



1. Attendance.

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

Primary				
P	Brinley	John	Capt	Fed Non-DOD, US Forest Service
N/A	Brown	Byron	LTC	DOD US Army
T	Cicciarella	Bob	Chief	Municipalities Central
E	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
E	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
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>
U	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service
	VACANT			DOD USAF, JBER

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

**Supporting Staff and Guests:**

T	Conant	Travis	Mr.	System Manager
P	Kesavan	Nithya	Ms.	Motorola Solutions
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Nicholl	Jim	Mr.	Motorola Solutions
P	Pixsa	Joe	Mr.	Motorola Solutions
P	Parker	Dennis	Mr.	USARAK
T	Richter	Bruce	Mr.	OEC Region X Coordinator
P	Stormo	Scott	Mr.	SOA OIT SATS/ALMR Manager
T	White	Chris	Mr.	SOA OIT
P	Woodall	Tim	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 1:31 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Chief Bob Cicciarella joined the meeting via teleconference after the roll was taken.	
<b>Introduction of Guests/Special Announcements</b>		
<b>Previous Meeting Minutes</b>	John R. asked the council members if they had reviewed the draft January minutes and had any changes. Hearing none, he requested a motion to approve the minutes.  <b>Motion: Approve the January 3 meeting minutes, as written.</b>  <b>Motion: Mr. Nate Skinner</b> <b>Second: Captain John Brinley</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>
	John R. briefed Chief Bob Cicciarella moved into the Municipalities-Central primary position with the retirement of Ms. Tammy Goggia. He added there were two nominees for Municipalities-Central awaiting Executive Council approval, Mr. Jim Goodman from Palmer Fire Department, and Chief Peter Mlynarik from Soldotna Police Department.  John R. also advised the group that Mr. Bill Kaizer would be departing the first of March for another assignment.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no items closed.	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	John R. noted there were three action items from the January meeting and all had been closed.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>



<p><b>FY18 Membership Agreements</b></p>	<p>1. Mr. Del Smith stated this issue was still pending and the latest 30-day extension had been distributed by Operations Management Office (OMO) on January 30. He noted there had been an inquiry yesterday regarding the cost share and he referred the agency to the Department of Administration (DOA).</p> <p>John R. asked Mr. Chris White or Mr. Scott Stormo if they had any further information on this and Chris stated they were working with the accounting team to validate the cost structure.</p>	
<p><b>DiagnosticX</b></p>	<p>2. Del stated there was no change on this subject but John R. had requested it be kept on the agenda. He reminded the group this device was able to tell if a radio was not operating properly.</p> <p>Del also stated any agency could purchase this device to assist in the operation of ALMR. He advised he would also be looking at it in March when he attended the International Wireless Communications Expo (IWCE).</p>	
<p><b>Talkgroup Issues</b></p>	<p>3. Del explained to the council that interoperable Red-Blue-Green (RBG) talkgroups had been created in 2004 for an exercise in Juneau. He stated in 2007, ALMR established the Regional, Statewide, OP, and Admin talkgroups for interagency communications and there shouldn't be anyone using the RBG talkgroups at this time, but advised there were at least nine agencies monitoring them and some recently using them.</p> <p>Del emphasized these talkgroups should not be in codeplugs and after discussion with the Help Desk the recommendation was they be deleted out of the System. He added the agencies would be notified of the pending action to delete the RBG talkgroups and the effective date of March 1 for completion.</p> <p>John R. asked the council if there were any objections to creating an Issues and Risks Log for operational issues and Scott stated perhaps anything to do with maintenance of the stations should also be added. The OMO suggested modifying the current Issues and Risks Log and adding a separate section for operational issues and this idea was accepted.</p> <p>Del advised the council there were also talkgroups created by the System during the 7.13 System software update that would also be deleted.</p> <p>John R. stated anyone with questions or issues should contact the OMO.</p>	<p>1. OMO to send email to agencies with RBG talkgroups in codeplugs that they must be removed.</p> <p>2. Operations Manager to ensure all RBG talkgroups are deleted effective March 1.</p> <p>3. OMO to modify current Issues and Risks Log to add section for operational issues.</p>



