

# Nebraska Regional Interoperability Network (NRIN) Board

January 19, 2018; 10:00 AM CST; 9:00 AM MST

Business Meeting  
Buffalo County EOC  
1500 Central Ave.  
Kearney, NE 68847

## I. Call to Order

A. **Roll Call and Confirmation of Quorum**- 12 of 14 Directors attending meets the 8 (majority) required for a quorum. Two directors attended the meeting via Zoom videoconferencing.

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
Panhandle	Nan Gould	X
	Heidi Gillespie	X
Southwest	Roger Powell	X
	Brandon Myers	X
North Central	Caleb Johnson	X
	Alma Beland	X
South Central	Chip Volcek	X
	Jon Rosenlund	X
East Central	Shelly Holzerland	X
	Tim Hofbauer	X
Northeast	Brian Kesting	
	Kevin Mackeprang	X
Southeast	Brad Eisenhauer	
	Carla Jones	X
<i>NEMA (Ex-Officio)</i>	Sue Krogman	X
<i>OCIO (Ex-Officio)</i>	Tracy Rocolo	
<i>OCIO (Ex-Officio)</i>	Amy Sutherland	
<i>NPPD (Ex-Officio)</i>	Matt Schnell	
<i>Tri-County (Ex-Officio)</i>	Phil Brazelton	

*Others in attendance: Robert Tubbs, Amanda Burki, Vanessa Zobeck, Quinn Lewandowski, Mark DeKraai, Elizabeth Sillasen, Troy Cordle*

## B. 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)

Tim Hofbauer called the meeting to order at 10:02 Central Time and verified public notice and availability of copy of law in the meeting location

## C. Review and Approval of Meeting Minutes

Caleb Johnson made a motion to approve the meeting minutes. Chip Volcek seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

- **Yea:** Gillespie, Powell, Johnson, Beland, Volcek, Holzerland, Hofbauer, Mackeprang, Jones
- **Nay:** None
- **Abstentions:** None

#### **D. Review of Agenda**

The agenda was approved by consensus.

### **II. Subcommittee Meetings**

#### **A. Finance**

The NRIN Finance Subcommittee met for a 15 minute session. The report is listed below.

#### **B. Technical**

The NRIN Technical Subcommittee met for a 15 minute session. The report is listed below.

#### **C. Policy/Administration/Outreach**

The NRIN Policy/Administration/Outreach Subcommittee met for a 15 minute session. The report is listed below.

### **III. Report Back from Subcommittees**

#### **A. Finance**

**Mark DeKraai:** The Public Policy Center (PPC) requests the NRIN Board members to report their regional tower costs to Mark DeKraai, Vanessa Zobeck, or Quinn Lewandowski at the PPC. Vanessa will send the tower cost spreadsheet to the Board. Sue Krogman has some of the information on tower costs, which she will provide to the PPC. Sue sent out a memo regarding NPPD waiving tower rents as an NRIN partner; the spreadsheet has been recalculated to exclude those NPPD tower rents. Tim Hofbauer has an MOU that states \$100 per month for rent on a grain elevator but the county has never received a bill. The Board agreed that the county should contact the elevator to confirm the amount due and send payment.

The Finance Subcommittee will finalize costs by the end of May. The Board will determine a price point for the next couple of years and reevaluate the plan when NRIN buildout is complete. The Finance Subcommittee will develop a rollout plan draft and present at the next NRIN Board meeting. A multi-phased payment process will be implemented to charge the PSAPs currently using NRIN; the payments will cover 10% of NRIN costs over the next year. The Northeast region connection is not complete, which is preventing a statewide link so the Board agreed to not charge users until they are utilizing NRIN. Sue Krogman suggests offering the PSAPs the opportunity to remove their existing fees in place of a monthly fee and provide examples in the offer of how NRIN is currently being utilized.

