



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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User Council Members

Primary				
N/A	Cicciarella	Bob	Chief	Municipalities Central
NA/	Eike	Erin	LTC	DOD US Army - Alaska
T	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
N/A	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
T	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
N/A	Patz	Greg	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, Chair
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, Vice Chair
U	Spitler	Cory	MSgt	DOD USAF, JBER
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
T	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD DOI, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Nelson	Scott	Mr.	SOA All Others, DMVA
T	Roberts	Rick	Captain	SOA DPS
U	Schwing	Brandon	TSgt	DOD USAF, JBER
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army - Alaska
T	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

T	Kostelnik	Sean	Mr.	Motorola Solutions
T	Reed	David	Mr.	Information Systems Security Manager
T	Richter	Bruce	Mr.	DHS OEC
T	Shafer	Sherry	Ms.	Document Specialist
T	Smith	Del	Mr.	Operations Manager
T	Stormo	Scott	Mr.	SOA OIT
T	Ulrich	Naomi	Ms.	Motorola Solutions



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:30 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance. Mr. John Wolfe, Mr. Rick Williams and Deputy Chief Doug Fournier all joined the meeting telephonically after the roll call was read.	
Introduction of Guests/Special Announcements	There were no guests or special announcements.	
Previous Meeting Minutes	John asked if everyone had reviewed the March meeting minutes and if there were any changes. There was no discussion. Motion: Approve the March 4, meeting minutes as written. Motion: Mr. Chris Martin Second: Mr. Henry Cole There were no objections. The motion passed .	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John stated there was one update to the current Issues and Risks Log regarding the closure of the vacancy for the SOA DPS alternate position (UC76). He welcomed Captain Rick Roberts to the council.	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	John advised there were no Action Items from the last meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Security Scans/Risk Management Framework (RMF)	1. Del deferred to Mr. David Reed for an update. David advised he was waiting for the base to go back to work and the package was currently with the Designated Approval Authority (DAO) awaiting his signature.	
IC Zone Update	2. Del stated the Operations Management Office (OMO) was still tinkering with the ALMR Concept of Operation (CONOP) and asked Mr. Nate Skinner if he had anything further to add.	



	<p>Nate reiterated they were trying to simplify to the structure and if anyone had any additional comments to let him know.</p>	
<p>DOD Infrastructure Points of Contact</p>	<p>3. Del advised at the March meeting Mr. Woodall stated they were working on it and had sent out correspondence to agencies to identify individuals.</p>	
<p>Annual Inventory Confirmation</p>	<p>4. Del reminded the suspense was April 30 and only 68 forms had been returned. He added he would like to keep this on track but if agencies had a reason they couldn't make the suspense, they need to communicate that to the OMO.</p>	
<p>March Document Reviews</p>	<p>5. Del briefed during Records Management Policy and Procedure 300-1 and the Concept of Operation (CONOP) were reviewed in March and the CONOP was still under review regarding the updates to the incident command zone structure.</p>	
<p>March Metrics</p>	<p>6. Del advised there were 1,040,225 group calls, 1,887,740 PTTs, both of which were down from February. He noted there were 181 busies which was the same exact amount as in January.</p>	
<p>Ted Stevens RF Site</p>	<p>7. Del reminded everyone the Ted Stevens Anchorage International Airport RF site was turned off on February 3 for 60 days, which was yesterday. He briefed he had reached out to all agencies who had touched the site in the previous six months, prior to turning it off. Del noted that during the site down period, he received no negative comments and the plan was to leave the site off for the time being, although it is available to turn back on. Del added the State may be able to repurpose the equipment at some future date.</p>	
<p>Radio Discipline</p>	<p>8. Del stated with the current situation everything seems to be working well but things agencies can do ensure they are not tying up resources is to not monitor incident channels and their own talkgroups at the same time. He asked Mr. Travis Conant, ALMR System Manager, to explain how minimize procedures would work if they needed to be implemented.</p> <p>Travis advised the System Management Office (SMO) would watch the System and if a site was being severely impacted, they would talk to the agency in question first, but if further action was needed, they can go down to the System level and keep agencies from affiliating with an affected site.</p>	
<p>COVID-19 Continuity of Operations</p>	<p>9. Del briefed the OMO had sent out information to the User Council and the Executive Council regarding the operations of the OMO and SMO during this time.</p>	



