

Nebraska Regional Interoperability Network (NRIN) Board

December 15, 2017; 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. One Director attended via videoconferencing.

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
Panhandle	Nan Gould	X
	Heidi Gillespie	
Southwest	Roger Powell	X
	Brandon Myers	
North Central	Caleb Johnson	X
	Alma Beland	X
South Central	Chip Volcek	X
	Jon Rosenlund	X
East Central	Shelly Holzerland	X
	Tim Hofbauer	X
Northeast	Brian Kesting	X
	Kevin Mackeprang	X
Southeast	Brad Eisenhauer	
	Carla Jones	X
<i>NEMA (Ex-Officio)</i>	Sue Krogman	
<i>OCIO (Ex-Officio)</i>	Tracy Rocolo	X
<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: Quinn Lewandowski, Vanessa Zobeck, Mark DeKraai, Robert Tubbs

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 Standard Time and verified public notice and availability of copy of law in the meeting location.

C. Review and Approval of Meeting Minutes

Nan Gould made a motion to approve the November 17, 2017 meeting minutes. Chip Volcek seconded this motion; the motion passed with one abstaining vote and no dissensions.

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

D. Review of Agenda

The agenda was approved by consensus.

II. Subcommittee Meetings

A. Finance

The NRIN Finance Subcommittee met for a 5 minute session. The report is listed below.

B. Technical

The NRIN Technical Subcommittee met for a 5 minute session. The report is listed below.

C. Policy/Administration/Outreach

The NRIN Policy/Administration/Outreach Subcommittee met for a 5 minute session. The report is listed below.

III. Report Back from Subcommittees

A. Finance

Mark DeKraai: The November 2017 meeting minutes indicated that the Finance Subcommittee requested clarification on the phone survey results and more accurate tower costs. Sue Krogman had previously suggested that each region should review the costs for their respective towers. The Public Policy Center (PPC) will send the tower cost spreadsheet to the PET Region chairs and along with the PPC representatives to the PET Region meetings to verify the information. Carla Jones suggested the need to create a consistent format to help explain cost details and identify how many 911 trunks exist, as well as the cost for each trunk. Even if the PSAP joins NRIN, these costs may continue unless they regionalize. The current cost model is calculated by population, call volume, or flat rate. There are no numbers calculated by bandwidth. The Board would like to determine what costs would be eliminated for the Public Service Access Points (PSAPs) by joining NRIN.

Jon Rosenlund remains interested in obtaining information from a private consultant on how to properly charge for NRIN. Jon requested the Board to consider leaving tower rent with the counties which are paying for NRIN on towers. Then, when tower leases expire, encourage counties to add NRIN to their county towers, water towers, or NPPD towers. Jon suggested that counties which do have NRIN on their own towers should see additional cost savings. Nan Gould expressed that this was not the communicated pricing structure and would not be beneficial for counties who have no other option. Tim Hofbauer thought NRIN cost savings would be around 50% of the counties current charges.

The NRIN video and presentations will not be beneficial until pricing can be calculated. Tim will email Great Plains to obtain a quote to help with pricing. Carla Jones will provide the regional cost from Windstream and Robert Tubbs will find out how much it costs his county for video arraignment replacing transportation. Each Board member should go to their respective region and verify the current tower cost information at their next meeting. The information collected from Tim, Carla, and Robert will be compiled and used to assist in calculating a pricing structure.

Chip Volcek suggested charging a standard rate per usage connection (PSAP, Jail, Video systems, Text to 911, Call Delivery, CAD, etc.) a la carte. The amount should be enough to pay for current costs and save for future costs and can be adjusted up and down based on fluctuating costs. Equipment replacement has not been needed in Tim's region so the current figure per year may be higher than realistic (the East Central Region has had NRIN for multiple years with zero replacement costs); although planned equipment replacement costs are intended primarily to address planned obsolescence over a 15-20 year time frame

B. Technical

The Technical Subcommittee is anticipating a Time & Materials statewide SLA from the OCIO to be delivered in the next few weeks.

C. Policy/Administration/Outreach

The Policy/Administration/Outreach Subcommittee discussed the suggestions for the promotional video from the last NRIN Board meeting. Quinn Lewandowski will meet with Pixel Bakery to implement the viable changes next week. The cost for a UNL undergrad to create a logo is about the same as Pixel Bakery. Tim Hofbauer's wife is a graphic artist and is going to update the NRIN logo pro-bono.

IV. Action Items

A. NRIN Use Approval

Use Request Form: The Board requests the following modifications to the NRIN Use Request form:

- Verbiage that explains once the request is approved, users must make the required technical upgrade completions in order to connect to NRIN.
- Requesting users are financially responsible for technical costs.
- No internet transport is available on NRIN.
- Add a text box to elaborate the project details.
- Add a text or check box with the technical cost estimate from Platte Valley or OCIO.
- Add OCIO email service.desk@nebraska.gov for a form for technical feasibility review.
- Add a signature line for the requesting user
- Add a signature line for the NRIN Board representative

The form will also need to be adjusted once pricing is communicated to indicate billing authorization.

