



1. Attendance.

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

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

Alternate				
T	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	Cole	Henry	Mr.	SOA DOT
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Gangstad	Linda	Ms.	Fed Non-DOD, TSA
	VACANT			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
N/A	Loughton	Mike	Special Agent	Fed Non-DOD, US Forest Service
N/A	Morgan	Leon	Mr.	SOA DPS
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Paice	Stephen	SSgt	DOD USAF, JBER
U	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
E	Williams	Rick	Mr.	DOD, US Army - Alaska

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
T	Hawkins	Michael	Mr.	Motorola Solutions
T	Kostelnik	Sean	Mr.	Motorola Solutions
P	Reed	David	Mr.	Information Systems Security Manager
P	Regalmuto	Colleen	Ms.	Motorola Solutions IA Manager
T	Richter	Bruce	Mr.	ECD Region X Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA OIT ALMR
T	Ulrich	Naomi	Ms.	Motorola Solutions
P	Woodall	Tim	Mr.	DOD COR/PM



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:33 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	Ms. Regalmuto introduced herself to the group. There were no special announcements.	
Previous Meeting Minutes	<p>John asked if everyone had a chance to review the January meeting minutes and if there were any changes. There were no requests for changes.</p> <p>Motion: Approve the January 2 meeting minutes, as written.</p> <p>Motion: Mr. Greg Patz Second: Mr. Nate Skinner</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	<p>John requested Ms. Sherry Shafer to review the Issues and Risks Log. She advised the Municipalities North alternate position is now vacant along with the Municipalities North primary position and the Federal Non-DOD DOI alternate position.</p> <p>For Active Operational Issue OP05, Mr. Stormo stated the funding for the microwave is now in the procurement process.</p>	
	Issues Closed at, or since, last meeting	
	There were no closed items at, or since, the last meeting.	
Action Items Review	Opened Items	Resolution
	There was one action item from the January meeting regarding distribution of annual reports to the User Council and it was closed.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Lost/Stolen Radio	1. Mr. Del Smith stated one of the great things about ALMR is the security it provides for our users and this security has to involve everyone who touches a radio. He briefed that unfortunately there was recently a situation up North, and although nobody inappropriately accessed the System, certainly the potential existed for it to occur.	



	<p>Del explained a Trooper Lieutenant in Fairbanks found a radio in an evidence bag in January and since it didn't look like one of theirs, he turned it on and it immediately came on and updated the encryption, because it was a law enforcement radio.</p> <p>Del stated the Lieutenant got hold of the Help Desk and the radio turned out to be a US Fish and Wildlife Service radio and it had been in Trooper evidence for two years. He added no one had notified ALMR when it was recovered in 2016</p> <p>Del provided the back story of the radio being in possession of an "erstwhile citizen" who was reportedly a known local drug dealer and claimed he found it at the garbage drop off center.</p> <p>Del advised the SMO checked to see if the radio had accessed the System and the only times that were apparent were when the radio was originally seized in 2016 and when the Trooper Lieutenant turned it on in January 2019.</p> <p>Del stated two things concern him about this issue. He noted the first was that ALMR was not notified when the radio was seized and that any agency finding a radio should contact the Help Desk to find out who it belongs to and to deny it access to the System. Del continued that the second thing is each year agencies sign a document stating they know where all their radios are. He noted we have that form from USFWS for each year.</p> <p>Del explained the person who signed the form was not notified the radio was missing and the person who was supposed to have the radio stated he never knew it was assigned to him. Del stated how it ended up at the transfer station, if that was really the case, he likely would never know.</p> <p>Del stated when we had a previous violation regarding a missing radio, we wrote a letter of admonishment for the Executive Council and that was his intent in this case, so we have it on record in case this or other violations occur.</p> <p>Nate commented that there are two agencies involved here and the second agency should also be included in any admonishment regarding their lack of action.</p> <p>Del added each agency is supposed to physically check all their radios every year.</p> <p>John recommended the OMO prepare letters for both agencies and send them through the council for their review</p>	
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<p>Harris ATP</p> <p>First Quarter Master Site Rollover</p> <p>January Document Reviews</p> <p>January Metrics</p>	<p>and approval prior to going to the Executive Council for their approval/signature.</p> <p>2. Del advised the Harris team was up a couple weeks ago to test a radio the JBER Security Forces would use on the installation and also during deployments. He stated there was still one test they did not pass, but they are working to fix it and will come back some time in the future to re-test.</p> <p>3. Del briefed the first quarter rollover was scheduled for March 20 – 21. He noted this would be the last rollover prior to the 7.17 upgrade and the System would be locked down to any further changes.</p> <p>4. Del advised the Catastrophic Natural Events (CNE) Contingency Plan and the New User Policy and Procedure 300-4 were reviewed in January with only minor changes.</p> <p>5. Del briefed there were 1,100,515 group calls and 2,022,034 push to talks. He advised there were 509 busies in January, which was up from December, but was not a concern, as it followed the normal trend.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>DPS Encryption Key Change</p> <p>Meeting with Motorola Upgrade Operational Team</p>	<p>1. Mr. Travis Conant stated the SMO was coordinating with the Department of Public Safety (DPS) to change their encryption key. He added March 6 was the target date for completion and they had been doing a lot of the work behind the scenes in preparation for the re-keying.</p> <p>2. Travis briefed he would be meeting with the Motorola Ops team next week for a high-level review of the upgrade plan. He advised the team would be in Alaska at the end of May to begin the upgrade.</p> <p>John asked when the kickoff meeting was taking place and Travis responded it was on February 27.</p> <p>Travis stating he was also currently working with Motorola to get a list of the sites that would require hardware upgrades.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo and/or Mr. Randy Kilbourne</p>	<p>Action Items Assigned</p>
<p>MotoBridge</p> <p>OMO Contract</p>	<p>1. Mr. Scott Stormo advised the OIT was trying to scrub the list of operational needs for MotoBridge, so no unnecessary upgrades are done to this equipment.</p> <p>2. Scott stated he would be meeting with Tim this week to talk about the Operations Management Office statement of work.</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>

