ALMR User Council
Meeting Minutes

Date: November 1, 2017

Alaska Land Mobile Radio

1. Attendance.

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

User Council Members

				Primary
T	Adams	Ocie	Mr.	SOA DOT&PF, **Chair**
T	Brinley	John	Capt	Fed Non-DOD, US Forest Service
U	Brown	Byron	LTC	DOD US Army (pending receipt of appointment letter)
T	Goggia	Tammy	Ms.	Municipalities Central, **Vice Chair**
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
E	Kalwara	Erann	Ms.	Municipalities Southeast
P	Macomber	Warren	MSgt	DOD USAF, JBER (pending receipt of appointment letter)
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
N/A	Morgan	Leon	Mr.	SOA DPS
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
E	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

				Alternate
N/A	Brown	David	Mr.	Fed Non-DOD, FBI
T	Cicciarella	Bob	Chief	Municipalities Central
P	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
E	Hallett	Kenneth	Mr.	Fed Non-DOD, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
N/A	Kain	Paul	Mr.	Fed Non-DOD, USFS
T	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS
T	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
E	Williams	Rick	Mr.	DOD, US Army
N/A	Williamson	Anthony	SSgt	DOD USAF, JBER

Supporting Staff and Guests:

P	Nicholl	Jim	Mr.	Motorola Solutions
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Steele	Jim	Mr.	SOA ETS
P	Stormo	Scott	Mr.	SOA ETS SATS/ALMR Manager

Alaska Land Mobile Radio

2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. Ocie Adams called the meeting to order at 1:32 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance. Mr. Bill Kaizer joined the meeting via teleconference after the original roll was taken.	
Introduction of Guests/Special Announcements	There were no guests or special announcements.	
Previous Meeting Minutes	Ocie asked the council members if they had reviewed the draft October minutes and had any changes. Hearing none, he requested a motion to approve the minutes. **Motion: Approve the October 4 meeting minutes, as written.** **Motion: Mr. John Rockwell** **Second: Mr. Nate Skinner** There was no discussion and no objections. The motion **passed**.	
Issues & Risks Log	**Active Issues**	**Action Items Assigned**
	Ocie advised there were no open items on the Issues and Risks Log.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no items closed.	
Action Items Review	**Opened Items**	**Resolution**
	There were no Actions Items from the October meeting.	
Operations Management Office	**Mr. Del Smith, Operations Manager**	**Action Items Assigned**
FY18 Membership Agreements	1. Mr. Del Smith briefed there was still no decision by the Department of Administration on the cost share and those amounts must be listed on the membership agreements; therefore, the FY18 agreements could not be sent to the agencies. He stated the agencies had been advised their FY17 agreements were extended for another 30-days.	
Quarterly Master Site Rollover	2. Del stated the quarterly Master Site Rollover took place October 23 – 26 and Wednesday and Thursday were the dates the controllers were completed. He briefed the ALMR	

	staff was once again in at 4:00 a.m. to make calls to the dispatch centers prior to the event. Del noted the rollover on Wednesday was delayed approximately one-half hour due to on-going law enforcement activities in all zones.
Annual User Council Election	3. Del stated the annual election for the User Council (UC) Chair and Vice Chair positions was underway and nominations were due by Friday. He advised voting would take place immediately after the nomination process closed and the results would be announced at the UC meeting in December.
October Document Reviews	4. Del informed the group the Information Systems Clearing and Sanitization Policy and Procedure 200-4, Twitter Account Use Policy and Procedure 300-8, System Vulnerability Assessment Policy and Procedure 400-6 and Vendor Equipment Evaluation Policy and Procedure 400-15 had all been reviewed in October with no substantial changes.
October System Metrics	5. Del stated there were 2,000,141 push to talks within 1,073,950 group calls in October. He noted the busies were up slightly from 408 to 486 but that coincided with the increase in voice calls.
Nenana Patch	6. Del informed the council the City of Nenana had a conventional radio patched to their talkgroup, which is similar to the bridges MotoBridge would create, that they used for their first responders. He asked Nate to explain it a bit further since he was not that familiar with the technical aspects.

Nate explained the Nenana conventional repeater was being used by the city for their daily operations and they received their 9-1-1 calls through it. He noted it was simply a mobile radio that was connected to the repeater, which is the same as what the State of Alaska does with the MotoBridge in many locations.

