



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
E	Gale	Kent	Mr.	Fed Non-DOD, Bureau of Land Management
T	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
T	Goggia	Tammy	Ms.	Municipalities Central
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
P	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
T	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
E	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
	VACANT			DOD USAF, JBER

Alternate				
N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
N/A	Boyle	Steve	Mr.	Municipalities Central, Assistant Chief KES
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
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
N/A	Kain	Paul	Mr.	Fed Non-DOD, USFS
P	Paniza	Dennis	TSgt	DOD USAF, JBER
N/A	Patz	Greg	Mr.	SOA DOT
E	Wolfe	John	Mr.	Fed Non-DOD, US Fish & Wildlife Service
	VACANT			Municipalities Southeast
	VACANT			SOA DPS, AST

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
P	Hackney	Michael	TSgt	673 rd Communications Squadron
P	Leber	Rich	Mr.	Technical Advisor
P	Kilbourne	Randy	Mr.	SOA ETS
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Deputy Chief Brad Johnson called the meeting to order at 1:35p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests	There were no special guests.	
Previous Meeting Minutes	<p>Brad asked the council members if they had reviewed the minutes from the April meeting and had any requested changes. There were none. A motion was requested for approval of the minutes.</p> <p>Motion: Accept the April 1, 2015, meeting minutes, as written.</p> <p>Motion: Ms. Tammy Goggia Second: Mr. Bill Kaizer</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	<p>Item #57 remains open. The DPS alternate, JBER primary and the USARAK alternate positions are remain vacant.</p> <p>The JBER alternate position has been filled but is still pending an appointment letter.</p> <p>Item #60 remains open. Opened 9/3: The After Action Review (AAR) was held on August 21 at the Kenai Borough Emergency Operations Center (EOC); item to remain open until publication of the AAR report. Update: There was no change in the status.</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 March meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Special Election	1. Del briefed the council members that Major Matt Leveque was attending a commander's conference and was unable to attend the meeting. Del announced, on behalf of Matt, that he	1. The OMO to send out email



<p>IOMS Contract Reductions</p>	<p>would be retiring from the Alaska State Troopers as of July 1. Del explained that the council would need to make a decision regarding filling the Chair position by the June meeting.</p> <p>Brad advised he was not opposed to filling the vacancy for the remainder of the term, if there was no objection from the other members. He stated that was really the role of the Vice Chair.</p> <p>Del briefed the council would need to conduct a special election and the following motion was made.</p> <p>Motion: Conduct a special election to fill the position of the Vice Chair until the next regular election cycle.</p> <p>Motion: Mr. Bill Kaizer Second: Tammy</p> <p>There were no objections. The motion passed.</p> <p>2. Del advised Bering Straits Information Technology (BSIT) was still in negotiations with the state but they had come to an agreement on what reductions in the contract would be made to cover the \$1M shortfall due to the underfunding by the Legislature for FY16. He noted those reductions were primarily delays to response times and focused around contract line item number (CLIN) 0001.</p> <p>Del stated under the new agreement, the System Management Office (SMO) would coordinate with the State on how fast they will respond to outages. He also stated that currently the SMO has spares they can swap out but under the new contract, parts have to be sent in for repair by the State.</p> <p>Mr. Travis Conant advised the council there was more risk to the System with this approach but during the negotiations, they tried to ensure it was minimal. He stated they kept the site monitoring provided by Motorola™ and also annual periodic maintenance inspections, hoping they could prevent outage by keeping the equipment serviced regularly.</p> <p>Travis briefed the board repair issue was a big risk to the System due to its age, and if multiple sites went down for the same component, it could take some time to get them back up.</p> <p>Travis also advised the Tech Services CLIN took a hit and the tech positions up North would be reduced from two to one. He explained the State would need to set up a cost CLIN to cover outages and then would have to give the okay for the SMO to go to a site.</p> <p>Del stated they would be looking at grouping PMIs and coordinating helicopters trips to save money, as well. He said</p>	<p>regarding nominations for the special election to fill the Vice Chair position, effective Jul 1.</p>
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	<p>that next year, it would be extremely important for system users to talk to their Legislators before budget talks began. Del stressed that the users need to emphasize the System is a 'need to have' not just a 'nice to have.' He advised the current situation is not a good long-term solution because both the IOMS and Operations Management Office contracts are up for renewal next fiscal year (FY17).</p>	
<p>Birch Hill</p>	<p>3. Del briefed the council that Birch Hill had a power loss on April 16. The battery plant failed to take over and all the Zone 2 sites went into site trunking. He stated he wasn't sure if US Army-Alaska (USARAK) had come up with a plan to replace the batteries yet.</p> <p>Travis stated he had talked to Mr. Rich Garrett yesterday and there was one quote in and two more were still due.</p> <p>Rich advised USARAK planned on utilizing a BSIT contract to do the repairs. He stated because the maintenance of the Department of Defense (DOD) power systems wasn't part of the current contract, they would be looking at how Operations and Maintenance (O&M) was provided to the network in the future.</p> <p>Mr. Scott Stormo stated the power system maintenance at State of Alaska (SOA) telecommunications System (SATS) sites had always been performed by Enterprise Technology Services (ETS).</p> <p>Del clarified that under the Service Level Agreement (SLA) if you own it, you maintain it; these were centric costs for the site owner.</p>	
<p>Annual Inventory</p>	<p>4. Del noted there were still between 10 and 12 outstanding agencies yet to complete and return their forms.</p>	
<p>FY16 Membership Agreements</p>	<p>5. Del briefed the FY16 Membership Agreements would be distributed starting in mid-May and would be due by the end of June. He advised the cost share amounts would be annotated as was the case for the last few years.</p>	
<p>April Document Reviews</p>	<p>6. Del advised the council that the OMO had made minor changes to, and approved, the Employee Termination Policy and Procedure, Facility Security Penetration Policy and Procedure, Virus Protection Policy, Emergency Operations Policy and Procedure, System Change Request Management Policy and Procedure and the Standard Channel Naming Convention Policy and Procedure.</p>	
<p>April System Metrics</p>	<p>7. Del stated the calls were down about 50K from the previous month and busies were also down slightly. He noted the busiest sites for the month were Blueberry and Site Summit.</p>	



