

Nebraska Public Safety Broadband Network Working Group Charter

(Last revision 10/5/2016)

1. Introduction

The Middle Class Tax Relief and Job Creation Act of 2012 created the First Responder Network Authority (FirstNet) as an independent authority within NTIA, to provide emergency responders with the first high-speed, nationwide broadband network dedicated to public safety. This Nebraska Public Safety Broadband Network Working Group is created to oversee and participate in the planning, consultation, design and build-out of the Nebraska's element of that Network.

2. Purpose

The purpose of this Charter is to clarify the role of the Working Group and its relationship to the Nebraska Public Safety Communications Council (NPSCC).

3. Authority

The Nebraska Public Safety Communications Council (NPSCC) was created by Executive Order No. 12-01 which was signed by Governor Heineman on October 18, 2012. The Executive Order charged the NPSCC to provide direction related to the planning and decisions regarding development, operation, and sustainability of interoperability in the State of Nebraska and to establish working groups, as required, to meet the needs of providing interoperability within Nebraska.

4. NPSCC Mission and Responsibilities

4.1 NPSCC Mission

While operating under the guidance and direction of the State Homeland Security Director and the State Wireless Interoperability Coordinator the NPSCC will provide for policy level direction related to the planning and decisions regarding development, operation and sustainability of interoperability of public safety communications systems in the State of Nebraska.

4.2 NPSCC Responsibilities

Provide leadership regarding the development of public safety communications within Nebraska.

4.2.1 Promote interoperability for public safety communications within Nebraska, and with bordering States.

4.2.2 Establish working groups, as required, to meet the needs of providing interoperability within Nebraska. NPSCC will provide guidance on recommendations that come from these working groups.

4.2.2 Develop recommendations and strategies for best utilization of public funds, including grants, to improve public safety communications in Nebraska.

5. Working Group Mission and Responsibilities

5.1 Working Group Mission

Through consultation with FirstNet and Nebraska's stakeholders identify, plan, and implement the most efficient and effective way to utilize and integrate the infrastructure, equipment, and other architecture associated with the nationwide public safety broadband network to satisfy the broadband service needs of Nebraska, including coverage, siting and other requirements.

5.2 Working Group Responsibilities

5.2.1 Identify relevant public safety stakeholders and users of the FirstNet Network.

5.2.2 Oversee the outreach and education of public safety stakeholders related to the potential uses and benefits of the FirstNet Network.

5.2.3 Through stakeholder outreach and interaction identify Nebraska's users, uses and coverage needs from the FirstNet Public Safety Broadband Network.

5.2.4 Meet with FirstNet representatives during the State Consultation meetings to provide FirstNet with Nebraska's needs and requirements regarding the design of the Network. Ensure local and tribal representation occurs when the State is consulting with FirstNet.

5.2.5 Recommend a standard Memorandum of Understanding appropriate for each sub-division within Nebraska to facilitate the possible sharing of infrastructure with FirstNet.

5.2.6 Recommend a comprehensive plan as part of the Statewide Communications Interoperability Plan (SCIP) or a plan complementary and similar to the SCIP, describing the public safety needs that Nebraska expects FirstNet to address.

5.2.7 Recommend a plan to involve local, tribal and state involvement in data collection efforts and consultation with FirstNet.

5.2.8 Provide a governance structure over the use of the FirstNet system in Nebraska that recommends uses, users and the assignment of priorities to users and incidents.

6. Membership

6.1 Number of Members

The Working Group shall have no more than 19 voting members. The Office of the Chief Information Officer will maintain a list of the active, inactive and non-voting members of the Working Group.

