



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: January 7, 2015

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	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
N/A	Halden	Jordan	Mr.	SOA All Others, DNR Forestry
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
T	Kaiser	Bill	Mr.	Fed Non-DOD, FBI
T	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
E	Martin	Chris	Mr.	DOD USAF, Eielson AFB
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
U	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
	VACANT			DOD USAF, JBER
	VACANT			Municipalities Central

Alternate				
N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	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
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
N/A	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
	VACANT			Fed Non-DOD, US Fish & Wildlife Service
	VACANT			DOD USAF, JBER
	VACANT			Municipalities Southeast
	VACANT			SOA DPS, AST

Supporting Staff and Guests:

T	Gale	Kent	Mr.	Alaska Fire Service
P	Leber	Rich	Mr.	Technical Advisor
P	McGrath	Max	Mr.	SATS/ETS Manager
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA ETS
P	Torro	Michael	SFC	USARAK G6



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque called the meeting to order at 1:36 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests	Matt announced there were no special guests present.	
Previous Meeting Minutes	<p>Matt asked the council members if they had reviewed the minutes from the December meeting and if there were requested changes. There were none. A motion was requested for approval of the minutes.</p> <p>Motion: Accept the December 3, 2014, meeting minutes, as written.</p> <p>Motion: Mr. Ocie Adams Second: Ms. Tammy Goggia</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, USF&WS (alternate to BLM), JBER primary and alternate, Municipalities-Central primary and the USARAK alternate positions are all vacant.</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
	<p>There was one June action item that continued to remain open through November:</p> <p>1. Mr. John Lynn to produce a straw man layout for the conventional frequencies/channels for programming into trunked radios and to set up a virtual working group/team for input. (Carry over from June, OPEN)</p> <p>Mr. Max McGrath stated he would check with Mr. Lynn as to the projected delivery day of the layout.</p>	



Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
System Backup	<p>1. Del explained to the council members that since 2007, the Operations Management Office (OMO) has performed QA/QC inspections of the System backup tapes storage safes located in the Alaska State Troopers and Fairbanks Police Department buildings. He noted that the System still generates the information, but with the implementation of the 7.13 software, the System no longer generates “tapes” as storage media.</p> <p>Del briefed the information is downloaded once a week by the System Management Office (SMO) and the backups are written to a direct attached storage (DAS), and each zone backup mirrors the other. He explained if one zone goes down the information is still available from the other two for restoral.</p> <p>Del advised the new process was discussed with the Security Manager during the annual Defense Information Assurance Accreditation and Certification (DIACAP) annual briefing</p> <p>Mr. John Rockwell asked if a “bug” got into ALMR and populated to multiple systems, was there the ability to restore the System. Del assured him there was.</p> <p>Del assured the council that the OMO would still be able to do their QA/QC function. He stated the SMO could go into the System and pull up the information showing when the last three backups were completed.</p> <p>Mr. Max McGrath suggested the backups should also be validated to ensure there were no errors during the process.</p>	
Channel Additions	<p>2. Del stated he was very pleased to announce that the additional channels had been installed at Willow Mountain, Glennallen, Tok and Tolsona. He advised the council that the Enterprise Technology Services (ETS) staff was in the process of getting the frequencies for the Pipeline Hills additional channel.</p>	
Clear Site	<p>3. Del stated he hadn’t heard of any changes in the status of the Clear site but he thought they had decided to put it on the installation.</p>	
Annual Information Assurance Report of Findings	<p>4. Del advised the council members there was no action required on their part for this report. He briefed it covered the OMO QA/QC functions regarding the physical security of the building, the System Login attempts and the System backup.</p>	
2014 Business Case	<p>5. Del advised the council the Business Case is updated on an annual basis. He requested their approvals by email in order to be able to present the document to the Executive Council at</p>	