NRIN Use Request – Jefferson & Saline County: Jon Rosenlund made a motion to hold the Jefferson & Saline County user requests until additional information regarding planned usage is received from Brad Eisenhauer. Tim Hofbauer seconded this motion. Tim will return the Jefferson and Saline county requests to Brad for modification. The motion to return the user requests passed by unanimous vote with no abstaining votes and no dissensions.

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

NRIN Use Request – Platte County: Chip Volcek made a motion to approve the Platte County user request. Carla Jones seconded this motion; the motion passed with one abstaining vote and no dissensions.

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

B. NRIN Expense Approval

A tower in Alliance needed an emergency repair. The invoice has not yet been received so no vote is needed today.

C. *Emergency Repair Expense Approval*

In the event of an outage resulting in an emergency repair, the OCIO should email Chip Volcek, Tim Hofbauer, and Sue Krogman with the details. Chip or Tim will then reach out to the regional fiscal agent to determine who can pay for the repair. NEMA will pay if the equipment is covered under the buildout phase. Chip will email Tracey Rocolle at OCIO with the proper emergency repair and outage procedures.

D. *NRIN Financial Report*

The NACO booth was the last NRIN expense and the only change since the last Board meeting. All MOUs for NRIN funding have been received except for the Southeast region.

E. *OCIO Monitoring Agreement*

Tracey Rocolle provided a monitoring and management agreement from OCIO. The cost calculation is in progress. Jim Sheets with OCIO is going calculate an hourly rate and an after-hours hourly rate. Once this goes into effect, it replaces existing county agreements. No vote on the agreement until pricing is provided.

F. *Monitoring, Management, and Maintenance Agreements*

Platte Valley monitoring and maintenance agreement is active as of last month. No vote needed.

G. *Legal Representation Agreement with Cline Williams*

A draft agreement was received from Cline Williams. There were a few clarifications and adjustments made and the revised agreement was provided to the Board today. Prior to service, Cline Williams will submit an estimate to the Board for voting purposes. Finance charges have a 60-day grace period to allow for meetings and approvals. Chip Volcek will research whether legal fees can be paid out of the grant funds currently allocated to monitoring and maintenance fees. The billing address on the agreement is the South Central Region's address (Chip Volcek's Region).

Chip Volcek made a motion to approve the Legal Representation Agreement with Cline Williams. Jon Rosenlund seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

H. *Determine January's Meeting Date*

The January meeting was moved to the 19th to accommodate schedule conflicts.

V. *Updates and Discussion Items*

A. *Presentations*

i. *Juniper*

Juniper did not attend the meeting.

B. *Update and Discussion on NRIN Sustainment and Financing*

i. *OCIO Update – Tracey Rocolle*

The OCIO is out of Network Interface Cards (NIC) for the Uninterruptible power supply (UPS) units and the rectifier modules. The state can order them and then bill Tim Hofbauer. Tim will order more NIC cards and four rectifiers for OCIO.

ii. Public Service Commission (PSC) Update – David Sankey

David Sankey was not in attendance. NRIN will likely not be the primary connection for PSC but may be the backup because the speeds needed by the PSC are not available on NRIN. The PSC wants regional groups to provide data. There was no opposing testimony at the legislature and NextGen911 was well received by the transportation committee.

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

Sue Krogman was not in attendance. No update to this agenda item.

iv. Update on PSAP phone cost survey, tower costs, and cost model using updated PSAP call volumes – Finance Subcommittee

The NRIN Board representatives, PPC representatives, and regional chairs will coordinate to compile additional cost information regarding towers, trunk lines, etc.

v. Fee schedule conversation – Finance Subcommittee and All

The information obtained from the PSAP phone cost survey and tower costs from the county and regional meetings will be used to determine a price structure for NRIN.

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

Tim Hofbauer is in contact with Ceragon and the quote will be available at the next meeting.

vii. Investment Justification process preparation – recommendations for NRIN priorities (e.g., buildout, management, monitoring, maintenance) – Chip Volcek/All

This agenda item is on hold until Sue Krogman attends and an OCIO bid is available for the monitoring and management.

viii. Legal representation, liability and insurance coverage – Caleb Johnson

Insurance coverage conversation is pending.

ix. Report back about NRIN booth at NACO

The booth at NACO facilitated many conversations, credibility, and transparency for NRIN. Many counties were interested in how NRIN can help with video arraignment costs; the majority of inquiries were related to potential cost savings.