*ALMR User Council
Meeting Minutes*

Alaska Land Mobile Radio

Date: May 6, 2015

<p>MotoBridge®</p>	<p>8. Del noted that although Mr. Tim Woodall was not present, he wanted to discuss the MotoBridge® system with the User Council and whether the DOD was getting any bang for their buck by continuing to fund it. Del explained that although the SOA had hard-wired some of the consoles to the conventional Emergency Medical Services repeaters/frequencies it was not being utilized as originally intended and it was an annual cost of \$12K to the DOD.</p> <p>Brad stated it seems like a nice thing to have but the Fairbanks Emergency Center (FEC) doesn't utilize it. He suggest it might be of value to survey the Federal Non-DOD and local agencies to see what value, if any, does it have.</p> <p>Del briefed it was several iterations behind on software updates and it would cost approximately \$50K to update. He stated he did not see that occurring with the state of the fiscal budgets at this time.</p> <p>Rich advised he needed to talk to Tim because they intended to extend their services on MotoBridge® in the next quarter. He asked if there was a way to pull the metrics on the MotoBridge® system on usage.</p> <p>Del stated he would check with Mr. John Lynn, ETS, to see what kind of statistics could be gathered.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Over-the-Air Rekeying</p>	<p>Travis advised that the previous night the Key Management Facility (KMF) encrypter card had failed; therefore, over-the-air-rekeying (OTAR) was not working. He stated he had sent for an advanced replacement and hopefully, he would receive it back in a couple days. Travis emphasized encryption was still working but no rekeying was possible and individuals should ensure they did not allow their batteries to go dead or their radio would lose all its encryption keys.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>
	<p>Scott stated the FY16 budget was still the big issue and he didn't know what it would be. He briefed the State was also not funding the System Upgrade Assistance (SUA) right now. Scott advised ETS could survive the next year but the more individuals talked to their Legislators, the more it would help.</p> <p>Brad asked if the professional organization letters had any impact.</p> <p>Scott advised with a new Governor and new commissioner, it was difficult to tell the story with all that was going on with the transition and budget. But, please continue the education efforts as maybe next year they would better understand the need and</p>	



	importance of the System as we have significant operations and maintenance funding shortfalls that need to be address as well as multi-year capital refresh efforts that need to be funded and started that were not put forward for FY16 capital budget requests	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was not in attendance; therefore, no update was provided.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
	There was no New Business items.	
Next meeting	Discussion	
	Brad announced the next two regularly scheduled meetings were June 3 and July 1.	
Adjournment	Discussion	
	Brad requested a review of the action items from the meeting and the OMO went over the single item. Brad asked if there were any other comments or any further business for the group. Hearing none, he requested a motion to adjourn the meeting. Motion: Adjourn the May monthly User Council meeting. Motion: Mr. Ocie Adams Second: Rich There were no objections. The motion passed. The meeting adjourned at 2:13 p.m.	