

Nebraska Regional Interoperability Network (NRIN) Board

August 10, 2018; 10:00 AM; 9:00 AM MDT

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

- I. **Call to order, Roll Call and Confirmation of Quorum-** 13 of 14 Directors attended, meeting the requirement for a quorum. The meeting was called to order at 10:00 AM CDT, August 10, 2018.

| PET Region | Director Name | Attendance |
|--------------------------------|----------------------|-------------------|
| Panhandle | Nan Gould | X |
| | Heidi Gillespie | X |
| Southwest | Roger Powell | X |
| | Brandon Myers | |
| North Central | Caleb Johnson | X |
| | Alma Beland | X |
| South Central | Robert Tubbs | X |
| | Jon Rosenlund | X |
| 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>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: Mark DeKraai, Chris Jones, Dawna Whitcomb and Quinn Lewandowski.

- II. **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 10:00 AM Central Time and verified public notice and availability of copy of law in the meeting location.

- III. **Review and Approval of Meeting Minutes**

Caleb Johnson made a motion to approve the meeting minutes with a few minor corrections. Shelly Holzerland seconded this motion; the motion passed. Roll call vote: Yes (13), No (0), and Abstain (0). Motion carried.

IV. Review of Agenda

There were no comments on the agenda

V. Subcommittee Meetings

Report Back from Subcommittees

A. Finance

Financial policies/procedures for regular purchases and bills. The Board will need regular reports from the fiscal agent to review expenses. The Board needs to set up a Purchase Order system for money spent (contracts, approvals, bills). MOUs need to be returned to the NRIN governance as soon as possible. Emergency repairs covered by insurance should go through regular channels through the county. All equipment should be insured, and if needed NRIN can reimburse for the deductible. Counties own the equipment not NRIN. Effective in January when NACO (Nebraska Association of counties)/NRIN begins billing for services it will be crucial that the grant and special dollars are maintained separate in all accounts. Dawna Whitcomb presented a financial report from January through August (to date). The financial report is posted at the conclusion of these minutes.

B. Technical

Brian will be creating a new user form. The Subcommittee is looking to put an application fee in place to be used to pay for the OCIO's technical review of all applications. The technical subcommittee is investigating the possibility of a different company for air conditioner units due to the high amount of dust, dirt and bugs at some of the tower sites. Platte valley will likely be doing more site visits and maintenance due to dirt and dust in the units. The technical subcommittee is also proposing the creation of a position that would be a contractor to be the coordinator of services for all counties. This contractor position would be knowledgeable of the equipment, and the services provided by Platte Valley so that they could advise counties what they need to do regarding service. The duties of this position need to be defined, and be designated as a NRIN paid position. Sue Krogman suggested that the position be identified in the fall under THIRA (Threat, Hazard & Risk Assessment) and included in next year's Investment Justifications.

C. Policy/Administration/Outreach

No new updates.

VI. Action Items

1) NRIN Use Approval

a. Approved Applications:

The following applications were approved:

Scotts Bluff County

Boone County

York County

Arbor Road State Radio System, Lancaster County

Cheyenne County

Brian Kesting made a motion to approve the applications and amendments to applications, Carla Jones seconded the motion.

Roll call vote: Yes (13), No (0), and Abstain (0). Motion carried.

b. Amended:

Scotts Bluff County: additional usage request is pending a confirmation of the amount of additional usage needed.

c. Tabled:

NSP video request. The Board will contact Nebraska State Patrol and let them know the cost for the video coverage per month, and verify the estimated usage needed before voting on the application.

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

Dawna provided a spreadsheet of bills paid through May 2018. There was a discussion regarding the importance of paying the bills and submitting MOUs. If additional financial assistance is needed, the bill will be submitted to the NRIN Board.

A motion to accept the financial report submitted was made by John Rosenlund, and seconded by Alma Beland.

Roll call vote: Yes (13), No (0), and Abstain (0). Motion carried.

3) Discussion and decision regarding statewide global SLA with OCIO

No discussion at this meeting.

