



1. Attendance.

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

Primary				
T	Adams	Ocie	Mr.	SOA DOT&PF, Chair
T	Fronterhouse	Bev	Ms.	Fed Non-DOD, Bureau of Land Management
T	Goggia	Tammy	Ms.	Municipalities Central
P	Jennings	David	MSgt	DOD USAF, JBER
E	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD, Vice Chair
T	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
N/A	Morgan	Leon	Mr.	SOA DPS
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
	VACANT			DOD US Army, FGA DOIM
	VACANT			Fed Non-DOD, US Forest Service

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	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
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS
P	Williamson	Anthony	SSgt	DOD USAF, JBER
E	Wolfe	John	Mr.	Fed Non-DOD, US Fish & Wildlife Service
	VACANT			DOD, US Army
	VACANT			Municipalities Southeast

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
P	Nicholl	Jim	Mr.	Motorola® Solutions
P	Piksa	Joe	Mr.	Motorola® Solutions
T	Shafer	Sherry	Ms.	Document Specialist
P	Stirrat	Tracey	Ms.	Motorola® Solutions
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Williams	Rick	Mr.	US Army Alaska
P	Woodall	Tim	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. Ocie Adams called the meeting to order at 1:33 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	<p>Mr. Del Smith introduced Mr. Joe Piksa as Mr. Dwayne Sakumoto's replacement, as Dwayne recently retired. Ms. Tracy Stirrat also attended; she is the Motorola® service representative on the Federal side.</p> <p>Ocie asked the new council members, MSgt Jennings and SSgt Williamson, to tell a little about themselves and what they do. They stated they worked at the JBER radio shop as radio frequency technicians and they maintained all the ALMR assets with programming and distribution.</p>	
Previous Meeting Minutes	<p>Ocie asked the council members if they had a chance to read the draft November minutes. There were no responses. Ocie requested a motion to approve the minutes.</p> <p>Motion: Approve the November 2 meeting minutes, as amended.</p> <p>Motion: Mr. Bill Kaizer Second: Ms. Tammy Goggia</p> <p>There was no discussion and no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
User Council Vacancies	<p>Item #57 remains open.</p> <p>Ocie stated there were vacancies in the U.S Forest Service primary position, Southeast Municipalities alternate and both primary and alternate positions for USARAK.</p> <p>Ocie stated with regard to the Southeast Municipalities positions, he would like both to be listed as vacant if no one objected. He reminded everyone that although it was a voluntary duty, it was unfair to those members who did attend the meetings to have someone named to the council who didn't actively participate.</p> <p>Ocie pointed out Mr. Leggett has not attending any of the meetings and had corresponded with the Operations Management Office that he was too busy to participate and Lt Kris Sell had not been to a meeting in over a year. He asked what other organizations in the Southeast were on ALMR and Del stated they were Juneau Police Department,</p>	



	<p>Capital City Fire and Rescue, Naukati Bay and Haines Borough Police Department.</p> <p>There were no objections from the council regarding Ocie's requested action.</p> <p>Mr. Rick Williams stated he was the US Army primary representative and Mr. Dennis Parkhurst would be the alternate, although the letter had not been submitted yet. He noted he had been in contact with LTC Chastain's office, but was still lacking any feedback from the G6.</p> <p>Del asked Mr Paul Kain if he had any updates on the US Forest Service primary position and Nate stated their new Captain would be arriving in January.</p>	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Action Items Review	Opened Items	Resolution
	There were no Action Items from the November meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Unication Pager	<p>1. Mr. Del Smith advised the group that Mr. Greg Eubank was still testing the pager but Greg noted he had only had limited time available to do any testing at this point.</p> <p>Del advised once Greg was done, he would be sending it back to the company.</p>	
FY17 Membership Agreements	<p>2. Del stated 102 out of the 125 member agencies had completed and returned their agreements. He noted he was making phone calls to the remaining agencies to remind them.</p> <p>Del advised there was also a new member agency on the System - Haines Borough Police Department.</p>	
User Council Charter	<p>3. Del briefed the User Council (UC) Charter had not been updated since 2011 and needed to be revised. He pointed out the Operations Management Office (OMO) was reviewing it and that he would reach out to the council members shortly to form a working group to review and revise it, as necessary.</p>	
November Document Reviews	<p>4. Del advised the council the High Level Strategy, Emergency Button Procedure, Site Book Procedure and Subscriber Acceptance Testing Procedure had all been reviewed and updated with minor changes by the OMO.</p>	



