

**Nebraska Wireless Interoperable Network Group (NWIN)
Friday, September 25, 2009 at 10:00 AM (CDT)
Nebraska Educational Television Network Building
1800 N 33rd St – Lincoln NE**

Opening comments

1. Roll Call:
 - a. Absent: Al Berndt; Mark Conrey
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 – August 28, 2009 meeting
 - a. Consensus to approve the minutes.

Information/Reports

1. OCIO – Jayne Scofield

Phase One went live this week and was successful. A timeline from the press packet from the Phase One were shared. Pre-Bid Conference meetings are being held 9/24-25/2009. The project is scheduled to award a contract and begin work by Jan. 1. Many vendors attended the Pre-Bid Conference. OCIO is working on Phase Two, and looking at Phase 2 being in North Platte in February 2010. We are expecting better tower connectivity for Phase Two than in Phase 1. If anyone has ribbon cutting photos, please submit to Owen Yardley for the final report. OCIO is close to finalizing the NOC agreement between OCIO and NPPD.
2. NEMA – Bob Willhelm

At the last meeting, we met the two consultants that were to help with the regions. The consultants have come on board and made a tour of Nebraska. Their goal or task is to provide as much information on this process in the Q&A session that was held yesterday and to collect information that will be useful to the bidders. They didn't get the volume of information that they would like, but they would like to work in the system for the written Q&A to get more info. The consultants will continue to work with the regions. It seems that the regions are seeing the urgency and the benefit to them by providing the consultants with information so they can make the best system that they can possibly have. Once the state framework is set up, the hope is that NEMA can move forward with the regions. The consultants have provided materials and identified needs, which has helped underscore the process. There was good attendance from the regions at yesterday's Pre-Bid Conference.
3. Public Policy Center – Denise Bulling

The regions have a small planning group to plan the next Planning Academy. They are working on identifying their coming needs for the following year. The planning group is looking at the requirements that they are asked to meet. One of the things they are contemplating is going out to the regions and getting input from their stakeholders so that they are more involved and to identify barriers to emergency managers. There will be more to report at the next meeting. The folks in East Central region are participating, giving feedback and looking forward to training more folks. Many of the regions have been in Lincoln at the RFP session. Owen Yardley and Denise Bulling have been reviewing the final report requirements, and they will present more information later. NWIN will be involved in crafting that document in the future.

4. NCOR – Jim Gerweck

NCOR was going through the proposals at the RFP meeting for yesterday and today. The regions left with a better understanding about funding and budgets. Many questions proposed, which will be put in writing and responded to. Pete Peterson is drafting a letter to ask for specific information from the locals. The vendors are very eager. All eight regions were their representatively. There were discussions of a Mobile Operations system that may or may not be possible. Al Berndt says the project will start west and move eastward. If we run out of money from the PSIC, we can use money from the Homeland Security Grants to make sure that the East isn't neglected. The vendors are very eager and they have products to offer. Todd Deloy, State Purchasing, is going to look at extending to get more information to still work within the question period etc. The air was very positive and collaborative.

5. Joint Operational Subcommittee – Tom Schwarten

Thanks to Dave Babcock and Jayne Scofield for getting information together for a draft to review. The Subcommittee is working towards finalizing this document before it is discussed in the NWIN board. There is some terminology that we need to change on the front page. If there are change suggestions, please submit them to Tom Schwarten or Dave Babcock, and they can make the changes necessary. This document includes protocols, purpose, and use procedures for the new system. It is good to focus on 5.0 and 14.0, the Acceptable Use Policy. Regarding the controls and measures, in section 12.0, it covers the failure of parts of the radio system. This area is difficult to define because of the ability for the system to have redundancy. There will be some times when there will be a problem with the system, and the network operation system will likely know of a problem before someone in the field knows of a problem. We want to have a policy for what users should do if they detect a failure. It is important to review sections 5.0, 12.0, and 14.0. The remainder of the section is more geared toward the user to make sure the users in the field are using the system correctly. The Subcommittee felt that this document was a good place for the AUP. And then individual agencies can attach their own SOPs to the back. If there is feedback on sections 5.0 or 14.0, it is important to share the suggestions with OCIO and NPPD.

a. NWIN Suggestions to the document.

- i. Section 5.9: The software should be approved by OCIO **AND** NPPD, but can be installed by Motorola, NPPD, **OR** OCIO. It is important to have approval by both agencies. Remove who it's "installed by" and just used "approved." It would be good to not refer to "Motorola" directly, as not having a specific vendor name, it will stand the test of time.
- ii. Delete "Protocols" from the definition from SOPs.
- iii. Part B is a little more likely related to NCOR, so NCOR will want to review that section. Part B is now the Mutual Aid Channel usage is from NCOR's last draft of the SOPs. A lot of states have the same procedures apply for the shared talk groups. There are a number of event channels to promote talk groups to promote interoperability between agencies on the system. The event channels portion can be included in Part A or Part B. Part C is the part we've been working on with NSP on their SOPs. Other agencies may add their SOPs to the document as an attachment.
- iv. Section 11.3 – Refer to NCOR in addition to the reference to NWIN.
- v. Section 12.6 – Will it generate a lot of calls to say that any subscriber to NOC in the event of a failure? The dispatcher is the central contact for problems. The dispatcher can contact the NOC. The group will want to reword 12.6 to "If the subscriber experiences failure...functionality...the subscriber should notify dispatch of the problem so that dispatch can relay it to the NOC." The second paragraph of 12.6 perhaps belongs in 12.7.

- vi. Contact information will be added and the NOC definition.
 - vii. There are several items that are statements rather than “procedures” in the SOPs. For example, in sections 12.1,3,4,6 seem more are “statements” rather than “procedures” perhaps it would be best to start with some “statements” (first 3 paragraphs) to educate the users. “Procedures” is more action oriented.
 - viii. Dave Babcock and Denise Bulling will work together and the changes will be noted. Then they will start to put them into a nicer looking format. Please submit changes to Dave Babcock, and cc the NWIN Committee so that they are aware of the suggested changes. Use Track Changes in Word when making changes. After it is submitted to the board, and once it’s accepted, track changes so changes and versions are visible.
6. NWIN Administrative Subcommittee – Jayne Scofield
- a. This subcommittee met and worked through this document and specifically discussed sections 5.0 and 14.0. There has not been more discussion on cost at this point. We will review DeMarc points over the next few months once we get feedback from the regions. The cost issue won’t be discussed for a while.

Discussion Items

- 1. Recommendations – none
- 2. Additional actions:
 - a. Denise and Owen will continue to work on the final report.
 - b. Reminder that the APCO conference is on Sept. 30 at the Downtown Holiday Inn in Lincoln, NE. NWIN and NCOR representatives should be present for the panel.

Action items

- 1. Recommendations from work groups
 - The SOP document will be dynamic, even after approval. Agencies should submit their SOPs in November.

Comments

- 1. Member Comments
 - The ceremony in Scottsbluff was good for the community.
- 2. Public Comments - None

Next Meeting: October 30, 10:00 AM. Location TBD

- 7. Janell will send out reminder notes and meeting reminders for the future meetings 2 weeks prior to next meeting.
- 8. Tentatively plan on November 20, 2009 in North Platte, NE.

Adjourn: 11:05 AM