

**Nebraska Council of Regions (NCOR)
July 31, 2009 – 1:00 PM**

**Joint Forces Headquarters Conference Room
USPFO Building (also referred to as the CFMO Building)
1234 Military Road, Lincoln, Nebraska
Or by video conference at
Emergency Operations Center in the County Administration building
1825 10th Street, Gering, Nebraska**

Call to Order– Pete Peterson, Chair

Opening comments

1. Roll Call – Ray Richards attended via video conference in Gering Nebraska. Tim Hoffbauer was absent.

Name	Attendance
Harold “Pete” Peterson, Chair	x
Ray Richards, Scottsbluff, Vice Chair	X (remote)
Mark Conrey	x
Patrick Foust	x
Pat Gerdes	x
Jim Gerweck	x
Tim Hoffbauer	Absent
Darrin Lewis	x
Tom Schwarten	x
Dave Webb	x

2. Chair Pete Peterson reviewed the 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.) A copy of the law was also available in Gering at the video location.
3. Approval of Meeting Notes – May 29, 2009 meeting & June 22, 2009 meeting
 - a. Pat Foust made a motion to approve both sets of meeting notes. Dave Webb seconded the motion and it was passed by roll call vote with all members voting yes.

Follow Through/Old business (items on 6/22/2009 meeting agenda)

1. Information and tools needed by Regions

The information and tools needed by Regions were discussed in the context of what the state system intends to provide or accomplish with regard to regional connectivity. It is the understanding of NCOR members that the state request for proposals (RFP) for vendor support and build up of the state network will include work to assist regions with identification of

technical needs related to connection with the state's network. The state and the regional networks integrate with a physical connection, even though they are two separate entities. NCOR members expressed strong concerns that the RFP be written with as much specificity as possible but allow vendors some flexibility because some of the tower locations are not known. This RFP does not include the mutual aid overlay, but connectivity of the mutual aid overlay is in the RFP. It is possible that some of the mutual aid base stations and state connections might fall on a local tower. The overlap and integration of state and local network capabilities must be recognized in the RFP development. Specifically, NCOR would like the following issues addressed in this process

- i. Security – Someone needs to be responsible for overall network management
- ii. The RFP should adequately identify equipment needs and system connections – equipment must be additive/upgradable
- iii. Latency – Vendors should provide meaningful latency information
- iv. Quality of service – Need connection from router to router; Need to specify the d-mark equipment in the statement of work
- v. Bandwidth – There needs to be a minimum standard set during peak usage times (Vendor should detail how peak usage is defined), the basic bandwidth provided, the tower resources and the corroborating technical assistance including redundancy.
- vi. The OCIO will send out the RFP on August 5. NCOR members encouraged the OCIO to include a firm timeline in the RFP for network development.

2. Interoperable infrastructure planning Issues for Regions to address

A discussion was held about what the regions would like to have addressed to ensure they can adequately address local issues in the overall network development. It was important to NCOR members that connectivity software and systems be identified for mutual aid base stations. It was particularly concerning that cost for connecting to the state network has yet to be defined. Historically the OCIO has instituted other systems that local areas have been required to use which were free of charge initially, then later a cost was assessed for the connections. The OCIO noted that it is required to recoup costs for its work. NCOR members encouraged the state to proactively address potential charges for connectivity as it will influence local participation and collaboration in the development of Nebraska's wireless interoperable network (NWIN).

3. Mutual aid base station equipment requirements were reviewed and discussed.

In addition to requirements from the June 2009 NCOR meeting, it was reiterated that equipment should be durable and reliable enough for continuous duty. It should also contain multiple frequencies, be capable of tone generation and be steerable. Additional requirements noted by NCOR membership included 100 watt and that each station have two receivers.

Action Items

1. Mutual Aid Frequency Use - Previously discussed.

2. Development of Interoperability Agreement templates

The Public Policy Center will assist with development of draft templates for memorandums of understanding that can be used by regions and local entities for sharing frequencies and

equipment before the next meeting. Darrin Lewis from the Central Nebraska Region will share his current agreement with the Nebraska State Patrol as a model.

3. Mutual Aid Base Station control point/PSAP requirements - Previously discussed.
4. A motion was made by Jim Gerweck and seconded by Pat Foust to formally appoint NCOR representatives Foust, Gerdes, Lewis, Conrey to the NWIN joint operational work group. The motion was carried via roll call vote with the following results:

Name	Vote
Harold "Pete" Peterson, Chair	Yes
Ray Richards, Scottsbluff, Vice Chair	Yes
Mark Conrey	Yes
Patrick Foust	Yes
Pat Gerdes	Yes
Jim Gerweck	Yes
Tim Hoffbauer	Absent
Darrin Lewis	Yes
Tom Schwarten	Yes
Dave Webb	Not voting

The next meeting of this subcommittee is August 18, 2009 at 1:00 pm at the Public Policy Center (215 Centennial Mall South, Ste 401, Lincoln, NE). Representatives to this group were encouraged to advocate for time for statewide review of any proposed protocols by Law Enforcement and similar stakeholders to create as much buy in as possible. The Joint Operational Committee should identify a process for getting feedback statewide from stakeholder groups. It was suggested that it may be beneficial to involve representatives early from law enforcement associations.

