



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
-------------	-------------------	-------------	---------------	--------------------

User Council Members

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

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

Supporting Staff and Guests:

T	Conant	Travis	Mr.	System Manager
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	Stormo	Scott	Mr.	SOA OIT



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:31 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>John asked if everyone had a chance to review the November meeting minutes and if they had any changes or deletions. There were no requests for changes</p> <p>Motion: Approve the November 6 meeting minutes as written.</p> <p>Motion: Mr. Nate Skinner Second: Mr. Henry Cole</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John asked Ms. Sherry Shafer to provide the updates to the Issues and Risks Log and she advised there were no updates.	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	John noted there were no Action Items from the last meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
USARAK Battery Plant Rectifiers	1. Mr. Del Smith advised nothing had changed as far as he knew and the work would begin on January 6.	
7.17 Upgrade	2. Del stated the upgrade was still pending the final sign off and at the last meeting Mr. Tim Woodall had discussed an issue with the MotoBridge funds. He deferred to Mr. Scott Stormo to say whether the State was ready to sign off. Scott advised not yet.	
Risk Management Framework (RMF)	3. Del briefed the finalization of the RMF process had been delayed from the December 1 projection but expected it to be completed within the next two weeks.	



<p>Alaska Search and Rescue Cooperative (AKSARC)</p>	<p>Mr. David Reed noted they were waiting on the Department of Defense (DOD) for sign off.</p> <p>4. Del stated the Alaska Search and Rescue Cooperative (AKSARC), a non-profit agency, was requesting to become a member of ALMR. He added their intent was to provide search and rescue dogs, although they did not have any at this time.</p> <p>Del reminded everyone one of the provisions to be a member was to have a public safety mission and this agency did. He also stated they were a recognized non-profit agency by the Internal Revenue Service (IRS) and the State of Alaska (SOA). Del noted he had partially completed the checklist but read off several items that would not be completed unless the agency was approved.</p> <p>John asked for a motion for approval of AKSARC.</p> <p>Motion: Approve the Alaska Search and Rescue Cooperative (AKSARC) for membership in the Alaska Land Mobile Radio (ALMR) System.</p> <p>Motion: Mr. Nate Skinner Second: Mr. Jim Goodman</p> <p>John noted AKSARC had been interested in becoming members for a while, but hadn't been ready. He asked if anyone wanted to discuss the motion at this time.</p> <p>Del stated if they were approved, they would make their services available to the Anchorage Police Department (APD) and the Alaska State Troopers (AST).</p> <p>There were no other remarks so John asked Ms. Sherry Shafer to poll the members verbally for a vote, which she did. Approval was unanimous among the members.</p> <p>There were no objections and the motion passed.</p>	
<p>November Document Reviews</p>	<p>5. Del briefed the High-Level Strategy, Emergency Button Activation Policy and Procedure 300-7, Site Book Policy and Procedure 400-9, Help Desk Policy and Procedure 400-13, Subscriber Acceptance Testing Policy and Procedure 400-18 and Business Case had all been reviewed. He noted the Business Case would be presented to the UC in January for their review and approval.</p>	
<p>November Metrics</p>	<p>6. Del stated there were 1,011,447 group calls, 1,850,201 push to talks and 274 busies in the month of November</p>	



