

Nebraska Regional Interoperability Network (NRIN) Board

March 9, 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**- 11 of 14 Directors attending meets the 8 (majority) required for a quorum.

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
Panhandle	Nan Gould	X
	Heidi Gillespie	X
Southwest	Roger Powell	X
	Brandon Myers	
North Central	Caleb Johnson	X
	Alma Beland	X
South Central	Chip Volcek	X
	Jon Rosenlund	
East Central	Shelly Holzerland	X
	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 Rocolle	
<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: Robert Tubbs, Troy Cordle, Mark DeKraai, Quinn Lewandowski, Vanessa Zobeck

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 10:05 Central Time and verified public notice and availability of copy of law in the meeting location

C. Review and Approval of Meeting Minutes

Caleb Johnson made a motion to approve the meeting minutes. Carla Jones seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

D. Review of Agenda

Platte Valley is coming at 11AM for discussion, this is an adjustment to 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 previewed the NPSCC IJ results there were about 2 million dollars in communications requests reviewed by the commo SMEs. The statewide NRIN buildout requested 750,000 for the rest of the buildout and the council proposed 375000 for this year and the remainder for next year. NRIN statewide maintenance and monitoring requested \$222,000 and the council proposed \$200,000. The NRIN regions are still responsible for tower rent, electricity, equipment storage and those projects were also proposed for funding by NPSCC. The non-NRIN project that was proposed for funding was the Tri-county Wide Area Network Microwave for \$330,000. This project will fund the ORION network and will eventually link to NRIN. These amounts will not progress to the SAC who will review all SME group requests. NRIN is now under budget based on the historical amounts requested from the Communications group. The NRIN Board Travel project was not funded but it should have been sent to the PET group; this is under review.

The sustainment plan is going to be rewritten to reflect partners and cost sharing verbiage instead of users due to the interlocal agreements the counties have signed and the structure of the network. NPPD will also be reviewing the NRIN sustainability plan and have had preliminary conversations to indicate that the router cost estimates can be lowered on the plan and a few other changes. The plan currently has a flat rate for everybody but perhaps this needs to change to be allocated based on population and ?? proportions. Alma Beland has a formula they have used since the 70's that may be worth looking into

Commented [VZ1]: Alma Beland provide formula for ??

B. Technical

There will be a meeting in April or May with Ceragon and the Technical Committee to talk about buy-back and programs they offer. It would be beneficial to have a finance committee representative at this meeting as well. The UPSs have been failing; there was discussion with Eaton and they may have a resolution in the form of a firmware update. Juniper is coming to May meeting to talk about buy-back program and comparable router to Cisco. They will also take back routers that are not configurable at the point of install. Chips warehoused equipment is now with Platte Valley so they have a good stock for transportation when there are replacement needs. The East Central has purchased batteries and extra parts, 3-5 years on UPS battery life. Platte Valley will begin updating firmware and batteries on their preventative maintenance visits. There are two types of monitoring:

SolarWinds, which monitors the entire network and Eaton Intelligent Power Manager, which monitors the UPS battery life, firmware version, temperature, and humidity inside the cabinet. Tim will work on making the Eaton monitoring available to the POCs at a minimum. Historically, 80% of outages are related to power so being able to monitor this through Eaton is beneficial. Tim will move this program to an external server once resources are available. Brad has SolarWinds installed and operational and will assist Heidi with launching her monitoring.

Commented [VZ2]: Tim Eaton monitoring external access

Commented [VZ3]: Brad to assist Heidi with SolarWinds install

C. Policy/Administration/Outreach

Quinn Lewandowski: Has a second draft of the video from Pixel Bakery available for view but this is not the final product. There are also NRIN promotional materials that are ready for discussion. Add in redundant ring circles into the backup section of the video. Change the website at the end of the video to NRIN.info. The video will also show the character being rescued during the video instead of remaining stranded. The goal is to have the video ready by NAEM.