Del stated that the issue brought forth by Mr. John Lynn, Enterprise Technology Services (ETS) lead engineer, and this was this was something the Federal Communications Commission (FCC) didn't want to occur, and Del requested the cite before recommending any action by the UC on this. Del pointed out he doesn't see anything different from what MotoBridge does other than it's not controlled by the State.

Mr. Greg Eubank advised that the State not having control may be the main issue; if this setup causes interference, the State doesn't have the ability to take it down. |

State of Alaska 7705 Router Replacement	Del stated he was still reluctant to hinder Nenana first responders from doing their business and also requested the cite from Mr. Eubank. 7. Del advised the council on November 15, between 4 and 6a.m., the State of Alaska would be replacing their 7705 router and this would impact several ALMR sites and limiting communications ability during the maintenance period. He stated the ALMR staff would be in that morning to check with dispatch centers prior to the event and the best case scenario would be that the outage would last approximately 15 minutes. Del also stated he would be sending out an email this afternoon to the dispatch centers advising them of the maintenance outage.	
System Management Office	**Mr. Travis Conant, System Manager**	**Action Items Assigned**
	Del briefed the council that Mr. Travis Conant was currently out of state but had advised Del there was nothing to pass on beyond what was already discussed.	
State of Alaska	**Mr. Scott Stormo, SOA**	**Action Items Assigned**
FY18 Cost Share	1. Mr. Scott Stormo advised the Cost Share was still being worked through the Department of Administration/Office of Information Technology.	
7.17 System Update Proposal	2. Scott stated he'd recently had a meeting with both Motorola and Manny from State procurement regarding the 7.17 upgrade to discuss the amendment to the current State contract. He emphasized that if any one of the three infrastructure owners does not get their funding, no one can upgrade. Scott advised the Municipality of Anchorage (MOA) would have their funding on their April bond.	
New Subscriber Diagnostic Tool	3. Scott advised he was also looking at a new tool called "Diagnostics." He pointed out that annual maintenance on subscribers is severely lacking and, oftentimes, we don't do any maintenance until the subscribers are broke. Scott briefed this tool can monitor subscribers and pick up problems and then it will flag them in the System. Scott advised it would cost approximately $40K per monitor device and those devices would be placed at a radio frequency (RF) site, but could be moved around, as needed. He noted the MOA has one and says it was one of their best purchases.	
Genesis Software	4. Scott briefed he was also looking at an update to Genesis, which would provide the ability to look at site level, versus System level, for uptime statistics and also provide more detailed information for troubleshooting.	

	Del stated this would be a valuable tool as recently Salcha Fire and Rescue was complaining about coverage issues but when Mr. Andy Strait went down and checked, the RSSI level was fine, so the issue was probably with their radios. Greg stated this was a good reason to look at over-the-air programming (OTAP), which would keep radio software up to date. Del stated Joint Base Elmendorf-Richardson had purchased a POP server a couple years ago and does this, but other ALMR agencies would need an additional one installed on the System.	
Department of Defense	**Mr. Tim Woodall, ALMR DOD Representative**	**Action Items Assigned**
	Mr. Tim Woodall was not present for the meeting.	
New Business	**Discussion**	**Action Items Assigned**
Appropriations for the 7.17 Update	Mr. Dave Jones stated at last month's meeting, there was discussion regarding the update from 7.13 to 7.17 and wanted to know if the funds were approved in last year's budget. Scott stated part of it was approved last year and part of it was approved this year. Dave asked if the Department of Defense (DOD) needed to find funds. Scott advised the Mr. Tim Woodall had stated it was in their budget this year and expected to be available. Del stated his understanding was DOD had the funds, per Tim, and that ALMR was shooting for the September/October timeframe in 2018 to do the update. Dave said he was unaware of any of this and Scott advised him to check directly with Tim. Dave asked if there was a timeline to send the funds and Scott stated the State was working on getting the amendment awarded and to ensure it contained wording, which would allow Motorola to directly invoice the DOD Services. Dave asked if this would occur before September 30 next year or after October 1, and Scott stated it would be before September 30.	
Next meeting	**Discussion**	
	Ocie advised the next regularly scheduled meetings were December 6 and January 3, 2018	
Adjournment	**Discussion**	

	Ocie asked if there were any other comments or discussion items. Hearing none, he requested a motion to adjourn the meeting. **Motion: Adjourn the November monthly User Council meeting**. **Motion: Dave Jones** **Second: Nate** There were no objections. The motion **passed**. The meeting adjourned at 2:11 p.m.	