



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	Brinley	John	Capt	Fed Non-DOD, US Forest Service
U	Brown	Byron	LTC	DOD US Army
T	Cicciarella	Bob	Chief	Municipalities Central
P	Connolly	Ryan	TSgt	DOD USAF, JBER
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
E	Kalwara	Erann	Ms.	Municipalities Southeast
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS, <b>Chair</b>
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, <b>Vice Chair</b>
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service
	VACANT			Federal Non-DOD, FBI

Alternate				
T	Brown	David	Mr.	Fed Non-DOD, FBI
T	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
P	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
N/A	Hallett	Kenneth	Mr.	Fed Non-DOD DOI, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
P	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Morgan	Leon	Mr.	SOA DPS
E	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
P	Paice	Stephen	SSgt	DOD USAF, JBER
U	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
E	Williams	Rick	Mr.	DOD, US Army

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
T	Loughton	Mike	Special Agent	US Forest Service
P	Nicholl	Jim	Mr.	Motorola Solutions
P	Richter	Bruce	Mr.	OEC Region X Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA DOA OIT/ALMR
P	Ulrich	Naomi	Ms.	Motorola Solutions
T	White	Chris	Mr.	SOA DOA OIT
P	Woodall	Timothy	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Call to Order</b>	Mr. John Rockwell called the meeting to order at 1:33 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Several individuals joined the meeting after the roll was completed, but were acknowledged.	
<b>Introduction of Guests/Special Announcements</b>		
<b>Previous Meeting Minutes</b>	John Rockwell asked the council members if they had a chance to review the draft March minutes and hearing no requests for changes, he requested a motion to approve the minutes.  <b>Motion: Approve the March 7 meeting minutes, as written.</b>  <b>Motion: Mr. Nate Skinner</b> <b>Second: TSgt Ryan Connolly</b>  There was no discussion and no objections. The motion <b>passed</b> .	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
	Mr. Del Smith noted the two closed items regarding the vacancies for the JBER User Council representatives. He also mentioned the on-going issues with the UPS at the Tudor Road Master site, emphasizing this was a dangerous situation if the remaining UPS failed.  Mr. Travis Conant also advised the council that the weekly generator tests had been suspended because they would knock the "B-side" equipment off line.  Mr. Scott Stormo stated the State was going to either have to replace the existing UPS equipment because it was not repairable or look for a new solution to solve the problem.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were two items closed.	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	John Rockwell noted the two action items from the March meeting, which had been carried over from February were now closed.	



	<p>1 - Mr. Rick Williams, USARAK, to follow up on status of bids to replace failed components at Birch Hill Master Site.  <b>Mar 7 Update:</b> Mr. Williams stated there was a funding request submitted, but there is no forward motion on this issue. This issue has been added to the Issues and Risks Log and, therefore, will be closed on this Action Item list.  <b>(CLOSED, Mar 7)</b></p> <p>2 - Motorola to provide letter stating when security updates will end on 7.13 platform.  <b>Mar 7 Update:</b> Mr. Nicholl stated the security updates are currently scheduled through June 30; he will take this action item for resolution.          Mar 14 Update: Received letter from Mr. Jim Nicholl, Motorola Solutions  <b>(CLOSED, Mar 14)</b></p> <p>Mr. Nicholl stated the update would likely start at the end of Aug/beginning of September and at some point prior to that Motorola would freeze the System for any updates.</p>	
<p><b>Operations Management Office</b></p>	<p><b>Mr. Del Smith, Operations Manager</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>FY18 Membership Agreements</b></p>	<p>1. Mr. Del Smith reminded the council that at their March meeting he had stated he would be going to the Executive Council to request the FY17 membership agreements be extended through June 30. He stated this was approved and the Operations Management Office would begin sending out FY19 agreements sometime next month, so there would be no FY18 agreements distributed.</p> <p>Scott Stormo advised he had a conversation with Mr. John Roberts and believed they would get the cost share rapidly approved. He stated he provided the previous cost share information to Mr. Roberts and was awaiting approval.</p>	
<p><b>Annual Inventory Confirmation</b></p>	<p>2. Del advised all confirmation forms were due by the end of the month and out of 127 agencies only 57 forms had been returned so far. He stated there had been no requests for extensions at this time, and the last reminder had been distributed to the outstanding agencies on March 22.</p>	
<p><b>Quarterly Master Site Rollover</b></p>	<p>3. Del reminded everyone there had been no rollover event in the first quarter and the second quarter rollover was scheduled for April 16 – 19. He briefed he and the System Manager would be coming in around 4 a.m. on Wednesday and Thursday that week and would notify dispatchers by telephone prior to proceeding.</p>	
<p><b>System Keys</b></p>	<p>4. Del noted the current expiration for System keys was three years and stated the OMO/SMO had been discussing shortening this timeframe. He added the goal was to get</p>	