Commented [VZ4]: Final video to Tim and Sue

IV. Action Items

A. OCIO Managed Network Service Agreement and Rate Proposal

Tim talked to Tracy about this and the agreement currently provided states a rate for the stated period. The rate can be adjusted during their fiscal period and is currently \$95 an hour, which can go up July 1st. There is a termination clause in the agreement if the rate goes up in July. The regions are currently paying for OCIO contact because they should still have funds from the 2017 grant year. Sue Krogman suggestions not to sign an agreement until the NRIN board is responsible for paying for this service. Tim stated that not every region has an SLA with OCIO so the NRIN board may need to sign the agreement sooner in order to provide service to the regions without their own SLA. Chip suggested that the board sign the agreement and have OCIO send him the bill and he can send it to the appropriate region or pay the bill depending on the arrangement and funds available from the region. OCIO will not agree to an SLA unless the region is set up as a legal entity with an interlocal. This may prevent service as well. There was not vote, this is pending until July. Keep this on the agenda and review for changes.

Commented [VZ5]: Quinn: keep on agenda

B. NRIN Use Approval

NPPD submitted a retroactive user request to Brad Eisenhauer for York to Osceola connection. This has been in use prior to the user request process and the form was submitted as a formality. This should be submitted as an interlocal since it's partnership instead of user.

Chip Volcek made a motion to approve the NRIN Use request from Hamilton to connect repeaters and fire paging system. Brad Eisenhauer seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

C. NRIN Marketing Proposal

Quinn Lewandowski presented some options for marketing materials. All materials are navy with white logo or vice versa. Microwave picture from nrin.info site for retractor banner display along with NRIN logo. Recording 1hr45m for additional suggestions. Turnaround time on most items is around 3 days. Items ordered will be shipped to Chip for delivery by the 21st so it's ready for NAEM. The total amount of all items is around \$5,200. T-shirts will also come out of the marketing funds making the amount \$5,475. The board decided not to load the NRIN promotional video onto the USB drive. Chip and Quinn will order this by Monday of next week. If money is spent at NAEM, bring receipt to Chip for reimbursement along with a W-9. Send email to Chip if the board members want some of the marketing materials for their use. Chip will buy some totes to transport items to the conferences.

Carla Jones made a motion to approve the NRIN marketing Proposal. Nan Gould seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

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

Tim will order the shirts for distribution at NAEM and will give the bill to Chip. Marketing materials approved above will reduce amount. No monitoring and maintenance since the last month. Platte Valley charged \$450 for moving equipment from Chip's storage to their warehouse but is going to pay for this out of his regional funds and sent an inventory list to Chip who will send it to Sue. Platte Valley will cover insurance for the items in storage. Cornerstone removed equipment as well with a few exceptions but have not sent Chip a bill. Nothing to approve so no vote.

Commented [VZ6]: Quinn – microwave picture for banner.

Commented [VZ7]: Chip or Quinn order marketing materials.

Commented [VZ8]: All – let Chip know what items you want for yourself

Commented [VZ9]: Chip to buy totes and a roller cart.

Commented [VZ10]: Quinn - Chip requested us to move the financial report to the first action item.

Commented [VZ11]: Chip send inventory list from Platte Valley to Sue for items removed from his storage.

V. Updates and Discussion Items

A. Update and Discussion on NRIN Sustainment and Financing

i. Platte Valley discussion - Mike

Discussion over service agreement. The first part of the service agreement states the terms to maintain the existing NRIN network. The second part is the site assessment to perform a visual check on the sites to document a baseline status on equipment, signal strength, air conditioning cleaning, UPS battery level testing, etc. They have also worked with Eaton recently regarding some issues on the UPSs and they will be updating the firmware during these site assessments. This will bring the UPS offline during the update. This service is included in the cost of \$26,000 for time and material. Platte Valley will not visit sites during off hours unless there is a critical need. Much of the cost is related to mileage. The first year of the SLA will help to establish a baseline of service issues and related costs. The SLA will then be updated to incorporate the first year amounts. Platte Valley can refurbish the UPSs or replace the batteries. The grant dictates that the existing UPSs have to be used or refurbished prior to purchasing a new UPS. Grant dollars cannot be used to purchase new until the existing hardware is depleted. Tim will give access to Eaton to Platte Valley. Tim will buy some fly killers to help cut down on the fly problems at the sites.