The Board agrees that more detailed cost amounts are needed for PSAP trunk line costs. Carla Jones sent an email to representatives across the Southeast region asking for details on communication costs the PSAPs incur and she received a variety of answers. Carla believes this is because the PSAPs need more definition in which costs need to be reviewed. In order to assist with finding accurate cost information, a template needs to be developed to ask specific questions regarding cost information. Carla will create a spreadsheet containing the exact pricing information that needs to be collected. Tim Hofbauer will work with Carla to define the trunk line cost items for the spreadsheet. When NextGen911 is implemented, it will decrease trunk line costs for the PSAPs; NRIN is not replacing trunk lines. Carla will send the finalized questions to Chip Volcek who will disseminate to the proper administrative persons, the PSAP group, and 911 managers group via an online survey created by the PPC.

## **B. Technical**

The Technical Committee report is being discussed through other related agenda items.

## **C. Policy/Administration/Outreach**

Pixel Bakery is reworking the video based on feedback from the NRIN Board and has invoiced NRIN for the cost of the video. Pixel has requested ideas to create the brochure. The Policy/Administration/Outreach Subcommittee will communicate with Pixel regarding the brochure and base content from NEMAs existing pamphlet. Chip Volcek mentioned that the grant funds for advertising and marketing need to be allocated by March 1<sup>st</sup>. At that time, Chip will submit a letter to Julie Mayers at NEMA indicating how much of the funds will not be spent by August 31<sup>st</sup> so funds can be reallocated. Sue Krogman suggested spending part of these funds for handouts and marketing materials. Julie Mayer confirmed that marketing funds can be used to purchase these items.

## **IV. Action Items**

### **A. NRIN Use Approval**

The NRIN Use Approval request from Jefferson & Saline Counties will remain on hold until the request is submitted on the new user form. Jefferson & Saline Counties intend to transmit data on NRIN between counties to map 911 calls, and may use NRIN in the future to access their 911 system and a Geolink server that provides in car maps to deputies and dispatchers.

### **B. NRIN Revised User Form Approval**

The NRIN Use Approval request form was reviewed. The Board will vote on the form at the next meeting after making the following changes:

1. Change the first reviewer to Brian Kesting for technical explanation. Brian will review the request and then provide the Board with a technical explanation.
2. The NRIN Board will vote on the request pending technical feasibility.
3. If approved by the NRIN Board, the requester will be required to submit to OCIO for technical feasibility review.

Chip Volcek made a motion to approve Brian Kesting as the designated technical reviewer. Carla Jones seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

- **Yea:** Gillespie, Johnson, Beland, Volcek, Rosenlund, Holzerland, Hofbauer, Mackeprang, Jones
- **Nay:** None
- **Abstentions:** None

### **C. NRIN Financial Report; Claims and Expense Approvals**

No expenses or income have been incurred since the last NRIN Board meeting. NACO was paid \$307.50 for the booth but the amount has not been realized. There are three claims that need to be discussed and voted on today:

- GoDaddy expenses incurred by Tim Hofbauer for the NRIN website in the amount of \$122.06
- Pixel Bakery expenses for the second half of the promotional video in the amount of \$1,861.23

Caleb Johnson made a motion to approve the expenses from GoDaddy and Pixel Bakery. Alma Beland seconded this motion; the motion passed by unanimous vote with one abstaining vote and no dissensions.

- **Yea:** Gould, Gillespie, Powell, Myers, Johnson, Beland, Volcek, Rosenlund, Holzerland, Mackeprang, Jones
- **Nay:** None
- **Abstentions:** Hofbauer
  - Platte Valley expenses for services provided since December 7<sup>th</sup> to tower locations in Grant, Bedford, Greely, Running, McCool, McCook, and Trenton in the amount of \$4,083.50

Chip Volcek recommends paying Platte Valley's current invoice out of NRIN grant funds. Chip will not seek reimbursement from the regions for these funds but going forward, would like an approval policy in place so payment can be arranged prior to service dispatch. Tim Hofbauer believes that these charges are critical to the operation of the ring and, in those cases there may not be time to contact the fiscal agent for approval prior to service. Alma Beland feels that the North Central region should pay the service for the towers in Greely and Bedford but the current invoice does not split charges by region or tower. Sue Krogman informed the group that Platte Valley and Cornerstone will split out their invoices by region in the near future.

