



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 Vice Chair
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
E	Goggia	Tammy	Ms.	Municipalities Central
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD, Chair
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
U	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	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	Boyle	Steve	Mr.	Municipalities Central, Assistant Chief KES
E	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
E	Kain	Paul	Mr.	Fed Non-DOD, USFS
U	Paniza	Dennis	TSgt	DOD USAF, JBER
N/A	Patz	Greg	Mr.	SOA DOT
N/A	Wolfe	John	Mr.	Fed Non-DOD, US Fish & Wildlife Service
	VACANT			Municipalities Southeast
	VACANT			SOA DPS, AST
	VACANT			DOD, US Army

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
T	Lambert	Andrew	Sgt	JBER
P	Leber	Rich	Mr.	Technical Advisor
P	Lynn	John	Mr.	ETS
P	Richter	Bruce	Mr.	OEC Region 10 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Thornton	Patrick	Mr.	ETS
P	Woodall	Tim	Mr.	DOD ALMR PM/COR



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 1:30 p.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; however, Brad took this opportunity to introduce Lt Steve Adams, the newly appointed primary member for the Department of Public Safety, and to welcome him to the council.	
Previous Meeting Minutes	<p>Brad asked Mr. Del Smith to help conduct the meeting as he was attending a conference and was on his cell phone.</p> <p>Del asked the council members, on behalf of the Chair, if they had any changes to the draft September minutes. There were none; therefore, he requested a motion, on behalf of the Chair to approve the minutes, as presented.</p> <p>Motion: Approve the September 2, 2015, meeting minutes, as written.</p> <p>Motion: Deputy Chief Brad Johnson Second: Mr. Ocie Adams</p> <p>There was no discussion and no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	<p>Item #57 remains open. The DPS primary and alternate positions, the Municipalities-Southeast alternate and the USARAK alternate position, remain vacant. Update: Lt Steve Adams was appointed as the primary DPS representative on September 17 and approved by the Executive Council on September 24.</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: Del covered this item under the Operations Management Office (OMO) discussion items.</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 September meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Service Level Agreement (SLA)	1. Del advised the Council there was no change from last month's meeting and that the agreement was still at the State of Alaska (SOA) Department of Administration (DOA) Commissioner of Administration Fisher for signature.	
Birch Hill Master Site Battery Plant	2. Del briefed the council the battery plant still needed to be replaced but the transformer was changed by Doyon Utilities with no issues. He explained that it wasn't even part of the System power. Del advised the System Management Office (SMO) was on site during the transformer replacement with the generator running, just in case. Mr. Travis Conant, System Manager, stated that he had recently spoken to American Power and the batteries should ship sometime next week.	
Clear Site	3. Del briefed the Clear site was slated to lose power when the coal-fired electric plant was shut down at the end of the month. He explained two alternate locations were under consideration, one at the SOA Kobe site and one at another location on Clear installation, but the Clear site tower was far shorter and the coverage for Anderson would be greatly affected. Del stated Travis was looking at the options and was going to provide the cost estimates to the Clear personnel. Travis briefed that Kobe or the old AT&T site would be the best options but there was another option under consideration which was to dig in power to the current location from the new power plant. Del updated the council the power to the Clear site had recently failed and the site had went on backup battery power which had lasted 24 hours. He stated the site was currently off while they attempted to fix it. Travis advised the Clear personnel thought they had found the problem, which was an electrical short, and expected it to be fixed soon or they planned to take a generator to the site, as an alternate solution. He stated he would be talking to them after today's council meeting was over.	
FY16 Membership Agreements	4. Del stated there was no change and the agreements for USARAK and the 673 rd Air Base Wing were still pending. He asked Mr. Tim Woodall if there was any update.	