Commented [VZ12]: Add full Platte Valley agreement to NRIN folder.

Commented [VZ13]: Tim buy fly killers

ii. **OCIO updates**

OCIO not present at this meeting.

iii. **Public Service Commission Update – Troy Cordle**

On March 29th, Shelly, Troy, and Sue are holding a regionalization meeting in the Northeast part of the state in Wayne, NE at the Fire Station. LB993 passed general file and is moving onto select file; slated to be done next week. Troy is going to plan a visit to the Panhandle in April to discuss regionalization. (sue will attend this as well)

iv. **Draft NRIN Sustainability Plan – Finance Subcommittee**

More next month.

v. **Investment Justification Process – NPSCC Recap – Jon Rosenlund & Tim Hofbauer**

Discussed previously.

vi. **VOIP using NRIN – Tim Hofbauer**

Tim investigated this functionality with Cisco (Cisco Collaboration) who is the leader in VOIP services. There is backend equipment that can be installed on NRIN equipment, which would provide video conferencing and VOIP conferencing across the network. The equipment is around \$20,000 for the entire state, which does not include the phones or video equipment (\$100 per phone and more for video equipment). OCIO would need to configure the connections to the new equipment. This request cannot be submitted to the IJ this year. Tim will create a paper to reflect the statewide costs for the entire project. This would allow phones and video to remain active across NRIN users if there is an internet disruption. NextGen911 might cover the phone part of this for dispatch already (verify with Troy). Tim will continue to research this topic and bring it up for discussion at a later date.

Commented [VZ14]: Tim to create financial breakdown for equipment needed to put VOIP capabilities on NRIN

Commented [VZ15]: Tim to verify with Troy if PSC NextGen911 will cover VOIP services.

vii. **NRIN at NAEM – Sue Krogman**

Carla and Alma and Nan will help cover the booth on Thursday. Sue will not attend but Dave and Jody with NEMA will bring the booth materials and brochures. Carla will purchase candy and water. Tim will bring the t-shirts.

Commented [VZ16]: Carla to purchase candy and water for NAEM.

Sue to send booth materials and brochures with Dave and Jody.

viii. **Juniper/Cisco costs and contract length – Sue Krogman**

Waiting until next meeting.

ix. **Update on tower costs – Vanessa Zobeck**

Sue has some updates the hardline Horvath in SE region is not being used so remove the \$600. Remove Wilbur and Beatrice dispatch costs.

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

Will there be a process in place for POC to call Platte Valley directly. Adjust power verification to include Eaton review. Tim to hold an NRIN 101 here in Kearney (add to agenda for next meeting) for tower site visit equipment review and SolarWinds review. Meeting will be all day – from 10 – 3? Tim to create a checklist of items to look for prior to contacting Platte Valley, OCIO, or Power Company. The regional POC should have a point of contact for each tower site. Tim to link password

Commented [VZ17]: Vanessa update troubleshooting chart for POC to call Platte Valley if OCIO is not successful.

Commented [VZ18]: Quinn add NRIN 101 to agenda including a tower site visit.

Commented [VZ19]: Tim to create checklist to cover troubleshooting steps for POCs

Commented [VZ20]: Tim to link password protected documents to nrin.info

protected documents to nrin.info. Tim to invite Platte Valley to next month's meeting for NRIN 101 to express what they would like POC to check before contacting them. Next meeting to start at 9am – remove subcommittee meetings. POC and areas not currently using NRIN specific training can be planned individually. Will work with Mike at Platte Valley to include the troubleshooting documents in their site booklet.