Chip Volcek made a motion to approve the Platte Valley charges and pay the invoice out of NRIN maintenance funds. Roger Powell seconded this motion; the motion passed by unanimous vote with no abstaining votes and no dissensions.

- **Yea:** Gould, Gillespie, Powell, Myers, Johnson, Beland, Volcek, Holzerland, Hofbauer, Mackeprang, Jones
- **Nay:** None
- **Abstentions:** None

#### ***D. OCIO Presentation on Monitoring/Management Agreement and Cost Proposal***

##### ***i. Board Action***

The Office of the Chief Information Officer (OCIO) submitted a proposed SLA for time and materials. The current proposed amount is \$129 per hour. OCIO was not present at this meeting to discuss this information and the cost agreement has not been received so there is no Board action at this time. Sue Krogman needs to be copied on all technical related charges so she can determine if buildout dollars from the grant can be used to cover the costs.

#### ***E. NIRMA Presentation – Larry Pelan – 11:00 AM via Conference Call***

Larry Pelan with Nebraska Intergovernmental Risk Management Association (NIRMA) discussed coverage for public officials and applicability to NRIN Board members. If the NRIN Board member belongs to a County covered through NIRMA, and if the member is serving on behalf of an NIRMA County, then their actions are covered through NIRMA. NRIN is its own legal entity, which may create a gap in coverage or create an issue if someone takes legal action against NRIN as an entity. NRIN as the entity is not currently covered under the NIRMA program and will have to purchase its own public officials liability coverage by applying for a membership. In addition to an application, NIRMA requires the Board roster, interlocal agreement, and budget/financial information for consideration of membership. The application will be voted on by the NIRMA Board in May 2018. Membership acceptance for NRIN would be an unusual outcome for NIRMA due to the limited scope of requested coverages; NIRMA primarily covers County operations. Region 26 is covered through NIRMA with an interlocal. Mark DeKraai will ask the Behavioral Health Regions for their insurance provider. The NRIN board is unique because not all members are county employees and the entity is constructed with an interlocal agreement.

*i. Board Action*

No Board Action is required until the application is submitted.

**F. Juniper Presentation**

*i. Board Action*

Juniper was not present at this meeting. Juniper will complete the NRIN Buildout. The NRIN Board needs to review the Cisco costs, which would be contracted through the State of Nebraska. Sue Krogman will find out the length of the Cisco contract. Juniper and Cisco are options for equipment replacement needs and both providers have comparable technology.

**V. Updates and Discussion Items**

**A. Update and Discussion on NRIN Sustainment and Financing**

*i. Other OCIO Updates – Amy Sutherland*

Amy Sutherland was not present at this meeting. The OCIO is in the process of finalizing a monthly maintenance agreement.

*ii. Public Service Commission (PSC) Update – Troy Cordle*

Troy Cordle is working with Sue Krogman and Alma Beland to connect Broken Bow to NRIN. He also met with Heidi Gillespie and the Panhandle region regarding regionalization. The East Central region uses NRIN as their internal Emergency Services IP Network (ESInet); the PSC would like to promote this functionality to other regions.

The Public Service Commission has been involved in Legislative Bill 93 which supports Next Generation 911; the Bill will be voted on during the current legislative session.

PSC is in full support of PSAPs using NRIN. The PSAPs can use PSC funding to connect radio or 911 to NRIN. Mr. Cordle attends regional meetings to answer questions and discuss this information. A map was provided at the meeting to show the probable areas of regionalization throughout Nebraska. Ninety percent of the state is currently inquiring about or requesting regionalization. Once complete, there will likely be nine to ten regions, which will reduce Next Generation 911 costs statewide. Regionalization shows good collaboration and allows locally controlled 911 centers.