**ALMR User Council  
Meeting Minutes**

**Date: February 7, 2018**

<p><b>Birch Hill Master Site</b></p>    <p><b>January Document Reviews</b></p>   <p><b>January System Metrics</b></p>	<p>4. Del briefed there was an on-going issue with the Birch Hill Master Site rectifiers and asked Mr. Travis Conant, System Manager, to explain the situation</p> <p>Travis stated there are eight rectifiers at Birch Hill Master Site and only four are working, having just recently lost one. He advised the rectifiers are what convert the AC power to DC.</p> <p>Travis stated six months ago was the last time he'd seen any movement on this issue when USARAK was putting out bids on the repairs and it was very important this equipment be replaced.</p> <p>Mr. Rick Williams stated he would take this for an action item and follow up to see if the bidding had been wrapped up and submitted to contracting.</p> <p>5. Del advised the council the New User Policy and Procedure 300-4 was reviewed, and the 2017 Business Case, the OMO 2017 Annual Information Assurance Report of Findings and the User Council 2017 Annual Assessment on System Operations and Maintenance Performance were all completed, reviewed by the User Council and forwarded to the Executive Council for approval/acceptance.</p> <p>6. Del stated the January slides didn't provide much information so a comparison of the last six months of 2016 and 2017 were provided</p>	<p>4. Mr. Rick Williams to find out status of funding for Birch Hill Master Site repair. To be added to Issues and Risks Log.</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>Zone 1 Master Site</b></p>	<p>Mr. Travis Conant advised the power issue regarding the Zone 1 Master Site needed to be added to the Issues and Risks Log. He stated there are two uninterruptable power sources (UPSs) supporting two power feeds and currently the A-UPS is out of commission. Travis advised the State was looking at replacing it but there was no timeline to complete the action.</p> <p>Del reminded the council what a big risk this was for the entire System.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo, SOA</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Zone 1 Master Site UPS</b></p> <p><b>MW Outages</b></p>	<p>1. Mr. Scott Stormo briefed the State had replaced several parts on the UPS, but none of those fixed the problem, so they were looking at buying a new one.</p> <p>2. Scott stated there have been multiple microwave (MW) outages over the past few weeks, which have</p>	



	<p>affected sites along the Richardson Highway. He advised the council that his office had tried to get the approval last year for replacement microwave but the purchase request was denied.</p> <p>Del noted that those individuals that need to know how critical SATS is to ALMR don't know and the term "deferred maintenance" is not something you want to hear with a public safety system.</p>	
<b>Department of Defense</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
<b>OMO Contract</b>	<p>1. Mr. Tim Woodall stated, with regard to the OMO contract, that the Department of Defense (DOD) currently has a contract with the DOA. He advised that contract expires in June and contracting has opted out of executing any sole source contracts with the State. Tim noted the solution was to use the same invoicing solution that is used for Motorola services, and the State would just invoice for the DOD portion of the OMO contract.</p>	
<b>DOD Funding</b>	<p>2. Tim explained the DOD is in the second quarter of their fiscal year and they still don't have any funding. Therefore the Air Force has made a risk notification for the upcoming 7.17 update. He stated the longer funding is delayed the more difficult it will be to execute. Tim emphasized their funding is at risk as it is now below the red line.</p> <p>Mr. Jim Nicholl pointed out one of the biggest impacts of this delay is the funding for security updates for 7.13 expired in December, but Motorola extended them until June.</p> <p>Tim asked Jim to provide a letter from Motorola stating this. He explained in December 2017 the System received a Risk Management Framework (RMF) Authority to Operate (ATO), which is good for three years and the inability to do the security patching would put ALMR out of compliance, dropping the ATO to an interim or even negating it completely.</p>	<p>5. OMO to add funding issue to the modified Issues and Risks Log.</p> <p>6. Motorola to provide letter stating when security updates will end on 7.13 platform.</p>
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Business Case</b>	<p>1. Nate stated he would like to see if there was any interest from the council in forming a sub-committee for issues such as codeplug review and would like to see participation from local, state and the System Management Office. He requested anyone interested let him know.</p> <p>Nate also suggested the sub-committee might be able to look at the talkgroups at the same time. He stated there</p>	



	<p>are currently 2,089 talkgroups and only about 800 are being used.</p> <p>John R. stated he thought it was a great idea to combine the two and recommend this course of action.</p> <p>Del stated the OMO could send something out to the UC members to see if there was any interest. He advised he thought it was beneficial to have someone from each sector involved.</p> <p>Scott queried about agencies with iButtons, as well.</p>	<p>7. The OMO will send email to UC requesting volunteers for sub-committee working group for codeplugs/talkgroups.</p>
<b>Next meeting</b>	<b>Discussion</b>	
	<p>John R. advised the next regularly scheduled meetings were March 7 and April 4.</p>	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>John R. 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 February monthly User Council meeting.</b></p> <p><b>Motion: Mr. Greg Patz</b> <b>Second: Nate</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:15 p.m.</p>	