

**Nebraska Wireless Interoperable Network Group (NWIN)  
Friday, August 28, 2009 at 1:00 PM (CDT)  
Nebraska Educational Television Network Building Boardroom  
1800 N 33rd St – Lincoln NE**

Call to order: Owen Yardley, Chair

Opening comments

1. Roll Call

<u>Name</u>	<u>Attendance</u>
Adam Matzner	x
Al Berndt	x
Dave Webb	x
Jayne Scofield	x
Jim Gerweck	x
Mark Conrey	Absent
Owen Yardley	x
Ted Blume	x
Thomas Schwarten	x

2. Open Meetings Law information was reviewed by Chair Owen Yardley [ 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 – July 31, 2009 meeting  
Meeting notes were approved by consensus

Information/Reports

1. OCIO – Mike Jeffres

The Office of the Chief Information Officer (OCIO) reports the development of the Nebraska Wireless Interoperable Network (NWIN) infrastructure is on track for Sept. 23<sup>rd</sup> as the official go-live date in the Panhandle. The Governor plans a press conference in conjunction with the completion of the first phase of network development on Sept. 23<sup>rd</sup>. OCIO is working with the Nebraska Public Power District (NPPD) to ensure all the towers needed in the Panhandle are secured and operational. Antennas are currently being installed on the towers that have been secured. OCIO and NPPD are meeting regularly with the State Patrol to make sure things are staying on pace. User training is scheduled with the State Patrol and system testing will begin in September.

2. NEMA – Al Berndt

Mr. Steve Cass and Mr. Rod Hutt have been hired to work with Regions to identify interconnectivity needs for integration with the state network. This will help ensure Regional needs are considered by vendors bidding on the state's request for proposals (RFP) for additional build out of the system.

NEMA is in the process of awarding the 2009 Homeland Security Grant Program (HSGP) funds to Regions across the state and will begin to work on the 2010 HSGP process and application soon. Over the next six months NEMA plans to initiate a process to comprehensively review the state homeland security

strategy and the investment justifications for the homeland security grant program application. As build out of the state communication system nears completion, there will be a need to revisit state priorities.

3. PPC – Denise Bulling

Nothing at this time.

4. NCOR – Jim Gerweck

Mr. Gerweck reported that NCOR had a productive meeting this morning and had a lot of questions answered about the activities funded by the PSIC grant and upcoming RFP and its associated deadlines. The regions are thankful to have the assistance of the newly hired technical consultants from NEMA as they address the regional needs associated with the build out of the communication system. Joint NCOR

5. NWIN Operational Issues Work Group – Tom Schwarten

The workgroup met last week and reviewed draft policies, protocols. Command and control issues were discussed at length during the meeting. The draft protocols developed by the work group are now being reviewed by Mark Conrey (NCOR member) and Lon Renner (NPPD). The work group plans to share this draft document with NWIN and NCOR for feedback. Much of the information regarding protocol was from previous NCOR SOPs and discussions, as well as completing research with other states. The work group is dealing with boilerplate interoperability network system protocols (i.e., routine system operations, heavy traffic conditions, emergencies and disasters). The draft standard operating procedures (SOP) are general so that each agency or region can attach or integrate their specific protocols with it. The next meeting of the work group is scheduled for Sept. 4. The plan for the SOPs is to create protocols that are in-line with NIMS, such as using plain speak and working with emergency situations. After Sept. 4, the work group will share the draft with the NCOR and NWIN Committees for feedback.

6. NWIN Administrative Issues Work Group

The Administrative Work Group met on September 18<sup>th</sup>. The group discussed an Acceptable Use Policy (AUP). While the system is designed for public safety use only, it is still important to anticipate that there will be additional requests for participating in the network from non-public safety entities in the future. The group also discussed Service Level Agreements (SLAs). NPPD and OCIO are working on a foundational SLA for the Network Operations Center (NOC) that addresses issues such as visibility into each others' network, etc. The next SLA will build on the first one, and that one will be with the State Agencies participating in the network and will address expectations, response time, who to call after hours, etc. The third SLA will be between OCIO, NPPD, and the regions, which will go out to all the customers and end users. The group discussed the DeMarc points in the regions. Scottsbluff and North Platte seem like set locations for a DeMarc at this time. OCIO and the work group plan to get those DeMarcs established and take them back to the regions. The agreement (SLA) between NPPD and OCIO will be the first document out. The NOC Agreement should be out by the end of September. Other SLAs are currently pending.

The Work Group discussed fees and costs, and concluded that there is not enough information to determine costs at this time. If the system required a charge back, one possibility would be to bill the DeMarc point, and then that entity would be required to bill the region. NCOR members voiced their concern because the majority of the regions with emergency management programs have no funding mechanisms in place to pay for additional usage fees. The end goal is to make this interoperable for everybody, and OCIO, NPPD, and the work group will do the best to make that happen for everyone.

## Discussion Items

1. Discussion of recommendations presented by work groups  
No recommendations at this time. NWIN would like to have recommendations and the draft protocols presented from the work groups by the next meeting.
2. Discussion of additional action required to meet charges of executive order  
NWIN must present an annual report of activities as per the executive order. The report should include the status of the network and associated functions. This report goes to the Governor's office and should be consistent with the Nebraska Information Technology Commission (NITC) reporting format. NWIN council members decided by consensus that the report should be prepared to cover the calendar year. Many other items in the charge are on hold until the system becomes operational, such as setting terms of agreements for operation of NWIN and recommending strategies for public funds to improve public safety. It is important to note specifically what is going to be left at the end of this year. Denise Bulling, Owen Yardley and Al Berndt will set up a meeting to go over and outline of what to be included with the annual report.

## Action Items

Adoption of recommendations proposed by work groups – No recommendations.

## Member Comments

- The APCO Conference will be held on September 30 – October 1, 2009. The conference will feature a panel of representatives for NWIN/NCOR steps to interoperability. NWIN Members are encouraged to attend.
- Members suggested that NWIN meet in Scottsbluff for the October meeting.

## Public Comments

None.

## Next Meeting

- The next NCOR meeting will be held on September 25, 2009 at 1 PM. (ADDENDUM: The meeting was later re-scheduled for Oct 2)
- Vendor review for the state RFP is September 24th and morning of September 25<sup>th</sup>.
- NWIN will meet September 25, 2009, 9:30 AM, in Lincoln.