



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

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Cole	Henry	Mr.	SOA DOT
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Berrian	Keith	Deputy Chief	Municipalities North
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
U	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
	VACANT			SOA DPS
N/A	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
E	Nelson	Scott	Mr.	SOA All Others, DMVA
N/A	Schwing		TSgt	DOD USAF, JBER
U	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
U	Williams	Rick	Mr.	DOD, US Army - Alaska
U	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

T	Conant	Travis	Mr.	System Manager
T	Kilbourne	Randy	Mr.	SOA OIT
T	Kostelnik	Sean	Mr.	Motorola Solutions
P	Reed	David	Mr.	Information Systems Security Manager
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. Nate Skinner called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	There were no special announcements or guests	
Previous Meeting Minutes	<p>Nate asked if everyone had a chance to review the October meeting minutes and if they had any requested changes. There were no requests for changes</p> <p>Motion: Approve the October 2 meeting minutes with the noted change.</p> <p>Motion: Mr. Jim Goodman Second: Mr. Gregory Patz</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	Nate asked Ms. Sherry Shafer to provide the updates to the Issues and Risks Log and she advised the work on the Birch Hill rectifiers (OP02) was scheduled to begin on Jan 6, 2020; 55 hops of microwave (OP05) have been procured and installation has begun at various sites throughout the system; the battery plant installation (OP09) at Fort Greely is completed; and the generator at the Delta site (OP10) replacement was completed.	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	Nate asked Sherry to provide the Action Item from the October meeting and she stated the Operations Management Office had distributed information regarding the annual election nomination process and this item was closed on October 3.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
USARAK Battery Plants	1. Mr. Del Smith reminded everyone the contract had been let and the work was slated to begin before Christmas but he believed it has now been deferred until January.	
Fort Greely Battery Plant	2. Del confirmed the battery plant at Fort Greely had been installed, which had been a concern of his for some time. He noted he had talked to Mr. Travis Conant, System Manager,	



<p>7.17 Upgrade</p>	<p>and to Mr. Mark Parry, the North Zone System Technologist, and everything was operating okay.</p> <p>3. Del briefed the upgrade was in the final throes and they were looking to get the sign off on completion. He added Mr. Scott Stormo still had some questions and that Travis had been on a phone call this morning trying to get answers.</p> <p>Del added there was still the WAVE upgrade at JBER to complete and that the Municipality of Anchorage upgrade was due midmonth.</p> <p>Mr. Timothy Woodall stated he had voiced his concern regarding the MotoBridge portion of the contract and Motorola not executing the upgrade. He advised he was insisting they identify the funds the Department of Defense (DOD) had made in the three previous invoice payments. Mr. Woodall added he believed the last invoice of ten percent would be significantly reduced once those funds were subtracted from it. He added there still seemed to be some confusion regarding WAVE, because at this time the only one getting it was the Army and because the money was appropriated from multiple funding sources it cannot be applied to only the Army.</p> <p>Mr. Woodall briefed the DOD is not 100 percent satisfied/clear that the invoicing is correct and that task has been refunded correctly. He noted he would have to audit the final invoice closely before he signed off on the upgrade as complete.</p>	
<p>Zone 2 Outage</p>	<p>4. Del advised Zone 2 experienced an outage on October 23 that lasted for 1 hour and 23 minutes. He asked Travis if he had any further information on what happened.</p> <p>Travis stated the System has built in redundantly, so this should not have happened and in that both zone controllers went down at the same time. He advised he is working with the Motorola Astro group to find out what happened, so there will be more to come.</p> <p>Del added this is why we do the zone controller rollovers to ensure the system performs as it should. He requested Mr. Sean Kostelnik expedite the answer to what occurred and what steps to take to ensure it does not happen again.</p>	
<p>Risk Management Framework</p>	<p>5. Del asked Mr. David Reed to provide an update on the status.</p> <p>David briefed they were in step three and all the scans were complete. He added he was in the process of farming out tasks to Motorola and others, and they were moving forward</p>	



