

**Nebraska Wireless Interoperable Network Group (NWIN)**  
**Meeting Minutes**  
**October 30, 2009 – 10:00 AM**  
**Joint Forces Headquarters Conference Room**  
**USPFO Building, 1234 Military Road, Lincoln, Nebraska**

Opening comments

1. Roll Call

First	Last	Attendance
Al	Berndt	x
Ted	Blume	Absent
Mark	Conrey	x
Jim	Gerweck	x
Adam	Matzner	x
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 – August 28, 2009 meeting  
Dave Webb made a motion to approve the minutes; Maj. Tom Schwarten seconded the motion and it was passed by consensus.

Information/Reports

1. Office of the Chief Information Officer – update on timelines for infrastructure development – Jayne Scofield  
Phase 1 work is still being completed with construction of towers. OCIO is working with the Dept. of Roads in Kimball Co. and is negotiating a contract with Harrison Co. The completion goal date for Phase 2 is the end February / Beginning March. Inter-local agreements between OCIO and NPPD are now signed. OCIO and NPPD are still working on the NOC agreement.
2. Nebraska Emergency Management Agency – update on activities – Al Berndt  
An extension to 2012 of the PSIC grant performance period has passed the House and Senate and is ready for the President’s signature. NEMA will continue to work under the Lt. Governor’s timeline for completion of projects. It is expected that the 2010 Homeland Security Grant Program will be funded at about the same level as in 2009.  
  
NEMA staff members Steve Cass and Rod Hutt are continuing work with PET regions and the OCIO on the regional network development.
3. University of Nebraska Public Policy Center – Denise Bulling  
Nothing at this time.
4. NWIN representatives to NCOR – update on NCOR activities and implications for N-WIN  
NCOR has been working with NEMA and OCIO on the Request for Proposals (RFP) for network connectivity. NCOR will be discussing requirements for Mutual Aid Base Stations next.

5. Report from working groups

**Joint NCOR NWIN Operational Issues Work Group – Tom Schwarten**

The Work Group has put together a draft document of Standard Operating Procedures (SOPs) for agencies operating on the N-WIN. Dave Babcock (with Denise Bulling and Mark DeKraai) reviewed the SOP's for the NWIN council. The SOPs were arranged using the style from SAFECON templates. The Mutual Aid Policies have been dissected and put in this format but have not been reviewed by NCOR.

“Purpose and Scope” have been brought to the front. The language regarding protocols has been removed, so it just refers to Standard Operating Procedures. The Administrative Work Group will review the SOPs and send suggestions to Dave Babcock. . The Operational work group will likely be addressing the Mutual Aid portion of the SOPs after the NWIN sections are complete. There is a placeholder in the SOP's agency-specific policies. Specific wording changes were suggested by the NWIN council members for each section of the draft document and recorded by Dave Babcock. The document will be redrafted and sent to NWIN and NCOR members for review prior to the next meeting.

**NWIN Administrative Issues Work Group – Jayne Scofield**

No update at this time.

Discussion Items

1. Discussion of recommendations presented by work groups - none
2. Discussion of additional action required to meet charges of executive order - none

Action Items

1. Adoption of recommendations proposed by work groups – No recommendations

Comments

1. Member comments - No comments
2. Public comments

By next meeting an outline of the Annual report will be presented for review. This report should be consistent with NEMA's March report as far as format.

Next Meeting

North Platte, 11 AM, Nov. 20, 2009 at the North Platte Fire Station.