

**Wireless Interoperable Network (NWIN)  
Agenda  
Friday May 15, 2009 at 1:30 P.M.  
Nebraska Game and Parks Commission 3rd Floor Conference Room  
2200 N. 33rd St. Lincoln, Nebraska**

**1. The meeting was opened with a Roll Call of members at 1:32 PM**

<b>Name:</b>	<b>Organization:</b>	<b>Attendance - 5/15</b>
Adam Matzner	Nebraska State Fire Marshal's Office	Absent
Thomas Schwarten	Nebraska State Patrol	x
Jayne Scofield	Office of the Nebraska Chief Information Officer	x
Dave Webb	Nebraska Public Power District	x
Owen Yardley	University of Nebraska Police	x
Ted Blume	Nebraska Game and Parks Commission	x
Al Berndt	Nebraska Emergency Management	x
Jim Gerweck (NCOR)	Nebraska Council of Regions Representative	x
Mark Conrey (NCOR)	Nebraska Council of Regions Representative	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) – Owen Yardley, Chair

**3. Opening Comments**

Lt. Governor Rick Sheehy welcomed attendees and introduced Owen Yardley, University of Nebraska Police Chief, as the appointed Chairperson of the Nebraska Wireless Interoperable Network (NWIN) group established by Executive Order No. 08-03.

**4. Review of Executive Order No. 08-03**

The content of the Executive Order creating NWIN was reviewed. Three groups will provide administrative support for NWIN activities; the Office of the Chief Information Officer, Nebraska Emergency Management Agency and the University of Nebraska Public Policy Center.

**5. Information/Reports from Support Agencies**

Office of the Chief Information Officer (OCIO)

Mike Jeffries gave a report on behalf of the OCIO. He noted that the technology required for interoperable communications across state agencies and with local entities is being implemented from west to east across the state. The N-WIN group serves as a vehicle for state agencies to function as a “peer” to the existing planning, exercise and training (PET) regions now established across the state.

Nebraska Emergency Management Agency (NEMA)

Al Berndt gave a report on behalf of NEMA. He noted that NEMA is responsible for administering homeland security/public safety grants for the State of Nebraska. There are currently 4 programs that contain funding for interoperable communications. There are 4 grant years open, from 05-08, with implementation of 09 grants coming soon. In 05/06, grants were awarded directly to counties, but starting in 07/08 they were awarded to the newly formed regions across the state. The status of grant expenditures is under review with the Lt. Governor to ensure adequate progress toward grant goals.

University of Nebraska Public Policy Center (PPC)

Denise Bulling gave a report on behalf of the PPC. The PPC has been providing facilitation and management support for the regions and the Nebraska Council of Regions as requested. She reviewed the support functions for NWIN provided by PPC, NEMA and OCIO. The PPC assist with agenda development, the production of documents and meeting facilitation. NEMA will manage logistics associated with meetings and the OCIO, via Pam Kemper, will ensure compliance with the open meetings law and serve as the primary electronic meeting notice source for members. Meeting notes and agendas will also be posted on the NWIN group web site maintained by the PPC ([www.homelandplanning.nebraska.edu](http://www.homelandplanning.nebraska.edu) )

**6. Discussion Items**

Discussion on process for conducting business (formation of bylaws for NWIN) – facilitated by Denise Bulling

The NCOR bylaws were distributed to members as a reference document in addition to Executive Order 08-03. Several key decision points were discussed in order to create a draft bylaws document for presentation and action at the next meeting.

*Decision point one:* The NWIN chair is appointed by the Governor, but if the chair is absent is there a desire to have someone ready to serve as a back-up chairperson?

GROUP RECOMMENDATION: Ask the Lt. Governor to appoint the Vice Chair for NWIN

*Decision point two:* How will decisions be made and business conducted within the NWIN group?

GROUP RECOMENDATION: Strive for consensus, but if consensus cannot be reached, modified Roberts Rules of Order will be used to call a question and vote which requires affirmative votes for 5 out of 7 voting members via roll call vote to pass a motion.

*Decision point three:* What is the required attendance for conducting business?

GROUP RECOMMENDATION: Five of the seven appointed voting members must be present for business to be conducted.

Report from Nebraska Council of Regions (NCOR)

Mark Conrey and Jim Gerweck gave a report from the Nebraska Council of Regions. They indicated that NCOR used the Nebraska statewide communication interoperability plan (SCIP) as a basis for determining NCOR priorities. The Regions would like to have more

detailed information about the timelines and plans for development of NWIN infrastructure so they can make local and regional decisions about how to proceed with their work to implement interoperable communications. The NCOR priorities have been published on the website in next agenda and the meeting notes. The next step for NCOR is to craft a work plan for each of the priorities. Several members of NCOR recently completed communications leader training (COM-L) to aid in their understanding of the duties and responsibilities of communications in times of disaster or large scale emergencies.

#### Discussion of NWIN priorities

NCOR prioritization revealed a need to concentrate first on development of basic communications infrastructure accompanied by development of procedures for its use. Training on infrastructure and procedures naturally followed their development. It was suggested that NWIN priorities begin with a review of the purposes and charges articulated in Executive Order 08-03 in conjunction with consideration of NCOR priorities.

#### General discussion

In a general discussion of NWIN activities members identified a need for NWIN to monitor timelines and installation of equipment for the communication network to ensure transparency that facilitates regional network development. An additional need to create consistency in procedures (including mutual aid channel usage) was identified as a joint responsibility with NCOR so users in all systems (state and local) have a common understanding of procedures and equipment. The NWIN group will have additional responsibilities to provide leadership for state agency users of NWIN and interface with bordering states. The PPC will place a password protect page on the NWIN group website to facilitate internal communication during document development related to these issues.

### **7. Action Items**

#### Decide who will represent N-WIN at NCOR meetings

The Lt Governor noted the NCOR preference for the NWIN representative to be from the Nebraska State Patrol (NSP). It was decided by consensus that Tom Schwarten of NSP will represent NWIN at NCOR meetings.

### **8. Member comments - None**

### **9. Public comment**

Bill Reintz, a vendor, commented that when the state system was bid there didn't seem to be minimum standards for talk groups. Mike Jeffres (OCIO) noted that this was an unfulfilled requirement in the state bid process and is in the process of being resolved.

### **10. Next Meeting**

It was suggested that meetings be set monthly – preferably on a Friday  
The Public Policy Center will poll members to determine the best date for a meeting in June and NEMA will provide location information once the date is set.