



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

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

**Supporting Staff and Guests:**

P	Leber	Rich	Mr.	Technical Advisor
P	Leveque	Matt	Mr.	SOA SPOC & SWIC
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.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Call to Order</b>	Deputy Chief Brad Johnson was calling in from an out-of-state conference and Mr. Ocie Adams agreed to run the meeting on his behalf. Ocie called the meeting to order at 1:33 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
<b>Introduction of Guests</b>	There were no special guests.	
<b>Previous Meeting Minutes</b>	<p>Ocie asked the council members if they had any changes to the draft November minutes. There were no responses; therefore, he requested a motion to approve the minutes, as presented.</p> <p><b>Motion:</b> Approve the November 4 meeting minutes, as written.</p> <p><b>Motion: Mr. Bill Kaizer</b> <b>Second: Mr. Greg Eubank</b></p> <p>There was no discussion and no objections. The motion <b>passed</b>.</p>	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
	<p><b>Item #57</b> remains <b>open</b>. The Municipalities-Southeast alternate needs a replacement and the USARAK alternate position remains vacant.</p> <p><b>NOTE:</b> In November, Mr. Bill Kaizer notified the Operations Management Office (OMO) that Mr. Paul Arasz had changed jobs and that Mr. David Brown was his replacement as the Federal Bureau of Investigation (FBI) alternate. Additionally, Mr. John Rockwell was appointed as the State of Alaska (SOA) Department of Public Safety (DPS) alternate. Both individuals were approved by the Executive Council on November 19.</p>	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed.	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	There were no Action Items in the month of November.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>



<p><b>Service Level Agreement (SLA)</b></p>	<p>1. Del advised the council the Service Level Agreement was signed by all parties and had been posted to the web site. He reminded them this document was not one that was annually updated.</p>	
<p><b>FY16 Cost Share Cooperative Agreement</b></p>	<p>2. Del briefed there was no change in the status of the Cost Share Cooperative Agreement. It was still at the State awaiting the decision on who would be the replacement signatory for retired Deputy Commissioner Vrabec.</p>	
<p><b>Codicil to the Cooperative Agreement</b></p>	<p>3. Del stated the Codicil had been signed by the Governor and he had delivered it to the Anchorage Chief of Police to obtain the Mayor's signature. From there it would be routed to the Department of Defense for General Handy's signature.</p>	
<p><b>Annual Elections</b></p>	<p>4. Del advised the elections were completed and requested Ms. Sherry Shafer announce the winners. She briefed that Mr. Ocie Adams had been elected as the new Chair and Deputy Chief Brad Johnson had been elected as the Vice Chair; both would take their respective positions at the January meeting.</p>	
<p><b>Clear Site</b></p>	<p>5. Del briefed there was no change at this time regarding the Clear decision on whether to move the site. He asked Mr. Travis Conant, System Manager, if he had further information.</p> <p>Travis advised the Clear personnel were leaning toward running a new power supply to the current location.</p> <p>Del pointed out the power had not been turned off in October as initially slated.</p> <p>Travis pointed out that if they did lose this source of power, they will have a generator available to power the site.</p>	
<p><b>Birch Hill Master Site Battery Plant</b></p>	<p>6. Del advised the council the battery plant was completed on November 17 - 18.</p> <p>Travis added it was 100 percent operational and American Power, who had done the installation had done an outstanding job.</p>	
<p><b>Encryption</b></p>	<p>7. Del explained to the council this item wasn't on their agenda but he wanted to address it because an agency had called the Help Desk about somebody listening in on their conversations on their ALMR radios. He stated the agency did not utilize encrypted talkgroups and were unaware that outsiders could buy equipment and listen in.</p> <p>Del requested everyone notify their agency and their constituents that this can occur if they were not encrypted.</p>	



<p><b>Business Case</b></p>	<p>He pointed out that the Anchorage Police Department (APD) uses a five-minute delay on their main talkgroup, which is not encrypted and all others are encrypted and the Alaska State Troopers (AST) are fully encrypted.</p> <p>Del also pointed out that the Incident Command channels are not encrypted and could not be due to their designated use for multi-agency, multi-jurisdictional responses.</p> <p>Mr. Matt Leveque advised the group that a month ago at the National Council on Statewide Interoperability Coordinators at Alexandria, Virginia, the panel had lectured the group now terrible encryption was. Matt stated he spoke up and disagreed and noted why it was a tool that made sense for Alaska.</p> <p>Greg pointed out that this was also an on-going discussion at the Motorola® Technical User Group National meeting.</p> <p>8. Del notified the council the Business Case would be distributed to them shortly for their review and comment. He pointed out there would be some areas that still required the input of the final yearly statistics and those would be highlighted.</p> <p>Del requested the council members be prepared to discuss the document and vote to move it forward to the Executive Council at the January meeting.</p> <p>Del reiterated the purpose of the document is to show it makes sense to participate in ALMR and that the annual update reflects the current reality.</p>	<p>1. The OMO to send the Business Case to the User Council for review after the meeting.</p>
<p><b>November Document Reviews</b></p>	<p>9. Del advised the council that the documents reviewed in November by the OMO were the High Level Strategy, the Emergency Button Activation Policy and Procedure and the Asset Management Policy and Procedure.</p> <p>Del mentioned that one of the council members had suggested the members address documents they review and approve them during the meetings in order for them to have an opportunity to discuss the suggestions. He stated the OMO would handle document reviews however the council desired.</p>	
<p><b>November System Metrics</b></p>	<p>10. Del pointed the metrics continued to be typical for this time of year. He noted the busies were also down from last month.</p> <p>Greg asked what the data allocations entailed and if they could be broken out into a report.</p>	



