



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 Vice Chair
T	Gale	Kent	Mr.	Fed Non-DOD, Bureau of Land Management
T	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
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
	VACANT			SOA DPS, AST

Alternate				
N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	Boyle	Steve	Mr.	Municipalities Central, Assistant Chief KES
T	Eubank	Greg	Mr.	SOA All Others, DMVA
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
U	Kain	Paul	Mr.	Fed Non-DOD, USFS
T	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	Adams	Steve	Lt	SOA DPS
P	Derheim	Matthew	TSgt	JBER
P	Leber	Rich	Mr.	Technical Advisor
T	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	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.	
Previous Meeting Minutes	<p>Brad stated the draft August minutes had been previously distributed and asked if there were any requested changes. Hearing none, he requested a motion to approve both, as presented.</p> <p>Motion: Approve the August 5, 2015, meeting minutes, as written.</p> <p>Motion: Mr. Ocie Adams Second: Mr. Bill Kaizer</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.</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>Brad stated there was one action item from the August meeting and it was closed.</p> <p>1. OMO to send email reminder to the members of the User Council working group regarding for their agency/area inputs for the potential repercussions of underfunding/non-funding of the ALMR System, which are due on Monday, August 10. (CLOSED, August 5)</p>	OMO completed the task.



Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Service Level Agreement (SLA)	<p>1. Del advised the Council that Federal Bureau of Investigation Special Agent in Charge Deidre Fike has been appointed as the new President of the Alaska Federal Executive Association (AFEA) and had signed and returned the SLA. He noted Deputy Commissioner Vrabec had previously delivered a copy to State of Alaska (SOA) Department of Administration (DOA) Commissioner of Administration Fisher and the agreement was still there for signature.</p>	
Birch Hill Master Site Battery Plant	<p>2. Del briefed the council on the events regarding the request from Doyon Utilities to change out the transformer at the Birch Hill site. He stated Mr. Rich Garrett, US Army Alaska point of contact had advised him the transformer would not be changed until ALMR was assured there would be no impact.</p> <p>Rich confirmed this and explained Doyon had called him after they had done some further investigation and had stated the transformer change wouldn't impact Birch Hill. Rich stated he advised them he would require a formal written notification, as such, but had not received it, to date.</p> <p>Del requested to be courtesy copied when Rich received the notification and Rich stated he would do so.</p>	
Clear Site	<p>3. Del stated the site would still lose power on October 31, the last he knew. He advised the on-site Security folks were trying to work something else out and were talking to Mr. Travis Conant, the System Manager. Del was not certain what would happen at this point.</p>	
FY16 Membership Agreements	<p>4. Del updated the council that the agreements for USARAK and the 673rd Air Base Wing were still pending.</p>	
User Council Working Group	<p>5. Del stated this would be covered during the New Business portion of the meeting.</p>	
August Document Reviews	<p>6. Del briefed the High Level Communications Strategy, System Recovery Policy and Procedure, System Vulnerability Management Policy and Procedure, Privileged User Acceptable Use Policy and Procedure, and Talkgroup Development Policy and Procedure had all been approved by the Operations Management Office.</p> <p>He reminded the council they had a procedure due for their review in September.</p>	
August System Metrics	<p>7. Del stated System calls were up slightly, but the busies had jumped significantly. He explained it was determined</p>	



	<p>through an investigation by a System Management Office (SMO) Technologist utilizing a spectrum analyzer that a rogue radio at Joint Base Elmendorf-Richardson (JBER) had been tying up the control channel at the R1 North site. This severely impacted Blueberry Hill and Site Summit because all the R1 North traffic diverted primarily to these sites.</p> <p>Del noted the subscriber was eventually found in a closet and was part of a “doomsday” operation radio setup that no one remembered was there. He stated it had been shut down and the interference was immediately mitigated.</p>	
System Management Office	Mr. Travis Conant, System Manager	Action Items Assigned
	Del explained Travis was out sick and there was no update.	
State of Alaska	Mr. Scott Stormo, SOA	Action Items Assigned
Sitka Site	Mr. Scott Stormo advised the council he had guys in Sitka today trying to tie the site into the ALMR network by riding the SOA Telecommunications System (SATS) circuit. He noted the site has been in site trunking for several months now.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall 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
System Underfunding/Non-Funding Working Group Impact Document	<p>Del advised the group that Mr. Greg Eubank had requested changes to the first paragraph and read the revision.</p> <p>Brad pointed out it was mainly wordsmithing, but overall he had no objection.</p> <p>Del pointed out that there were 123 member agencies on the System now and the OMO had made that change. He stated he also felt a clarification to the total radio count should be added to explain the total included the Anchorage Wide Area Radio Network (AWARN) radios and Brad concurred that a footnote should be included.</p> <p>Brad asked the other members if they had any objections to Greg’s rewrite.</p> <p>Tim asked why Greg removed the reference to “on demand” because it speaks to the ability to operate when you need it. He emphasized the verbiage should be added back in.</p> <p>Greg stated his thought was to simplify the paragraph and it was understood.</p>	



	<p>Brad stated it was not understood by the target audience for the paper and that he agreed with Tim.</p> <p>Mr. Dave Jones stated the document didn't mention the Department of Defense (DOD) but only talked of Federal agencies and he felt it would help to make that point.</p> <p>Del stated the clarification would be added that "Federal" includes both the DOD and Non-DOD agencies.</p> <p>Dave advised he felt this clarification should be moved to the beginning paragraph, as well, because it was important to put all the user groups up front and Brad agreed.</p> <p>Del suggested the council should probably make a motion to approve the document so it could be moved on to the Executive Council for acceptance.</p> <p>Motion: Approve the User Council Working Group Impact Statement document with the suggested edits for submission to the Executive Council.</p> <p>Motion: Ocie Second: Bill</p> <p>There was no discussion and no objections. The motion passed.</p> <p>Brad thanked everyone in the working group. He stated he felt they had a good document and appreciated everyone's efforts.</p>	
Next meeting	Discussion	
	Brad announced the next two regularly scheduled meetings were October 7 and November 4.	
Adjournment	Discussion	
	<p>Brad 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.</p> <p>Motion: Adjourn the September monthly User Council meeting.</p> <p>Motion: Ocie Second: Dave</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 1:58 p.m.</p>	