals

Brian Kesting reported that there are two new use approvals to vote on. One for Pawnee/Johnson Counties and one for Seward County. It was noted that neither Johnson County nor Pawnee County have signed the NRIN Inter-local Agreement and are not NRIN members. Roger Powell made a motion to approve both requests and Brad Eisenhauer seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions. Yea: 13, Nay: None, Abstentions: None

B. NRIN Revised User Form Approval (Technical Subcommittee)

The revised user form was presented to the Board. The costs by connection were approved previously. The descriptions of the cost have been modified to make them easier to understand. There was a recommendation to add a line asking the applicant to copy the Public Policy Center on the submission so the process could be better tracked. There was also a suggestion to add a box regarding whether the applicant has signed the Inter-local Agreement, making them an NRIN member county or municipality. Brian Kesting made a motion to approve the amended form with the two additions and Roger Powell seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions. Yea: 13, Nay: None, Abstentions: None

C. NRIN Financial Report: Claims and Expense Approvals (S. Central Region)

Dawna is unable to attend Friday meetings; Tim will discuss documentation requirements with Jon and Dawna for future meetings. There was discussion about MOUing funds to NRIN from Regions or Regions paying for equipment and maintenance directly. Carla Jones made a motion to ratify the expenditures shown in the spreadsheet from South Central and Alma Beland seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions. Yea: 13, Nay: None, Abstentions: None

D. NRIN Billing Policy (Finance Subcommittee)

Mark DeKraai summarized the proposed billing policy. The billing policy is for the first year (2019) with a July 31 due date. The first billing (2019) will go out in March. Subsequent years will be determined by the Board, and will be billed in January and due by March 31st. Tim and Mark will work on the descriptions for each type of connection. Approval of the billing policy is deferred to next meeting.

E. NRIN Purchasing Policy (Finance Subcommittee)

Caleb Johnson discussed the proposed purchasing policy. There was discussion about the limits for different categories of purchase. The group agreed that \$5,000 is an appropriate limit for recurring obligations and \$2,500 for other types of expenditures. Alma Beland made a motion to approve the draft purchasing policy as written and Shelly Holzerland seconded the motion. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions. Yea: 13, Nay: None, Abstentions: None

F. Purchase of NRIN Parts (Tim Hofbauer)

Tim Hofbauer discussed the issue of paying for additional costs from Platte Valley. Next steps are for Tim to get a cost estimate and for Tim and Alma to assess funding status from their regions and to decide on MOUing money back for these purchases.

IV. Updates and Discussion Items

- A. Raspberry Pi (Brad Eisenhauer).** Brad Eisenhauer did a presentation on Raspberry Pi, a mini computer that can be used to help monitor NRIN. Each kit cost about \$80. Directors can contact Brad to purchase one.
- B. Current NRIN User List (Technical Subcommittee).** A list was provided of users currently approved by the board. Some uses predate the origin of the NRIN Board. Sue Krogman will talk to the OCIO about NRIN users such as Keith County.
- C. NRIN Billing Spreadsheet (Finance Subcommittee).** The PPC enhanced the regional billing spreadsheet developed by Tim Hofbauer. There is a separate tab for each region and the first page will show accumulated billing amounts across all regions and users. Once the billing policy is in effect, Directors will be asked to fill in their regional sheets based on NRIN uses.
- D. NRIN Web Sites (Policy/Administrative/Outreach Subcommittee).** The new NRIN website is in the development stages. The policy subcommittee reviewed the web site and made modifications. Work still in process includes developing a secure section that is password protected which can be used to share and update sensitive documents, adding a calendar function, and accessing technology photographs.
- E. NRIN Newsletter (Policy/Administrative/Outreach Subcommittee).** The board clarified that an update will be sent out monthly with highlights from each meeting. Quarterly, a more comprehensive newsletter will be sent out. The PPC

will send both the monthly update and the quarterly newsletter to the big mailing list that includes county board chairs, emergency managers, county clerks, and 911 stakeholders.