<p>Zone 2 Outage</p>	<p>7. Del asked Mr. Sean Kostelnik for an update on what happened.</p> <p>Sean stated there was not much new to report but Motorola had committed to an update on Friday. He added Mr. Mark Parry and both Motorola Engineering and Motorola Technical Support from Schaumburg would all be involved. Sean also added there was an individual who had experienced something similar on another 7.17 system and he would also be available. He stated this is something Motorola has never seen happen before and they are working this as urgently as possible.</p> <p>Del stated there were ALMR members concerned about this occurrence and the sooner there was an answer the better. He added the November zone controller rollover functioned exactly as it was supposed to and went on to explain the process.</p> <p>Del also reminded members they needed to be prepared to use their doomsday radios should a catastrophic event occur and the consoles go down.</p> <p>John noted he had recently had a conversation with a senior dispatcher in Fairbanks who was unaware they even had backup radios.</p> <p>Mr. Greg Eubank stated this might be an appropriate time to suggest agencies test the use of their backup radios.</p>	
<p>Ted Stevens AIA Site</p>	<p>8. Del advised the Ted Steven site was a three-channel site and regularly experiences a lot of busies. He added there is also a bi-directional amplifier (BDA) somewhere in the terminal but the status of it is unknown.</p> <p>Del added approximately three years ago when Mr. Rich Leber, the former Technical Advisor, was still doing Quality Assurance/Quality Control (QA/QC) on the periodic maintenance inspections (PMIs), he had tested it and it was working at that time.</p> <p>Del noted ALMR would like to turn off the site and gauge the impact and if there was none, then they would make a decision on using the equipment elsewhere.</p> <p>John asked for clarification if Del was asking the UC to give permission and Del answered affirmatively.</p> <p>There were no objections to turning off the site to see if there was an impact on operations.</p>	



Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: December 4, 2019

<p>Changes to the Incident Command Zones</p>	<p>9. Del deferred to Nate for the update.</p> <p>Nate stated they had several meetings and the Executive Council had approved the basic plan, but had requested a transition plan. He added they were currently working on that and the subcommittee agreed they should reuse talkgroups. Nate advised they were moving in the direction of 2021 for the final conversion and would provide an update as things move along.</p> <p>Del added the subcommittee had also recommended working with smaller agencies to assist in programming.</p> <p>John stated this is something that has been needed for a very long time.</p> <p>Del briefed the Operations Management Office is tracking the documents that will require changes and will perform a mid-year update, if required.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Harris ATP</p> <p>R1 North Site</p>	<p>1. Mr. Travis Conant advised they would be conducting an acceptance test procedure (ATP) on new models for Harris before the end of the year, they had provided them some dates so it should occur probably the second or third week of December.</p> <p>John asked how many radios they would be testing.</p> <p>Del noted these would be the XL185 and XL200 models; the XG100 did not pass three years ago and Harris did not return to re-test it.</p> <p>Scott asked for clarification on the Harris radio that failed and if it was the XL185 and Del stated it was the XG100.</p> <p>2. Travis briefed he'd received a call from the JBER PWICS regarding excessive bonks at the R1 North site. He stated they have been troubleshooting the issues and had isolated the issue to three channels of the ten channels to see what was going on. Travis added it might be the isolators in the combiner system and the Help Desk would be sending out that information in the Daily Report.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo</p>	<p>Action Items Assigned</p>
<p>Upgrade Maintenance</p>	<p>Scott stated they were still busy upgrading the microwave and multi-protocol label switching (MPLS).</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
	<p>Mr. Woodall was not present of the meeting.</p>	



New Business	Discussion	Action Items Assigned
<p>Annual User Council Election</p> <p>SOA FY21 Budget</p> <p>Armory Frequency Interference</p>	<p>1. Ms. Shafer reported all 12 sectors had voted and Mr. John Rockwell was re-elected as the Chair and Mr. Nate Skinner was re-elected as the Vice Chair.</p> <p>2. Del asked Scott if he had heard anything regarding the budget which was due for release on the 15th and Scott stated he had not.</p> <p>John advised that the Department of Public Safety was still working on their budget.</p> <p>3. Greg advised there was a major source of interference at the Armory and he'd been working to get the DOD Frequency Manager involved.</p> <p>John asked him to let the UC know what they find out.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>John stated the next meetings are January 8 and February 5.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<p>John asked if there was any other business for discussion and hearing none, he asked for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the December monthly User Council meeting.</p> <p>Motion: Jim Second: Nate</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:16 p.m.</p>	