<p>Annual UC Assessment on System Operations and Management Performance</p> <p>December Document Reviews</p> <p>December System Metrics</p>	<p>their January 15 meeting. Del also advised the council of Mr. Tim Woodall's request to add some cost charts at a later date as an addendum to the document.</p> <p>6. Del reminded the council members this report is created for them, by the OMO, to present to the Executive Council. He stated the OMO would also send it out by email for review and approval. Del requested their response by January 14 so it could be presented to the Executive Council at their January meeting, as well.</p> <p>7. Del briefed the council that the OMO had reviewed and updated the Roles and Responsibilities, SMO CSP, OMO CSP, Radio Usage and Transmission Protocols Policy and Procedure, System Description and Catastrophic Natural Events Contingency Plan with no substantive changes.</p> <p>8. Del advised the council there were 1,112,722 voice calls in the month of December with only 460 busies. He also stated in the last weekly busy report, there were only three busies System wide.</p> <p>Del stated the OMO would continue to work with ETS and the SMO in identifying sites requiring upgrade with additional capacity and making those recommendations to the council.</p> <p>Del briefed the JBER R1 site and the two transportable communications systems were due to have their Quantars® replaced by GTR8000s in the near future and that would free up 20 Quantars®, which could be utilized for site capacity upgrades.</p> <p>Max thanked everyone involved for making the upgrades happen.</p>	
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
	<p>Mr. Casey Borg was out of town working on site upgrades and unavailable for the meeting. No update was provided.</p>	
<p>State of Alaska</p>	<p>Mr. Max McGrath, SOA</p>	<p>Action Items Assigned</p>
<p>Departure</p> <p>Motorola® Outreach Video</p>	<p>1. Mr. Max McGrath advised the council members this was his last meeting; he was moving on to another opportunity at the University of Alaska-Anchorage. He briefed Mr. Scott Stormo would take over the SATS/ETS Manager position. Max stated he was leaving ETS in good hands, as Scott had spent a lot of time in high levels of government.</p> <p>2. Max briefed that the State had gotten permission to produce an internal promotional video and fact sheet to help leadership understand what the System provides to the first responder community. He pointed out it would be a great tool given the</p>	



<p>Sitka Site</p> <p>Joint Procurement of Future Contracts</p>	<p>difficult economy and the new leadership.</p> <p>Max thanked Del for getting all the players together and he thanked the participants for responding on such short notice. He advised the council the video was complete and was posted to the ALMR web site. Max stated, so far, the response was extremely positive by those that had an opportunity to review it including the Deputy Director of ETS.</p> <p>3. Max advised the council the Daniels repeater at the stand alone site at Sitka had stopped working and the cost to repair/replace it was prohibitive. He explained Sitka was originally slated to be an ALMR site but the implementation was deferred several years ago. Max briefed ETS wanted to now make it a fully-connected site and could do so at very little cost. He stated some frequencies from the Rabbit Creek site were available after the conversion to the GTR8000 and the equipment was on its way down there. Max advised this would be a big win for the area and he knew DOT would use it for sure.</p> <p>Del stated he had spoken to the police department and fire department and they both would use it, as well.</p> <p>4. Max announced the State and the Department of Defense had begun discussions on a joint procurement process. He advised this would be utilized in 2016 when the SMO contract came up for renewal.</p> <p>Ocie thanked Max for his service to DOT during his tenure and stated he was a motivating force behind getting new communications equipment in place.</p> <p>Matt stated that there was a noticeable improvement from the visionary influence that Max brought to ETS.</p>	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was not in attendance. No update was provided.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
State of the State	Matt advised he had attended the State of the State Budget discussions with Commissioner Gary Folger and to a large degree, Governor Parnell had zeroed out the Capital Budget that included the \$36M for the replacement of the Quantars® and Gold Elites®, as well as the System Upgrade Assistance (SUA). However, he stated he was cautiously optimistic that serious discussions were happening with the new administration with regard to those funds.	



	<p>Matt briefed that Commissioner Folger emphasized that the ALMR System could not get by without it because there was no fall back solution; this captured the Office of Management and Budget's (OMB) attention.</p> <p>Matt also advised the Deputy Commissioner Vrabec, who is also an Executive Council representative, had noted some of the reluctance to establish broad communications governance with the previous administration and the State desperately needs a State Interoperability Executive Committee (SIEC). He briefed that Alaska is behind the power curve with regard to FirstNet guidance and currently out of compliance with the grant program.</p> <p>Matt noted that Commissioner Folger would be meeting next Tuesday in Juneau with the Chief of Staff and the Governor to brief them on all these issues.</p>	
Next meeting	Discussion	
	<p>Matt announced the next two regularly scheduled meetings were February 4 and March 4.</p>	
Adjournment	Discussion	
	<p>Matt asked if there were any other comments or any further business the council wished to discuss.</p> <p>Hearing none, he requested a motion to adjourn the meeting.</p> <p>Motion: Adjourn the January monthly User Council meeting.</p> <p>Motion: Deputy Chief Brad Johnson Second: Ocie</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:12 p.m.</p>	