<p>November System Metrics</p> <p>System Updates</p>	<p>5. Del stated voice calls were down approximately 220K and there were only 360 busies in November.</p> <p>6. Del notified the council that under the new contract, System updates would be occurring quarterly and they would require a rollover of the three Master Sites simultaneously. He advised all sites would be in site trunking during this time. Del stated the updates would likely occur on a Wednesday from 4 – 6 a.m. but he would engage the dispatch centers to ensure this would not impact on-going operations.</p> <p>Mr. Travis Conant briefed that they would try to accomplish this with the least amount of impact and the timeframe would be approximately 3 – 5 minutes. He noted there would be System Technologists at each of the Zone Controllers during the rollover event.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Donnelly Dome Batteries</p> <p>Harris Acceptance Test Procedure (ATP)</p>	<p>1. Travis advised the council he had received an email stating the contract for the replacement of the batteries at Donnelly Dome had been awarded and he would follow up on that tomorrow.</p> <p>2. Travis stated the Harris radios that were tested did not pass but there were currently some Harris radios authorized to operate on ALMR.</p> <p>Del noted the XL200 and XG100 had one issue for each model that needed to be resolved and then they would be authorized to operate on the System.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>
<p>Funds Transfer from DOD</p> <p>New Sites</p>	<p>1. Mr. Scott Stormo briefed he had a meeting scheduled with the ETS financial points of contact and the Department of Defense (DOD) on how to get funds from the DOD to the State. He pointed out there were no major road blocks but there were some procedural subtleties to work out.</p> <p>2. Scott advised he had been in preliminary discussions regarding funding for ALMR sites outside of the current infrastructure owners.</p> <p>Ocie asked if these were new RF sites and Scott responded one previously existed but no longer does and one is a new location.</p> <p>Scott stated if agencies were to seek funding for additional ALMR sites and then approach ETS for implementation of the sites, it was the best approach. He stated he did not see any further expansion of the System due to budgetary restraints, especially with ETS as the lead.</p>	



Request for Information (RFI) Legislative Intent Language	3. Scott noted he was drafting a response regarding the final outcome of the RFI and would be passing it up to the Administration.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
Funding for System Updates	1. Mr. Tim Woodall advised he was focusing on getting the information to JBER, Eielson and USARAK on the need to update the System and to also get aligned with the State and the Municipality of Anchorage on the timing. He pointed out he had also requested a refresh on the costs from Mr. Mike Hawkins, Motorola® Solutions.	
Risk Management Framework (RMF)	2. Tim briefed the new RMF process provides the information assurance certification for ALMR and was in the initial phase, which should wrap up this month and end with an Interim Authority to Operate (ATO). He noted the final certification would take about three years total to complete.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
Motorola Trunked User's Group (MTUG)	1. Mr. Joe Piksa briefed the MTUG has held its first meeting in Alaska in about 10 years on Tuesday, December 6. He noted the future plans were to hold a meeting twice annually in Alaska and quarterly in the Pacific Northwest region via teleconference. Joe advised the next meeting would be in the May/June 2017 timeframe.	
Monthly Security Updates and Patches	2. Del advised the council members he would be setting up a conference call with all the dispatchers to discuss the monthly pushes of the antivirus updates and security patches. He pointed out these were previously done by the SMO System Technologists but would now be pushed directly out of Schaumburg, Illinois.	
Total Cost of Ownership/System Lifecycle Management	3. Del stated this had been a discussion item for the UC to address at the November Executive Council meeting, but it was outside the purview of the UC. Ocie advised the EC had questions concerning the System lifecycle and alternative funding and had asked the UC to discuss it and provide some possible funding recommendations. Mr. John Rockwell explained he was currently working on this and putting together methodologies to sustain and fund ALMR and SATS. He emphasized he was working on this "sooner rather than later."	



<p>User Council Annual Election</p>	<p>Ocie asked if he wanted to get a working group together and John stated he would send out an invitation from DPS.</p> <p>4. The OMO announced the results of the annual election of the Chair and Vice Chair. Mr. Ocie Adams was re-elected to the Chair position and Ms. Tammy Goggia was elected to the Vice Chair position and both would begin their terms effective the first UC meeting in January.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>Ocie advised the next regularly scheduled meetings were January 4 and February 1, 2017.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<p>Ocie asked if there were any other comments or discussion items.</p> <p>Hearing none, he stated he would accept a motion to adjourn the meeting.</p> <p>Motion: Adjourn the December monthly User Council meeting.</p> <p>Motion: Nate Second: Tammy</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:28 p.m.</p>	