

Nebraska Wireless Interoperable Network Group (N-WIN)

December 3, 2010, 2:00 PM

Nebraska Educational Telecommunications Building

1800 N. 33rd Street, Lincoln, NE

Opening Comments

1. Roll Call

| First | Last | Attendance |
|-------|-----------|------------|
| Al | Berndt | x |
| Ted | Blume | x |
| Mark | Conrey | x |
| Jim | Gerweck | x |
| Adam | Matzner | |
| Tom | Schwarten | x |
| Jayne | Scofield | x |
| Dave | Webb | x |
| Owen | Yardley | x |

2. 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)
3. Review of Meeting notes – October 29, 2010

Tom Schwarten made a motion to approve the minutes. Ted Blume seconded the motion; the motion is Approved by consensus.

Discussion items

1. Updates of Projects

Phases 1-4: N-WIN members received an updated written report on the State radio system from Matt Schnell (see attachment).

MOS/CAD Alarming is the alerting monitoring system that Motorola uses to monitor all the sites. State Patrol Troup A Omaha area radio installation will begin on Monday and be completed by Dec. 10, 2010, which will complete the radio installation process for the Nebraska State Patrol. Game and Parks will wait until Phase 4 is completed and will begin installation the first quarter of 2011.

NCOR / Mutual Aid – Mark Conrey and Jim Gerweck

The next NCOR meeting will be 12/10/2011. NCOR met on November 4-5, 2010 in Kearney, NE. The Public Policy Center facilitated the meeting on the 4th. The NCOR Committee reviewed the N-WIN flow chart and made recommendations for changes. They also developed a recommended process for change orders, identified six next steps to address sustainability, reviewed and enhanced draft mutual aid Standard Operating Procedures, discussed the Statewide Communications Interoperability Plan (SCIP) revision, and discussed the annual report. On November 5th at the business meeting, there was an update on progress with the Regional Interoperability Network project, discussion about mutual aid progress, discussion about Paraclete, an update about TICP/SCIP revisions, an update on Standard Operating

Procedures, and approval of recommendations for change order process and the N-WIN flow chart changes.

2. Documents

a. Phase Checklists – Owen Yardley

There are no additions at this time, but Owen will review them and send them out.

b. Procedures for Users– Owen Yardley

The N-WIN Council approved the procedures for users of the State Radio System at the last meeting with changes. Dave Webb will check with Matt Schnell to send the final version out. The final version will be posted on the website. As agencies come onto the system, their procedures will be added to the Standard Operation Procedures for Users in a “reasonable” amount of time after joining the system.

c. Procedures for N-WIN Council – Owen Yardley

Owen Yardley reported that at the last N-WIN Council meeting, changes in procedures were requested. The revised procedures including NSP’s suggested changes will be emailed for committee members to review. Members will also review to ensure questions and comments submitted by the Office of the Chief Information Officer and the State Fire Marshal are addressed. All comments should be submitted by Dec. 17, 2010, so a new draft can be sent out prior to the next meeting.

3. Discussion

There was discussion about determining fees for users to get on the system. There is a cost to help sustain the network. The funding model in Nebraska (user fees) was contrasted with Wyoming, where the Wyoming Legislature has appropriated funds for the system. Dave Webb will circulate information on the Nebraska proposed funding model prior to the next N-WIN meeting.

4. Communications Plan

Phase 4 is near completion, so the communications to local organizations and agencies should be finalized. Previously, the information had been sent to law enforcement, fire stations, and regional representatives. At the next meeting, the N-WIN Council will discuss the type of communication to be sent and who should be targeted.

Action Items

1. Approval of TICP Flowchart for governance, responsibilities and interoperability

NCOR reviewed the flow chart at N-WIN’s request and provided recommended changes.

Responsibilities for each council from the Executive Orders were fully listed. The network components were moved to the bottom and grouped (the SRS is primarily the responsibility of N-WIN and NRIN, Mutual Aid, and Paraclete are primarily the responsibility of NCOR). A question was raised regarding the difference between the recommended flow chart and the flow chart approved by Homeland Security Policy Group. Al Berndt agreed to reconcile the two flow charts and report out at the next meeting; so no action was taken at this time.

2. Approval of NWIN Council Procedures

The Council will review the procedures for the next meeting so no action was taken at this time.

Information / Reports

1. Office of the Chief Information Officer – Jayne Scofield

Yesterday there was a good meeting with ten state agencies. There was discussion about the Statewide Radio System. The OCIO received good comments back, and they have requested more feedback to identify needs and questions to be answered.

2. Nebraska Emergency Management Agency

No additional update.

3. University of Nebraska Public Policy Center (PPC) – Denise Bulling

The PPC is working with NEMA to integrate standard language into the Tactical Interoperable Communications Plans (TICPs), which are coming in from the regions. The NCOR retreat was productive; the PPC is assisting NCOR with development of Mutual Aid Standard Operating Procedures. Mark Conrey is putting together some comments for a maintenance concept for NCOR to consider. Ray Richards is putting together a checklist on lessons learned from Phase 1. A copy of the 2009 Annual Report was provided for reference. A new annual report will be due in February. N-WIN Members should review the 2009 Annual Report and give feedback. Suggestions should be sent to Mark DeKraai at mdekraai@nebraska.edu. Once approved, the flow chart will be included in the annual report.

4. Nebraska Public Power District

No additional update

5. Nebraska Council of Regions

No additional update

Comments

1. Member comments

Owen Yardley asked if members were interested in having video conferences with other states. Kansas and Iowa were suggested. Owen will make contact with these states. There was also discussion about reducing the frequency of meeting, possibly moving to meetings every two months starting in the summer.

2. Public comments

No comments

Next meetings

January 28, 2011 at 2:00 PM. – business meeting.

February 25, 2011 at 10:00 AM for a video conference and 2:00 PM for the business meeting.