	<p>better control of keys and they were looking at possibly going to a two-year period but wanted to discuss it with the User Council to get their input.</p> <p>Travis Conant explained that agencies with Motorola radios would have to buy new dongles. He explained one of the reasons for this discussion was agencies are just handing off the dongles to agency personnel without maintaining an accounting of where they are going, then asking for more dongles because they have lost track of the ones they had.</p> <p>Mr. Tim Woodall stated this seemed like it was more of a procedural issues and requested updating ALMR procedures for handling System keys first before making changes which may affect agencies monetarily.</p> <p>Chief Bob Ciccirella asked if he could just throw away the expired dongles and Travis stated that he could.</p> <p>John Rockwell requested an action item be opened for the OMO to look at the policy and procedure to see if it could be updated to address this issue.</p> <p>Tim Woodall also suggested some type of certification training might be appropriate for individuals receiving System keys.</p> <p>5. Del briefed there was a recent incident involving an agency complaining of radio issues, and upon inspection of the codeplugs it was discovered the radio had been cloned multiple times, resulting in multiple instances of the same radio ID on the System, causing missed calls. He reminded the group that Mr. Nate Skinner was leading a sub-committee on talkgroups and radio programming and advised them the sub-committee would meet directly after the User Council meeting.</p> <p>6. Del stated the OMO had distributed an email to all ALMR member agencies to not attempt to connect broadband devices to ALMR talkgroups without working through the OMO/SMO. He stated one agency on the System already had acquired JPS network extenders and the SMO was assessing whether it was impacting the System.</p> <p>Del briefed, with regard to the Municipality of Anchorage's Anchorage Wide Area Radio Network WAVE radio-over-IP, the OMO/SMO are currently working with them to test the application.</p> <p>John Rockwell reminded everyone that with FirstNet there was a \$2.75 charge and the application only provided for a cellphone to cellphone call at this time.</p>	<p>1. OMO to review System Key Policy and Procedure and update to address key management issues.</p>
<p><b>Codeplugs</b></p>		
<p><b>FirstNet/WAVE</b></p>		



<p><b>Service Level Agreement</b></p> <p><b>DiagnosticX</b></p> <p><b>March Document Reviews</b></p> <p><b>March System Metrics</b></p>	<p>Bob Cicciarella advised that AT&amp;T was coming to the Kenai Peninsula to do a briefing and requested any available information.</p> <p>John Rockwell stated that they were still looking at what impacts to the System this would cause and what they would endorse.</p> <p>Scott Stormo advised Chief Cicciarella if they planned on doing something that connected to ALMR, they must coordinate with the OMO/SMO first.</p> <p>7. Del noted this was on the agenda because SATS is covered in the SLA but only from a cost share perspective. He stated that he is looking to see if SATS should also be addressed from a service availability standpoint like other System components.</p> <p>Tim Woodall advised the SLA was tied to the Cooperative Agreement, which does not cover SATS. He stated during the initial writing and coordination of the Cooperative Agreement, both the DOD and SOA legal offices stated it should not be included. Mr. Woodall suggested a memorandum of agreement might be the only way to cover this type of request.</p> <p>Scott Stormo stated he would assist in the review and update of the SLA with regard to SATS infrastructure supporting LMR (ALMR and conventional).</p> <p>8. Del advised this issue was still a place holder and there were no changes from the last meeting.</p> <p>9. Del stated the Records Management Policy and Procedure 300-1, System Backup and Recovery Policy and Procedure 400-5, Outage Reporting Policy and Procedure 400-11 and the Membership Agreement had all been revised and/or updated in March.</p> <p>10. Del stated there were 1,111,653 group calls, 2,046,283 push to talks and 319 busies; the busies were up approximately 50 from last month.</p>	<p>2. Mr. Stormo to review SLA for updates regarding SATS.</p>
<p><b>System Management Office</b></p>	<p><b>Mr. Travis Conant, System Manager</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>DOD Quantar Replacement</b></p> <p><b>MATCOM Console Upgrade</b></p>	<p>1. Mr. Travis Conant stated he would be traveling next week with Motorola to do site surveys for the pre-engineering regarding GTR upgrades to replace the remaining DOD Quantars.</p> <p>2. Travis stated he had recently talked to Motorola regarding the console replacement project for MATCOM and Motorola</p>	



	<p>stated they would be finishing their close out actions around April 15.</p> <p>Del asked about the status of the Fairbanks consoles and John Rockwell stated they were still working on getting them scheduled but they were also looking at an initiative which would support some of the rural communities with 9-1-1.</p>	
<b>State of Alaska</b>	<b>Mr. Scott Stormo, SOA</b>	<b>Action Items Assigned</b>
<b>OIT SATS POC</b>	Mr. Scott Stormo advised the group that he would be the lead for all SOA ALMR actions and Mr. Randy Kilbourne would be the lead for all SOA SATS actions.	
<b>Department of Defense</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
<b>ATO</b>	1. Mr. Tim Woodall reminded the council the Authority to Operate was recently granted in December 2017 and each year a number of the controls would be assessed. He stated because the System was scheduled to be upgraded, the DOD would be working with Motorola to identify and apply the controls and to mitigate any issues along the way, working with the SMO.	
<b>Funding</b>	2. Tim stated the DOD was still working hard to get their funding in place. He advised the extension for the security patching would end on June 30 and if there still was no funding at that time, the ATO could drop to an interim and Colonel Maxwell would have to determine if he was willing to accept the risk or look for other ways to mitigate the risk.	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
	There was no New Business presented	
<b>Next meeting</b>	<b>Discussion</b>	
	John Rockwell stated the next regularly scheduled meetings were May 2 and June 6. He reminded everyone that Nate would be running the May meeting.	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>John Rockwell asked if there were any other comments or discussion items. Hearing none, he made a motion to adjourn the meeting.</p> <p><b>Motion: Adjourn the April monthly User Council meeting.</b></p> <p><b>Motion: Mr. Paul Kain</b> <b>Second: Mr. Chris Martin</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:46 p.m.</p>	