	<p>John asked if there were any questions for Del and Deputy Chief Fournier stated he had some questions. He asked if on the System metrics if ALMR could determine where the busies are coming from, what agency.</p> <p>Del responded that he receives a weekly report on what talkgroups are creating the busies and also that they are normally associated with incidents occurring near three channel sites</p> <p>Doug explained that in the interior they are receiving a lot of busies. He noted during a particular fire in February they had a mayday on a fire and three firefighters had to bail out a second story window. Doug added they had called out four times and only two of those times were heard and they had also received a number of busies. He stated the incident commander had also received a lot of busies, as well.</p> <p>Travis requested Doug to get hold of the Help Desk when something like this happens and provide the times and subscriber IDs so they can run the reports; the more info the better.</p> <p>Del asked if they operate on conventional simplex during fires and Doug stated not normally because they have to stay on recorded channels.</p>	
System Management Office	Mr. Travis Conant, System Manager	Action Items Assigned
<p>Reduced Staff</p> <p>Email VPN</p>	<p>1. Travis briefed the SMO was operating on minimal staff with normally only two to three people in the office at any one time and the others working remotely. He added they had installed a network management (NM) client at a site in the valley so they would still be able to do the functions the Help Desk normally does.</p> <p>Mr. Greg Eubank asked if there was any way to set up a NM in the Denali Comm Shelter.</p> <p>Travis stated that would not be something they would normally do, due to the security issues but he would talk to him offline.</p> <p>2. Travis noted they had also set up a new VPN so they could send emails remotely to continue work as normal.</p>	
State of Alaska	Mr. Scott Stormo	Action Items Assigned
Site Busies	<p>1. Scott stated if anyone ever had any specific examples of busies to contact the Help Desk. He stated the Genesis program can run report specific reports and the DiagnostX devices are helping identify subscribers needing recalibration. Scott noted he had talked to the Department of</p>	



<p>Issues and Risks Log</p> <p>Microwave Refresh</p> <p>SOA Budget</p>	<p>Defense about purchasing some DiagnostX devices for their sites.</p> <p>2. Scott requested the UPS by-pass failure at the Birch Hill Master Site be added to the Issues and Risks Log.</p> <p>3. Scott reminded the group they were still working on the microwave refresh but had to keep their people spread out as much as possible, which makes it hard to get some of the work done.</p> <p>4. Scott stated the State budget passed and was waiting on the Governor to sign it. He added it was not clear if the \$24M had been addressed for the Quantar replacement. He added the intent was to make all new equipment Phase 2 capable which would double channel capacity. Scott reminded anyone thinking about buying new radios needs to ensure they are TDMA enable.</p>	<p>1. OMO to add item to the I&R Log re: UPS failure at the Birch Hill Master site.</p>
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
	<p>Mr. Timothy Woodall was not present for the meeting.</p> <p>Mr. Rick Williams stated they were still working on a power refresh for the US Army-Alaska sites. He explained that only mission critical work is currently being performed and that doesn't include updates of existing systems.</p>	
<p>New Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
<p>Radio Reports</p> <p>OMO Contract RFP</p>	<p>Deputy Chief Keith Berrian stated he was in the middle of his inventory and discovered three devices, two of which had never touched a tower and one hadn't touched a tower in six years. He asked if there was any way to get individual reports for subscribers when the Help Desk sends out the list.</p> <p>Travis stated to run individual reports on every radio on the System would be excessively time consuming.</p> <p>John asked if this was something we could request in a future upgrade of the software.</p> <p>Travis advised he could follow up with the Genesis folks and Scott agreed he would talk to them.</p> <p>John also reminded everyone one of the things that ALMR is focusing on is reducing unused/underused talkgroups, and requested they ask about that, as well.</p> <p>2. Del reminded everyone the proposal package for the OMO was due today and over the next few weeks they should be looking to make a decision come July 1.</p>	
<p>Next meeting</p>	<p>Discussion</p>	



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: April 1, 2020

	<p>John thanked everyone for their service and especially the personnel working out in field.</p> <p>John stated the next meetings were May 6 and June 3 and it would be via teleconference again.</p>	
Adjournment	Discussion	
	<p>John asked if there was any other discussion and hearing none, he requested for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the April monthly User Council meeting.</p> <p>Motion: Mr. Henry Cole Second: Deputy Chief Doug Fournier</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:12 p.m.</p>	