6.2 Representation

6.2.1 The Chairperson or head of the following entities, or his or her designee may become active members of the Working Group:

- 6.2.1.1 Association of Public-Safety Communications Officials (APCO)/National Emergency Number Association (NENA) of Nebraska
- 6.2.1.2 League of Nebraska Municipalities
- 6.2.1.3 Municipal Fire Chiefs Association
- 6.2.1.4 Nebraska Association of County Officials
- 6.2.1.5 Nebraska Association of Emergency Managers
- 6.2.1.6 Nebraska Hospitals Association
- 6.2.1.7 Nebraska Public Power District
- 6.2.1.8 Nebraska Public Service Commission
- 6.2.1.9 Nebraska Rural Electric Association
- 6.2.1.10 Nebraska Sheriff's Association
- 6.2.1.11 Nebraska State Patrol
- 6.2.1.12 Nebraska Volunteer Firefighters Association
- 6.2.1.13 Police Chiefs Association of Nebraska
- 6.2.1.14 A Tribal Council appointed representative from each of Nebraska's four tribes, the Omaha Sioux, the Ponca, the Santee Sioux and the Winnebago.
- 6.2.1.15 Other members as approved by the NPSCC.

6.2.2 Other Members (non-voting)

- 6.2.2.1 Nebraska Chief Information Officer
- 6.2.2.2 State and Local Implementation Grant Project Manager

6.3 Alternates

Each member of the Working Group may designate one official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

6.4 Member Responsibilities; Conflicts of Interest

A member with a potential conflict of interest in a matter before the Working Group or a potential interest in a contract with the Working Group is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

6.5 Meeting Attendance requirement – If a voting member and/or their designated alternate misses two consecutive meetings, the representative and the agency/organization/entity they are representing will be removed as an active voting member and become an inactive member of the Working Group. Once removed, the entity and their representative will be notified of the above status change. The entity may be reinstated to the Working Group without NPSCC approval by notifying the Office of the Chief Information Officer of their desire to continue to be represented

and identifying who their new representative will be. The entity will be reinstated upon the attendance of their representative at a future Working Group meeting.

7. Meeting Procedures

7.1 Chair(s)

The Chair and Vice-Chair will be elected by the members. The Chair will serve a one year term. The Vice-Chair will serve a one year term and will automatically move up to Chair at the conclusion of the year as Vice-Chair.

7.2 Quorum

A quorum consists of at least 50% of the active voting members.

7.3 Voting

Issues shall be decided by a majority vote of the voting members present.

7.4 Meeting Frequency

The Working Group shall meet not less than four times per year.

7.5 Notice of Meetings

Notice of the time and place of each meeting of the Working Group shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the State of Nebraska Public Meeting Calendar at: <https://www.nebraska.gov/calendar/index.cgi>.

Original was approved and adopted by the NPSCC at January 27, 2014 meeting.

Charter was revised at the August 27, 2014 NPSCC meeting which modified Section 6.1 by increasing the number of members to no more than 18. Section 6.2.1.14 was changed to read: "A Tribal Council appointed representative from each of Nebraska's four tribes, the Omaha Sioux, the Ponca, the Santee Sioux and the Winnebago. This provided the ability of all four Nebraska tribes to have a representative.

Charter was revised at the September 3, 2015 NPSCC meeting which added the following: 6.5 Meeting Attendance requirement – If a member and/or their designated alternate misses two consecutive meetings, the agency/organization/entity they are representing will be asked to remove the member and appoint a different representative to the Working Group.

Charter was revised at the October 5, 2016 NPSCC meeting which edited sections 6.1 which changed the maximum number of voting members to 19 and directed the OCIO to maintain a list of the active, inactive and non-voting members of the Working Group. 6.2 Amended the entities that could become active members of the Working Group. 6.2.15 added the Nebraska Emergency Medical Services Association (NEMSA). 6.5 changed to reflect if a voting member or their designate missed two consecutive meetings the representative and the entity would be removed as an active member until such time that the entity notified the OCIO of their desire to continue to be represented and identify their new representative. The entity will be reinstated upon the attendance of their representative at a future Working Group meeting. 7.2 was changed to reflect that "A quorum consists of at least 50% of the active voting members. "