4) Juniper Remote Tech Support Proposal

No discussion. This item will be removed from the agenda for next meeting.

5) NRIN Use Approval Process

No discussion

VII. Board Officer Elections

Tim Hofbauer was nominated by Jon Rosenlund for NRIN Board Chairperson; the motion was seconded by Brian Kesting

Nan Gould was nominated for Secretary by Carla Jones; the motion was seconded by Caleb Johnson.

Caleb Johnson will remain as acting secretary until he vacates his position on the NRIN Governance Board, December 31, 2018.

Election of Officers Roll call vote:

Tim Hofbauer, NRIN Board Chairperson: Yes (12), No (0) and Abstain (1)

Nan Gould, NRIN Secretary: Yes (12), No (0) and Abstain (1)

Each nominated member abstained from vote.

VIII. Board Member Attendance

The meetings will remain monthly until NRIN is more established. The Chairperson will contact Directors who are not meeting the responsibilities and requirements, as defined in the by-laws. The by-laws state the following:

Article 3, Section 7 - Attendance will be evaluated each year from July 1 through June 30 based on number of meetings called. If a Director does not attend a majority of those meetings, he or she will be terminated. The chairperson will contact all Members in the region and request appointment of a new Director for the remaining term.

IX. Updates and Discussion Items

1) NRIN Sustainment and Financing

This item was discussed previously under subcommittee reports

2) Application request (Amanda Burki)

Amanda Burkli did not attend the meeting

3) Liability and Insurance Coverage Update

Sue Krogman reminded the Board that all members must have insurance on the equipment. In the event of a storm or damage to the equipment, it is vital that there is insurance for repair or replacement. A statement of liability/ insurance coverage information is included on the agreement that all members sign.

4) OCIO Meeting with Executive Committee Update

No updates were discussed at this meeting

5) NACO Meeting Update :

The Public Policy Center will schedule a time for this meeting

6) PHIPS 140 issue:

There are no updates at this time.

7) Ceragon turn in option

Sue Krogman has continued to work with Ceragon regarding pricing and quotes. The Board will receive future updates.

8) Demo of the interactive map

A demonstration of the interactive map will be presented at a future meeting.

9) NRIN Troubleshooting Checklists and Flowcharts

This item will no longer be a topic for every meeting.

10) NPPD Update:

Sue Krogman, the Technical subcommittee and the Executive Committee representatives will be meeting with NPPD on Tuesday, August 14, 2018. Updates will be presented at the next NRIN Board of Directors meeting.

11) Other updates from regions or state agencies

No additional updates were provided.

X. Executive Session

An executive session was not conducted at this meeting.

XI. Remaining Meeting Dates for 2018:

September 14th

October 12th

November 9th

December 14th

XII. Member Comments:

Alma Beland reported that the Custer Public Power cameras are not working, and they may need to contact OCIO for service.

XIII. Public Comments:

Dawna Whitcomb has NRIN items that need a new storage space. She will bring the boxes to the next meeting, and the materials will be stored in the storage room in Buffalo County Jail Facility.

XIV. Adjourn:

Jon Rosenlund made a motion to adjourn the meeting at 13:45 PM CST. Caleb Johnson 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>**

NRIN Financial Report Friday, August 10, 2018
 Prepared by Dawna Whitcomb (As of May 2018)

| Date Description | Receipts | Expense | Balance |
|--|----------------------|----------------------|--------------------|
| Marketing | \$ 6,000.00 | \$ 1,750.00 | \$ 6,000.00 |
| 01/30/17 MOU from South Central | | | \$ 4,250.00 |
| 03/23/17 Pixel Bakery Video-1/2 of contract | | | |
| 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 | \$ 229.24 | | \$ 3,041.86 |
| Conference | | | |
| 05/11/18 Pixel Bakery Video-Voiceover 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 | \$ 102,708.00 | \$ 102,708.00 | |
| 11/01/17 2017 Grant funds | | | |
| 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 |