5. Pat Foust made a motion to form a technical subcommittee to monitor and address the technical aspects of regional interoperability and integration with the state network with NCOR members and expert advisors on the committee. Mark Conrey seconded the motion and it was passed via a roll call vote with the following results:

Name	Vote
Harold "Pete" Peterson, Chair	Yes
Ray Richards, Scottsbluff, Vice Chair	Yes
Mark Conrey	Yes
Patrick Foust	Yes
Pat Gerdes	Yes
Jim Gerweck	Yes
Tim Hoffbauer	Absent
Darrin Lewis	Yes
Tom Schwarten	Yes
Dave Webb	Not voting

The following individuals will be contacted to determine if they are interested in serving on the technical subcommittee: Tim Hoffbauer (NCOR representative), Neill Miller and Kyle Kramer.

6. Telecast of Board meetings was revisited. Denise Bulling from the Public Policy Center was asked to share information about how much it would cost to continue NCOR meetings across the state in different locations while still having the ability to broadcast it or archive quality video of the meetings. When told the group that the best estimate she could obtain from her information technology personnel was that it would cost \$4,250 to obtain the equipment needed to record and archive meetings with adequate audio and video quality. The Policy Center would charge additional time back to the project to clean and archive the recording bringing the total cost estimate per year to \$15,000 - \$20,000. The current meeting was being broadcast using a freeware version of Skype. NCOR members noted the technical difficulties experienced in this meeting and generally agreed not to pursue additional video recording options at this time.

Information/Reports/Discussion

1. **Nebraska Emergency Management(NEMA)** - Bob Wilhelm
Each communication project funded by federal grants (Public Safety Interoperable Communications – PSIC) must be reviewed for environmental impact. Submitted panhandle projects have been approved and it is expected that next week reviews will be submitted for North East and North Central projects. Mr. Wilhelm told the group that this week NEMA obtained new information that led them to believe that communications equipment funded by any federal grant needs to have an environmental review done on it before equipment can be purchased or installed. NEMA will lead this effort and work with regions to ensure it is completed and submitted properly.
2. **Public Policy Center (PPC)**– Denise Bulling
As a reminder, you can use the website for posting regional materials and calendar dates. NCOR and NWIN information is also posted on this site in addition to the OCIO web page. NEMA has linked to this webpage via their website and it is available as a communication tool for all Regions. The working groups for NWIN have access to a password protected site for sharing working documents. The website is: <http://www.homelandplanning.nebraska.edu/>
3. **Office of the Chief Information Officer (OCIO)** – Mike Jeffres
There is \$170,000 of planning funds that could be used to engage a consultant who could assist the Regions in determining their technical needs related to the network development. NEMA will reach out to each region to decide if they have a preference regarding this issue. Any potential consultant would have to be a non-bidding vendor for the current state RFP.
4. **NCOR Reps to NWIN Council**– Mark Conrey & Jim Gerweck
The NCOR representatives to the NWIN council encouraged all NCOR members to review NWIN notes and proceedings.
5. **Joint Operational Working Group** - Tom Schwarten

The proceedings of the operational working group were reviewed. The basic aim is to ensure that state agencies using the NWIN operate using similar guidelines and protocols that govern mutual aid communications. For example, using plain-speak as outlined by the national incident management system (nims) should be uniform in all emergency communications. The protocols generated by this group should also be consistent with the state's communication plans (SCIP and TICP). The two draft NCOR standard operating procedures developed in 2007 which were modeled off of those of the Central Nebraska Region are being considered by this working group. Right now the group working on identifying talk groups, discussing control and command, examining the role of state dispatch on Paraclete and the state network and planning for use of plain-speak in roll out of phase one in the panhandle.

Member Comments

The suggestion was made to consider providing updates on NCOR activities via statewide stakeholder conferences and meetings (e.g., the statewide Fire Conference in October or EMS conference in January).

Public Comments

An example was offered by a law enforcement observer to started migration to plain-speak over a period of time by slowly converting 10-codes to defined terms to avoid use of jargon.

It was suggested by an observer that NCOR consider taking an official position related to user fees associated with participation on the NWIN as part of mutual aid.

Next Meeting

August 28, 0930 AM CDT (Boardroom at Nebraska Educational Television [NET] 1800 N. 33 in Lincoln)