Commented [VZ21]: Tim to invite Mike with Platte Valley to next NRIN meeting for NRIN 101 training

Commented [VZ22]: Quinn agenda update to remove subcommittee meetings

xi. Liability and insurance coverage – Caleb Johnson

Caleb is having INS Pro out of Lincoln conversations. Will also reach out Harry A Koch regarding possibility of coverage.

B. Updates on NRIN Uses

i. Update on NPPD –Sue Kroman

Previously discussed and will be at next meeting.

ii. Update on other regional or state uses – All

Cass County user request was signed by Randy Steele with Motorola. Send Cass County agreement to Sue. Brad uses a raspberry pie minicomputer, which costs \$70 and connects it to a TV for SolarWinds. Can connect a keyboard and mouse. This allows the entire SolarWinds map to be viewed on one screen. The background is very bright so may need to be adjusted. Brad is willing to order this for any region and help with the setup.

Commented [VZ23]: Vanessa to send Cass County user agreement to Sue.

Commented [VZ24]: Tim to ask Amy Sutherland if the background can be darkened in SolarWinds.

Commented [VZ25]: All – let Brad know if want mini-computer and install

C. Other Updates and Discussion

i. Draft NRIN Website and NRIN logo

The website is updated and the password-protected documents are online and will be linked to nrin.info soon.

ii. Board Member Zoom Attendance Update – Vanessa Zobeck

1 left until June, reminder is now in the email. Zoom was not used today.

iii. Election Update – Quinn Lewandowski

Nomination form has been sent to the regions with pending elections. Caleb did not see this email so Quinn will check to see when and who received this. Quinn will forward bios to pending nominees.

Commented [VZ26]: Quinn to check on North Central region election notification.

Commented [VZ27]: Quinn to forward previously submitted bios to pending nominees.

iv. Other updates from regions or state agencies

Check recording for updates from Sue 2h48m. Crete to NPPD to Seward timeline is pending the decision on partnership. If NPPD is not a partner than this hop will cost \$200 per dish to NPPD. Cass County except for electricity at Murdock is complete. Nebraska City North original MOU said 4 dishes would be installed but has lowered to 2 dishes and are asking for an updated structural. North Central has approval to build new tower in SW Holt County. MG Leasing meeting will be scheduled to discuss agreement. This will connect stuff (recording). Platte Valley has taken a third of the work from Cornerstone. The link across the southern part of the state is not original and won't be done until tower.

VI. **Executive Session (if needed)**

Chip Volcek made a motion at 12:54PM to enter into an Executive Session with no decision to be made, for the purpose of discussing matters to protect someone's reputation from unnecessary harm. Roger Powell seconded the motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

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

Chip Volcek made a motion to exit Executive Session at 1:18PM. Alma Beland seconded.

Commented [VZ28]: Quinn: Add NPPD agreement to action items for next agenda

Commented [VZ29]: Mark to invite finance committee and/or all board to the meeting with Matt Schnell the last week in March. – doodle poll

VII. **Comments and adjourn**

A. **Next steps and agenda for next meeting**

- i. **Next meeting** –April 13th at 9:00 AM CST in the Buffalo County EOC in Kearney, NE.
 1. **Action steps (complete prior to the next meeting):**

ii. **Agenda items to add**

B. **Subsequent Meeting Dates:**

- i. April 13th
- ii. May 11th
- iii. June 8th
- iv. July 13th
- v. August 10th
- vi. September 14th
- vii. October 12th
- viii. November 9th
- ix. December 14th

C. **Member Comments**

No member comments.

D. **Public Comments**

No public comments.

Adjourn Chip Volcek made a motion to adjourn the meeting at 1:19PM CT. Roger Powell 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>***