<p>User Council System Sustainment Working Group</p> <p>ALMR Support Letters</p> <p>Funny River Fire Final After-Action Review</p> <p>September Document Reviews</p> <p>August System Metrics</p>	<p>Tim stated that Colonel Hoang had sent a message over to get an update and they should have them in the next week or so.</p> <p>5. Del briefed the final document was delivered to the Executive Council and the widest possible dissemination was requested. He stated he hoped it would make it into the hands of the Legislature because there was a need to explain to them the importance of the System.</p> <p>6. Del stated the initial advisory, by Deputy Commissioner Vrabec, was to send the letters to the Legislature's DOA budget sub-committee, but then they were told to hang tight. He explained he didn't know what was going to come of this at this time because the Deputy Commissioner position was going to be vacant until December when Chief Bill Comer, currently with Valdez Police Department, was supposed to take the office.</p> <p>7. Del explained to the council that he understood they had been waiting for this for some time but it was finally complete. He discussed the meeting with the Kenai Borough and state agencies and there had been no criticism from the users at that time regarding the System. Del went over the recommendations and actions in the report. This item is now CLOSED on the Issues and Risks Log.</p> <p>8. Del briefed the Information Systems Clearing and Sanitization Policy and Procedure, Information Assurance Control Review Policy and Procedure, System Incident Response Policy and Procedure, Site Book Policy and Procedure, and Help Desk Policy and Procedure had all been approved by the Operations Management Office.</p> <p>9. Del pointed out the drop in the busies from over 1,500 to just over 400 from the previous month. He reminded them about the previous discussion regarding the rogue radio at Joint Base Elmendorf-Richardson (JBER) had been tying up the control channel at the R1 North site and that it was believed to be the ultimate cause. Del stated the radio had subsequently been disabled and no further interference has presented itself.</p> <p>Del advised the council there had also been some recent interference at Fort Greely and that Mr. Andy Strait, Motorola System Technologist, had been going crazy looking for it. He explained it had ended two days ago after the contractors working on the building housing the ALMR site had shut down their equipment. Del stated they suspected it might have been the construction lighting causing the issues.</p>	
--	---	--



<p>Codicil to the Cooperative Agreement</p> <p>FY16 Cost Share Agreement</p> <p>Annual Elections</p>	<p>10. Del briefed the council the Codicil was to be re-signed after the version containing the wrong “authorities” paragraph had been forwarded for coordination and signature. He explained the language in the paragraph was specific to the Department of Defense (DOD) and had to be corrected to allow them to execute contracts directly with the State. Del stated Colonel Hoang was staffing it through the State for signature first, then the DOD and finally the Municipality of Anchorage.</p> <p>11. Del advised the council members the agreement was still outstanding and would now need to be re-accomplished due to Deputy Commissioner Terry Vrabec’s retirement, as he was one of the signatories.</p> <p>12. Del briefed it was time for the annual elections for the Chair and Vice Chair. He advised the council that the OMO would send out an email tomorrow with the nomination process explained and at the end of the period, there should be one vote for each of the twelve sectors. Del stated primary and alternate members should discuss their nominations and come to a consensus before making their submissions.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
	<p>Mr. Travis Conant explained the SMO was in the process of installing the new software platform for Genesis in their office and it should be completed by Thursday. He explained it should allow the SMO to do a variety of additional reports.</p> <p>Del briefed the State had funded the hardware and software update, whereas the DOD had initially installed the System. He explained the ALMR System was maintained at five 9s, and although individual sites have been down, the System itself had never been down. Del stated the new software may now provide the ability to show the System uptime status, which is requested annually by DOA for budget prep.</p>	
<p>Department of Defense</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
<p>Update to the ALMR Separation Study</p> <p>Contract Execution</p>	<p>1. Mr. Tim Woodall stated that he was currently working with Motorola™ to update the 2008 Separation Study. He explained the document would then go to the SOA next for them to update their portion and once it was finalized, it would be given to the User Council. Tim explained the purpose of the study was to show the effects of the partnership dissolving and the costs of running independent systems. He stated the study looked at the alternatives from both an engineering standpoint and a cost perspective.</p> <p>2. Tim voiced that the DOD was particularly nervous regarding the contract executions for the next fiscal year. He stated the Federal Acquisition Regulations (FAR) give a</p>	



	<p>timeline for certain contracting actions and that the SOA had taken no action thus far on the contracts for the next fiscal year. Tim explained that Congress had passed legislation in 2013 allowing Federal agencies and States with like systems to share them. He briefed that because the DOD was not the majority infrastructure owner, the State had to take the lead on the contracts. Tim advised that the User Council had already looked at the Statement of Work and had no issues with it, but the contract actions must be started and even with six months available that was pushing it. He stated this affected both the Infrastructure Operations and Maintenance (IOMS) and OMO contracts.</p>	
State of Alaska	Mr. Scott Stormo, SOA	Action Items Assigned
	Mr. Scott Stormo stated he had nothing for the council today.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
	Del asked, on behalf of the Chair, if there were any New Business items and there were no responses.	
Next meeting	Discussion	
	Del announced the next two regularly scheduled meetings were November 4 and December 2.	
Adjournment	Discussion	
	<p>On behalf of the Chair, Del asked if there were any other comments or any further business for the group.</p> <p>Hearing none, he requested a motion to adjourn the meeting on behalf of the Chair.</p> <p>Motion: Adjourn the October monthly User Council meeting.</p> <p>Motion: Ocie Second: Brad</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:03 p.m.</p>	