*iii. Regional points of contact and process for monitoring outages – update on each region providing information to Sue Krogman*

Sue Krogman needs point of contact information in order to establish proper Solar Winds monitoring processes. Southeast has submitted contact information, the other regions are pending. Sue needs the first & last name, telephone number, email address, and site address for each tower contact. East Central has three contacts and will send them to Sue. Chip Volcek will submit contact information for South Central today. The Board members are responsible for informing the points of contact of their duties.

*iv. Replacement part costs – Ceragon buy-back for non-compliant radios – Tim Hofbauer*

Tim Hofbauer sent the non-compliant equipment list to Ceragon and is waiting for a reply.

v. ***Quote from Great Plains – Tim Hofbauer***

Tim Hofbauer sent a quote request to Great Plains and is waiting for a reply.

vi. ***Investment Justification (IJ) process preparation – recommendations for NRIN priorities (e.g. buildout, management, monitoring, maintenance) – All***

***1. Solar Winds Monitoring – Sue Krogman***

Sue Krogman will create and present the NRIN Buildout IJ. Mark DeKraai with the Public Policy Center will work with Sue and Chip Volcek to create a template and statement for presentation to the regions and the Nebraska Public Safety Communications Committee. The NRIN Board will recommend the regions request \$20,000 in the IJ process, which covers NRIN maintenance, replacement equipment, and tower rent. The Northeast Region will be recommended to request \$100,000 for their new tower. The NRIN Board will request \$100,000 from the IJ process, which covers monthly monitoring of solar winds for all regions, replacement and upgrading equipment once buildout is complete, software, and firmware upgrades. The NRIN Board will generate a letter to the regional Board Presidents containing a formal explanation of the regional IJ recommendations, and for the NRIN Board maintenance and replacement IJ. Chip Volcek will use the South Central regions letter as an example in this formal explanation. The NRIN Board will also request funds from the IJ process for marketing purposes.

Julie Mayers informed the NRIN Board that a subject matter expert on one committee cannot review IJs on the Homeland Security Senior Advisory Committee (SAC) as well. Jon Rosenlund is the only representative on both committees and he chose to review IJs as part of the SAC.

There are monitoring and maintenance funds from last years' Homeland Security grant that will be used to purchase a computer and monitor for each of the PSAP centers.

vii. ***Legal representation, liability and insurance coverage – Caleb Johnson***

NIRMA attended a portion of the meeting today to discuss the process of requesting a membership for the NRIN Board. Per Julie Mayers at NEMA, Homeland Security Grant funds can be used to cover NIRMA fees because NIRMA is a government entity and provides government coverage. Julie will need to research whether or not legal fees can be covered by the grant since Cline Williams is a private firm and not a government entity.

***B. Updates on NRIN Uses***

***i. Update on two proposals to NPPD – Tim Hofbauer and Sue Krogman***

Sue Krogman is working with NPPD on an agreement for NRIN. The statewide agreement, which would alleviate tower rent to a county if they use NPPD towers for NRIN, is being reviewed by NPPD attorneys. In the agreement, NPPD will perform their own installation at their own cost, which will allow them full visibility over the construction. NRIN will request NPPD to inform them of their critical connections so these can be monitored for uptime. NRIN may need to utilize some NPPD services to determine things like Quality of Services (QOS); OCIO does not have this service. This will increase NPPD partnership with NRIN.

**ii. Update on teletype – Sue Krogman**

Teletype is on hold until equipment is upgraded. This item can be removed from the agenda.

**iii. Update on other regional or state uses – All**

Platte Valley does not have a signed agreement. Tim Hofbauer sent a signed agreement to Mike with Platte Valley in November to be effective December 1<sup>st</sup>. Tim will forward the aforementioned email to Sue Krogman, Mike with Platte Valley, and the NRIN Board.