<p>Cobham Aircraft Acceptance Test Procedure (ATP)</p>	<p>with the documentation. David advised they were still shooting for a December 1 approval date.</p> <p>6. Del briefed this was the new version of what was the Wolfsburg radio and it was basically two Motorola APX 8000 radios. He explained the ATP was completed a couple weeks ago but he was awaiting some documentation before it was added to the web site.</p>	
<p>Changes to Incident Command Zones</p>	<p>7. Del stated the Executive Council (EC) had endorsed the User Council effort to redesign the Incident Command Zones at their October 17 meeting. He advised once the change is implemented it will require changes to some of the policies and procedures. Del added the one requirement from the EC was the subcommittee must establish a plan to accomplish the change with minimal impact and he added Nate could speak to that if he wished.</p>	
<p>October Document Reviews</p>	<p>8. Del advised the Information Systems Clearing and Sanitization Policy & Procedure 200-4, Twitter Account Use Policy & Procedure 300-8 and Vendor Equipment Evaluation Policy 400-15 had all been reviewed in October.</p>	
<p>October Metrics</p>	<p>9. Del briefed the group calls were 1,039,703 in October, which was up approximately 35K, PTTs were at 1,913,653, up about 50K and busies were at 219 which was down 70. He added this is the usual annual trend.</p>	
<p>Annual User Council Election Nominations</p>	<p>10. Del noted the nominations were not complete at this time and there were a lot of non-responsive UC sectors. He stated DOD JBER, DOD USARAK, the Non-DOD Federal - BLM/USF&WS, Non-DOD Federal - USFS/TSA, Municipalities-North and Municipalities-Southeast all had not responded. Del added voting cannot take place until nomination process is completed and emphasized that the annual election process is part of UC representative duties as outlined in the Charter.</p>	
<p>Quarterly Zone Controller Rollover</p>	<p>11. Del stated the quarterly Zone Controller Rollover had taken place this morning and there were no issues.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
	<p>Mr. Travis Conant advised he had nothing to add to what Del had already provided.</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
	<p>Mr. Timothy Woodall briefed they were able to get Lieutenant General Bussiere to pen a letter to the Lieutenant Governor to voice concern with regard to the \$24M funding for the Quantar upgrade that needs to be completed by November 2020. He continued on to explain they could lose the Authority to Operate (ATO), because Motorola is no longer</p>	



	<p>supporting patching, but added they could operate in an Interim ATO condition for one year if Approval Authority was willing to accept the risk. Mr. Woodall stated all Federal agencies must operate on National Institute of Standards and Technology (NIST) compliant systems and he had full confidence the State of Alaska would fund the GTR upgrade.</p> <p>Mr. Woodall further explained that Motorola supports each software platform for a period of five years and we are already two years into the life of the platform we just migrated to. He noted if everyone moved to the System Upgrade Assistance (SUA) program it would be a savings of 27 percent over capital costs for an upgrade and it is more beneficial to use this approach.</p> <p>Del advised it was his understanding from the SOA EC Co-Chair they felt positive this would get favorable attention for an appropriation in addition to the current budget.</p> <p>Mr. Greg Patz asked if this expense was for the security system and Mr. Woodall responded it was for the upgrade of the State's Quantars to GTR8000s.</p> <p>Del stated it also puts us in a position to ultimately move to Phase 2 and increase capacity without physically increasing infrastructure.</p> <p>Mr. Woodall stated agencies getting new radios should not dispose of their XTS 5000s, but keep them as loaner radios. He added they will continue to work but they are no longer being repaired.</p> <p>Greg Patz asked if agencies should purchase Phase 2 radios and Del responded they should not buy any radio that is not Phase 2 going forward.</p> <p>Nate clarified you can buy a radio that isn't Phase 2 but ensure it can be upgraded later.</p>	
State of Alaska	Mr. Scott Stormo	Action Items Assigned
Microwave Work	Mr. Randy Kilbourne stated both the microwave and MPLS projects are on-going so expect some short local outages.	
New Business	Discussion	Action Items Assigned
New Incident Command (IC) Zones	1. Nate advised the Talkgroup and Codeplug Subcommittee would be meeting again soon and working on their marching orders from the Executive Council	
JBER Bi-directional Amplifiers	2. MSgt Corey Spittler stated there were a lot of antiquated buildings on JBER made of thick concrete and both the Hospital and Security Forces bi-directional amplifiers (BDAs)	



	<p>were no longer maintained and he was looking to reach out to someone to get them fixed.</p> <p>Mr. Woodall advised they would need to get an independent contractor to repair them.</p> <p>Del stated the OMO would look in their files to see if there was any information regarding the BDAs they could share to help out, although a lot of the information was not provided for the record archives.</p>	
Next meeting	Discussion	
	Nate stated the next meetings are December 4 and January 8, 2020.	
Adjournment	Discussion	
	<p>Nate asked if there was any other discussion and hearing none, he asked for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the November monthly User Council meeting.</p> <p>Motion: Greg Patz Second: Jim Goodman</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:12 p.m.</p>	