- F. **NRIN Letterhead (Policy/Administrative/Outreach Subcommittee).** The Outreach subcommittee reviewed the NRIN letterhead that can be used by Directors for official NRIN business.
- G. **2019 NRIN Board Elections (PPC).** The Inter-local Agreement and NRIN bylaws require three-year staggered terms for directors. Directors up for election in 2019 include Panhandle #2, currently filled by Nan Gould; North Central #1, currently filled by Alma Beland; South Central #2, currently filled by Jon Rosenlund; Northeast #1, currently filled by Brian Kesting; and Southeast #2, currently filled by Brad Eisenhauer. The PPC will develop and implement a process to fill Director Positions by July 2019.
- H. **2019 NRIN Board Meeting Schedule & Subcommittee Schedules (PPC).** NRIN Board meetings are scheduled for the second Friday of each month for 2019. Finance subcommittee meetings are scheduled for the first Tuesday of each month; Policy/Administrative/Outreach Subcommittee meetings are scheduled for the first Friday of the month; Technical Subcommittee meetings are scheduled for the last Monday of each month.
- I. **2019 Investment Justification Process (NEMA).** The Investment Justification process is being rolled out for 2019. As in previous years, all communications projects will be reviewed by the Subject Matter Expert (SME) Group for communications, which will be Nebraska Public Safety Communications Council (NPSCC). Funding recommendations from NPSCC will then be reviewed by the Senior Advisory Council (SAC) with final decisions by the Homeland Security Policy Group. There was discussion about submitting a request to hire a full or part time executive director for NRIN to monitor NRIN contracts and be the boots on the ground for statewide activities. This would not replace responsibilities at the local level to monitor NRIN.
- J. **Liability and insurance coverage update – review quotes (Caleb Johnson).** No update was provided for this item.
- K. **Other updates from NRIN Directors and state agencies.** There was discussion about county boards that do not understand NRIN or have questions about signing the Inter-local Agreement. Next steps include attending county board meetings to explain and promote NRIN.

V. Executive Session (if needed)

A motion was made by Caleb Johnson to enter Executive Session; the motion was seconded by Roger Powell. Roll call vote was taken and the motion passed by unanimous vote with no abstaining votes and no dissensions. Yea: 13, Nay: None, Abstentions: None. The executive session entered at 12:47 p.m. for the sole purpose of protecting the person, and no decisions will be made while in executive session. Executive session ended at 1:15

p.m.

VI. Comments and adjourn

A. Next steps and agenda for next meeting

The next meeting will be January 11, 2019, at 10:00 AM CST at the EOC in Kearney.

Next steps include the following

1. Carla Jones will contact Johnson and Pawnee Counties to see if they would like to sign the Inter-local Agreement. The PPC will send the Inter-local Agreement to them if they want to move forward.
2. Tim Hofbauer will talk to Jon and Dawna about documentation of expenditures that can be presented to the Finance Subcommittee and Board for review.
3. Tim Hofbauer and Mark DeKraai will modify the billing descriptions and billing policy including filling in the spreadsheet with estimates for costs by Regions. Directors can then fill in the gaps for their regions.
4. NACO will be asked to attend the next NRIN Board meeting.
5. Tim Hofbauer and Alma Beland will explore ways to pay for costs requested from Platte Valley.
6. The Technical Subcommittee will talk to Platte Valley about a ticketing system for work orders on NRIN
7. Sue Krogman will talk to Tracy about NRIN uses in Keith County, which were in place before the current user form and process was developed.
8. The PPC will examine options for the member portal on the new web site.
9. The PPC will send out highlights of this meeting to the big list.
10. Sue Krogman, Tim Hofbauer, Alma Beland, Jon Rosenlund, and Mark DeKraai will be available to attend county board meetings and talk to Commissioners with questions about NRIN.

B. Member Comments

No member comments.

C. Public Comments

No public comments.

D. Adjourn

Tim Hofbauer made a motion to adjourn the meeting, and Alma Beland seconded the motion. The meeting was adjourned through consensus agreement at 1:20 PM CST.