**C. Update on NRIN Build-Out – Sue Krogman**

**i. Statewide Progress – Sue Krogman**

Sue Krogman held a meeting with Cornerstone and Platte Valley regarding construction progression. Platte Valley is going to subcontract with Cornerstone to progress construction; Platte Valley is going to perform ground work and Cornerstone will hang the equipment on the towers. Phil Brazelton will be submitting MOUs for Arlington Water Towers and Blair waterworks. The North Central region has priority to connect Broken Bow and Taylor. The Southeast connections to the Orion network should be active in the next couple of months. Saunders County to Cedars Bluff is also in progress. The Broken Brow to Taylor connection has three leasing tower options. The Guthrie towers are constructed. The Northeast Region Ponca tower is finalizing their EHP. North Central is building a tower in Southwestern Holt County. At the IJ, Sue Krogman will explain that tower construction has been cheaper than leasing over time. If a County owns their own tower, they can add additional services. The North Central region has priority on new tower funding and the region has a warehouse of equipment ready for installation. The fiber in the Southwest Region is included in NPPDs agreement, which runs McCook to North Platte. NPPD will install dishes on their own towers, which will be the connection to the fiber. Regionalization in the Panhandle should reconnect this region to NRIN. NRIN will be installed on the NPPD tower in Ogallala, which will streamline the connection from Ogallala to North Platte.

Sue asked the Board to consider hosting a booth at NAEM and the Board agreed. Tim Hofbauer will have NRIN shirts created. NRIN Board Members will need to staff the NAEM booth.

**ii. Panhandle – Nan Gould & Heidi Gillespie**

Nan Gould will be completing the IJ for the Panhandle Region. The next Panhandle PET meeting is February 6<sup>th</sup> and Nan would like to have the IJ template by that point. NRIN equipment is on a broadcasting tower south of Hay Springs and the tower was sold so they will be receiving a new contract. The rent on the tower, which pays a portion of the electricity, is approximately \$100 a month.

**iii. Southwest – Roger Powell & Brandon Myers**

No update from the Southwest Region.

**iv. North Central – Caleb Johnson & Alma Beland**

The North Central Region has a new Emergency Manager, Elizabeth Sillasen. Elizabeth is an Army Reservist who just returned from deployment.

Alma Beland's county has equipment in storage that needs to move or pay rent for the storage. This equipment needs to be stored long term. Sue Krogman stated that regional dollars can be used to pay rent for this storage.

v. ***South Central – Chip Volcek & Jon Rosenlund***

Chip updated that the county officials in his area will be removing NRIN equipment from storage in the next few months. This equipment needs to locate in a long term storage area. Sue Krogman stated that regional dollars can be used to pay rent for this storage.

vi. ***Southeast – Carla Jones & Brad Eisenhauer***

The County Board approved a move on Wednesday to move equipment from a tower in Blue Springs to a tower in Horvath that will host free for life. There is a tower company located in Beatrice, Zephyr Tower, who put in a bid to deconstruct the Blue Springs tower. They are interested in submitting a proposal to assist with NRIN buildout. Carla Jones will send the contact information to Sue Krogman, Alma Beland, and Chip Volcek to connect them with Cornerstone and complete some work for the regions. A local farmer contacted Carla and is interested in providing land for a tower.

vii. ***East Central – Shelly Holzerland & Tim Hofbauer***

Tim Hofbauer updated that the East Central Region has a tower down but the region remains operational because of redundancy. The East Central Regional meeting is scheduled for February 9<sup>th</sup> from 10 – 12.

viii. ***Northeast – Brian Kesting & Kevin Mackeprang***

No update from the Northeast Region.

ix. ***Tri-County – Phil Brazelton***

Tri-County was not present at this meeting.