	Del stated they mostly consisted of over-the-air-rekeying and the control channel allocations. He stated the current software update of the Genesis system might support this and advised Greg to contact the Help Desk.	
<b>System Management Office</b>	<b>Mr. Travis Conant, System Manager</b>	<b>Action Items Assigned</b>
<b>Repairs/Spares</b>	<p>Travis stated he had nothing additional to add to Del's previously covered subjects.</p> <p>Del asked about the upcoming contract renewal and the effects of the reduced funding on the Infrastructure Operations and Maintenance Services (IOMS) contract. Del pointed out that at this point we are okay, but this was not a good long-term strategy to take forward into a new contract negotiation period.</p> <p>Travis advised he was working with Scott on that very issue. He noted the System Management Office (SMO) was pushing through to complete all the periodic maintenance inspections (PMIs) and working at replacing any necessary parts at the same time to save funds.</p> <p>Travis pointed out there were a few pieces of equipment that needed to be sent in for repair, but they still have adequate spares for now.</p> <p>Del reminded the group the letter writing campaign to the Budget sub-committee had been put on hold prior to Deputy Commissioner Vrabec's departure and that stance was reiterated last week by the liaison who wanted it held off until after the Governor's budget comes out.</p> <p>Matt advised he had also spoken to the liaison and reminded her of the concerns whether even more cuts were forthcoming.</p> <p>Del stated he had told her the fear was that these concerns weren't being heard.</p> <p>Brad stated he had forwarded the User Council letter on ALMR sustainability to the Governor's Office last month.</p> <p>Ocie asked Travis if he had a list of required spares and Travis confirmed he did. Travis advised the number of Quantars on hand was great, but the SMO was really low on routers and only had a few switches and site controllers, which are critical to radio frequency (RF) sites.</p>	
<b>State of Alaska</b>	<b>Mr. Scott Stormo, SOA</b>	<b>Action Items Assigned</b>
<b>ALMR Budget</b>	1. Mr. Scott Stormo asked the SOA council members if there was any reason why their commissioners couldn't reach out	



<p><b>Contract Process</b></p>	<p>to the Department of Administration (DOA) Commissioner regarding the ALMR funding issue.</p> <p>Matt stated he had spoken to the DPS Director, Colonel Cockrell.</p> <p>Scott pointed out there were rumors that DOA won't see ALMR as a priority until the other departments do.</p> <p>Ocie advised he has repeatedly met with his commissioner on the subject of ALMR funding.</p> <p>2. Travis stated they were starting the process for the new ALMR contract and the biggest challenge is figuring out what the budget is that they have to work with. He noted both the SOA Department of Public Transportation and Facilities (DOT&amp;PF) and DPS collectively are saying to DOA the ALMR budget is not what it needs to be.</p> <p>Del reminded the council that Mr. Woodall had previously stated the Department of Defense (DOD) needed approximately 18 months lead time for their budget process and it was way past that.</p> <p>Scott advised the State budget timeframe starts now, but unfortunately he doesn't know what the budget is so it's hard to start the process.</p> <p>Del pointed out the OMO contract also ends on June 30, 2016, but there was one three-year contract extension available if the State elected to exercise it.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Tim Woodall, ALMR DOD Representative</b></p>	<p><b>Action Items Assigned</b></p>
	<p>Mr. Tim Woodall was not in attendance.</p>	
<p><b>Old Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
	<p>There were no Old Business items.</p>	
<p><b>New Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
	<p>Ocie asked if there were any New Business items and there were no responses.</p>	
<p><b>Next meeting</b></p>	<p><b>Discussion</b></p>	
	<p>Ocie announced the next two regularly scheduled meetings were January 6 and February 3, 2016.</p>	
<p><b>Adjournment</b></p>	<p><b>Discussion</b></p>	
	<p>Ocie asked if there were any other comments or any further discussion items for the group.</p> <p>Hearing none, he requested a motion to adjourn the meeting.</p>	



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: December 2, 2015*

	<p><b>Motion: Adjourn the December monthly User Council meeting.</b></p> <p><b>Motion: Deputy Chief Brad Johnson</b> <b>Second: Ms. Tammy Goggia</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:09 p.m.</p>	
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