C. Updates on NRIN Uses

i. Update on two proposals to NPPD– Tim Hofbauer and Sue Krogman

Sue Krogman has been working with NPPD and having discussions regarding fiber and tower rent. There is no new update since last meeting.

ii. Update on teletype – Sue Krogman

Until the security issue is resolved, NRIN cannot move forward with teletype.

- iii. ***Update on other regional or state uses – All***
No update.

D. Update on NRIN Build-Out

- i. ***Statewide progress – Sue Krogman***
Sue Krogman was not present at today's meeting. Cornerstone is working on the install in Cass County.
- ii. ***Panhandle – Nan Gould & Heidi Gillespie***
No update from the Panhandle.
- iii. ***Southwest – Roger Powell & Brandon Myers***
No update from the Southwest Region.
- iv. ***North Central – Caleb Johnson & Alma Beland***
No update from the North Central Region.
- v. ***South Central – Chip Volcek & Jon Rosenlund***
The South Central Region received two bids to build their new Emergency Operations Center (EOC). The EOC will have a new tower and a fiber connection from the current location to the new location and will have a geo diverse system. The South Central Region will not be regionalizing due to costs. The new EOC will use NRIN to connect back to their existing facility and as their backup.
- vi. ***Southeast – Carla Jones & Brad Eisenhauer***
No update from the Southeast Region.
- vii. ***East Central – Shelly Holzerland & Tim Hofbauer***
A new radio system for Dodge County was proposed. New towers will need to be built to support the new system. There is one tower in the northwestern area of the county which can hold NRIN. Shelly met with the Public Safety director and Norfolk Police Department to see if they can collaborate. The two will hold a meeting in February to discuss regionalization, NRIN, and additional related topics.

Howard County's Viper is almost expired and is interested in regionalizing with another county.
- viii. ***Northeast – Brian Kesting & Kevin Mackeprang***
No update from the Northeast Region.
- ix. ***Tri-County – Phil Brazelton***
Tri-County was not in attendance at today's meeting.

E. Other Updates and Discussion

i. Draft NRIN Websites

<https://NRIN.info> will be the front facing website for NRIN; it is currently under construction. There will be a user access portion for maps, troubleshooting, etc. Tim Hofbauer needs the regional technical contact information to add to the maps. The flow charts and contacts will be password protected. Cost for domain is \$0.99 for first year and \$29 for second year, website through GoDaddy is \$200 and Tim paid for this. The user request form may be added to the website.

ii. ZOOM Attendance and Open Meeting Laws

Members of the Board who attend via videoconferencing have to be in a publicly accessible location, have at least one copy of all handouts available to the public, and the address for the location will need to be listed on the agenda at least 24 hours in advance of the meeting. Board members can only attend Zoom up to half of the NRIN meetings.

iii. Other updates from regions or state agencies

No other updates.

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 –January 19th at 10:00 AM CST in the Buffalo County EOC in Kearney, NE.

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

I> All: Obtain region tower and PSAP trunk line costs from representatives at Regional meetings.

II> Mark DeKraai:

- i. Send tower cost spreadsheet to NRIN Board and PET Region Chairs.
- ii. Obtain signature from Cline Williams on legal representation agreement

III> Vanessa Zobeck: Determine how many meetings since July 1st have had Board Members attend via Zoom.

IV> Tim Hofbauer:

- i. Obtain a quote from Great Plains.
- ii. Collaborate with Mrs. Hofbauer to create NRIN logo.
- iii. Order additional NIC cards for OCIO.
- iv. Return Jefferson & Saline County User Requests to Brad Eisenhower for modification.
- v. Obtain Ceragon buy-back quote.

V> Carla Jones: Obtain County and region Windstream costs.

VI> Robert Tubbs: Obtain County tower and trunk line costs.

VII> Quinn Lewandowski:

- i. Update NRIN User Request form and email revised form to the Board for review.
- ii. Work with Pixel Bakery to upgrade video

- VIII> **Chip Volcek:** Email NRIN Outage procedures to Tracey Rocolle and Amy Sutherland.
- IX> **OCIO:** Submit cost calculation for management and monitoring agreement

- ii. **Agenda items to add**
- iii. **Subsequent 2018 Meeting Dates:**
 - 1. *January 19th*
 - 2. *February 9th*
 - 3. *March 9th*
 - 4. *April 13th*
 - 5. *May 11th*
 - 6. *June 8th*
 - 7. *July 13th*
 - 8. *August 10th*
 - 9. *September 14th*
 - 10. *October 12th*
 - 11. *November 9th*
 - 12. *December 14th*

B. Member Comments

No member comments.

C. Public Comments

No public comments.

- D. **Adjourn** Jon Rosenlund made a motion to adjourn the meeting at 12:25 CST. Carla Jones seconded this motion. The motion passed by unanimous vote with no abstaining votes and no dissension.