***D. Other Updates and Discussion***

i. ***Draft NRIN Website and NRIN logo***

The NRIN Board approved funding for the website. Tim Hofbauer will work with Vanessa Zobeck to have the PPC host password protected items and link the NRIN website back to the PPC website.

ii. ***Board Member Zoom Attendance Update – Vanessa Zobeck***

There have been four meetings since July where Board members attended via videoconferencing. The Board is allowed to attend via videoconferencing up to 50% of the scheduled meetings from their fiscal year, July to June.

iii. ***Other updates from regions or state agencies***

There are four members up for election in June 2018: Roger Powell, Caleb Johnson, Tim Hofbauer, and Kevin Mackeprang. These positions need to be elected before the next fiscal year, which starts July 1<sup>st</sup>. The nomination process takes six weeks and there is another six weeks for elections. The Board positions are in three year staggered terms. Mark DeKraai requested permission to solicit nominations. The PPC will send out a memo explaining the process and requesting nominations. Tim Hofbauer will run in the East Central Region. Officer elections are held in July.



VI. **Executive Session (if needed)**  
No Executive Session was needed today.

VII. **Comments and adjourn**

A. **Next steps and agenda for next meeting**

i. **Next meeting** –Tuesday, February 13<sup>th</sup> at 10:00 AM CST in the Buffalo County EOC in Kearney, NE. February 13<sup>th</sup> – Sue will need a special request.

1. **Action steps (complete prior to the next meeting):**

I> **All NRIN Board Members:**

- i. Provide Sue Krogman point or points of contact in the Region you represent for monitoring responsibilities
- ii. Provide Vanessa or Mark with updated tower costs for the Region you represent

II> **Chip Volcek:**

- i. Contact Julie Mayers to determine if Homeland Security grant funds can be used to pay for private firm legal fees

III> **Vanessa Zobeck:** Send tower costs spreadsheet to NRIN Board Members.

IV> **Mark DeKraai:**

- i. Draft finance rollout plan and statement
- ii. With Carla Jones and Tim Hofbauer, create online survey to collect PSAP financial information
- iii. Work with Chip Volcek and Sue Krogman to develop a sample IJ template for the regions and recommendations for Statewide NRIN costs
- iv. Send NRIN documents (roster and interlocal agreement.) to Caleb for NIRMA membership application
- v. Determine the behavioral health regions insurance coverage providers

V> **Carla Jones:**

- i. Work with Tim Hofbauer to create a spreadsheet containing line items of PSAP specific costs that can be used for online survey
- ii. Provide Sue Krogman and Chip Volcek with contact information for tower building company out of Beatrice.
- iii. Provide contact information to Sue Krogman for the land owner interested in hosting a tower.

VI> **Quinn Lewandowski:**

- i. Remove Update on teletype item from NRIN Board meeting agenda
- ii. Initiate process for election of new Board Directors
- iii. Add Brian Kesting to the NRIN User form

VII> **Tim Hofbauer:**

- i. Email signed Platte Valley agreement to NRIN Board and Platte Valley
- ii. Work with Mrs. Hofbauer to complete NRIN logo and shirts
- iii. Work with PPC regarding hosting secure documents for the NRIN website
- iv. Check with OCIO on cost proposal

VIII> **Caleb Johnson:** obtain NIRMA membership application

IX> **Sue Krogman:**

- i. Determine the length of the contract with Cisco
- ii. Discuss with Julie Mayers whether or not NRIN monitoring funds can be used to buy computers for the PSAPs (points of contact monitoring purposes)

*ii. Agenda items to add*

*1. NAEM booth coverage*

**B. Subsequent Meeting Dates:**

- i. February 13<sup>th</sup>*
- ii. March 9<sup>th</sup>*
- iii. April 13<sup>th</sup>*
- iv. May 11<sup>th</sup>*
- v. June 8<sup>th</sup>*
- vi. July 13<sup>th</sup>*
- vii. August 10<sup>th</sup>*
- viii. September 14<sup>th</sup>*
- ix. October 12<sup>th</sup>*
- x. November 9<sup>th</sup>*
- xi. December 14<sup>th</sup>*

**C. Member Comments**

There were no additional member comments

**D. Public Comments**

There were no additional public comments

**Adjourn** Heidi made a motion to adjourn the meeting 1:03 PM CT Brandon seconded this motion. The motion passed by unanimous vote with no abstaining votes and no dissension.