



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: July 2, 2014

1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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User Council Members

Primary				
E	Adams	Ocie	Mr.	SOA DOT&PF
T	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
T	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
T	Halden	Jordan	Mr.	SOA All Others, DNR Forestry
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
T	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
T	Leveque	Matt	MAJ	SOA DPS, AST, Chair
E	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Williams	Rick	GS-12	DOD US Army Alaska
	VACANT			DOD USAF, JBER
	VACANT			Fed Non-DOD, FBI

Alternate				
U	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
E	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
E	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
T	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:

P	Borg	Casey	Mr.	System Manager
T	Brandt	Tim	Mr.	Motorola™
T	Comer	Bill	Chief	Valdez Police Department
P	Jackson	Alan	Mr.	Motorola™
P	Leber	Rich	Mr.	Technical Advisor
TP	Richter	Bruce	Mr.	OEC Regional Coordinator
P	Sakumoto	Dwayne	Mr.	Motorola™
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque called the meeting to order at 1:32 p.m. Matt, who was out of state, requested Mr. Del Smith assist with the running of the meeting.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests	Chief Bill Comer, Valdez Police Department, and Dwayne Sakumoto, Alan Jackson, and Tim Brandt were all attending to provide information to the council members.	
Previous Meeting Minutes	<p>Del asked the council members if they had reviewed the minutes from the June meeting and if there were requested changes; there were none. On behalf of the council chair, Del requested a motion for approval of the minutes.</p> <p>Motion: Accept the June 4, 2014, meeting minutes, as written.</p> <p>Motion: Major Matt Leveque Second: Mr. Paul Kain</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	<p>Item #57 – This item remains open. The primary Federal Non-DOD FBI primary position and the DPS, USF&WS (alternate to BLM) and JBER primary and alternate positions are all vacant.</p> <p>Item #60 was added at the request of Mr. Max McGrath.</p> <p>“Training is required for responding agencies advising them when they utilize the IC Zones on their mobiles and their local talkgroups on their portables, they are using up twice the available resources.”</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 June action items were reviewed with two remaining open.</p> <ul style="list-style-type: none"> OMO to distribute list of conventional repeaters, as provided by Mr. Jordan Halden to ALMR member agencies. (NOTE: The Operations Management Office (OMO) requested the list, but it was never provided.) 	



	<ul style="list-style-type: none"> OMO to update the Service Level Agreement Appendix C, Operations and Maintenance Processes and Procedures, to a more generic format and provide to the User Council for approval. (NOTE: Still awaiting System Management Office (SMO) input on technical and equipment requirements and Enterprise Technology Services (ETS) verification of microwave path information.) 	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
FY16 OMO/SMO Budget	<p>NOTE: The New Business Items were conducted ahead of the OMO briefing as a courtesy. (see New Business below)</p> <p>1. Del Smith presented the draft FY16 OMO/SMO Budget and went over each of the areas with the council members.</p> <p>Mr. Greg Patz stated he had looked over the budget and noticed that the SUA II funding did not cover the cost of equipment and he wondered why.</p> <p>Del identified this as a shortfall to be considered as an extra add on to the funding.</p> <p>Greg also stated he noticed two of the sites in the southeast were not listed for inspection in the PMI funding area.</p> <p>Del advised the listed sites were a representative portion of sites to be completed and by contract the OMO must complete 25% of all sites each year.</p>	
Service Level Agreement	<p>2. Del briefed the council the document was still being worked on as previously noted in the Action Items. He stated it would be distributed for electronic vote of approval once the two remaining areas of review were completed.</p>	
FY15 Membership Agreements	<p>3. Del advised the council 116 of the 120 member agencies had completed their FY15 agreements. Those remaining who had not completed a new agreement were Chitina Volunteer Fire Department, 673rd Air Base Wing (Joint Base Elmendorf-Richardson), 354th Fighter Wing (Eielson Air Force Base) and US Army-Alaska (USARAK). He reminded everyone a valid agreement was required to operate on the ALMR System and the Executive Council would be briefed on July 17 regarding any actions to be taken with those non-compliant agencies.</p>	
Subscriber Inventory	<p>4. Del stated currently USARAK was the only agency to not complete their inventory. There were still a couple tenant units on Fort Greely and Fort Wainwright that were due and to his knowledge there was still no appointee for Fort Richardson.</p> <p>Mr. Thomas "Rick" Williams stated he would make contact with the new person.</p>	



Document Reviews	<p>5. Del advised the council the OMO had approved the IA Awareness Policy and Procedure 200-5 with only minor changes and the council members had approved the new Key Management Facility Policy and Procedure 400-17.</p>	
May Metrics	<p>6. Del stated the three-channel sites were still being hit pretty hard. He advised he had recently sent out an audit report with regard to the Funny River fire which showed seven sites from the period of March 23 – 26. He emphasized the Pipeline site took the brunt of busies during the evacuation, with 59 busy minutes out of the total of 84 for the entire month.</p> <p>Del briefed his concern about a statement made by Representative Seaton regarding ALMR not working and him being in favor with doing away with the entire system.</p> <p>Del advised the council the OMO and SMO were available to provide assistance at any time but no one had contacted any of the ALMR staff. He stated he had also been in contact with Mr. Joe Quickel, the training coordinator, and talked to him about returning to the Kenai Peninsula to help the agencies develop some communications plans.</p> <p>Ms. Bev Fronterhouse stated she had two staff members in the COML and COMT positions that had been releasing daily plans. She stated the majority of the traffic had been on the conventional infrastructure and no one had brought it to her staff's attention about any of the issues regarding ALMR. Bev stated another concern of hers was that these issues were not brought forward to the planners and also that ALMR has not been utilized for fire suppression or unplanned evacuation events and these events would stress any system.</p> <p>Paul asked, with this scale of an event, shouldn't ALMR proactively contact these folks since many are from out of state.</p> <p>Bev agreed and stated it is advisable that closer coordination should take place between ALMR and the COM unit. She stated it appeared the main area of issue was the responder's dealing with the evacuations.</p> <p>Paul stated the dispatch centers should probably be contacted to help alleviate the dual monitoring problem, as well.</p> <p>Bev advised she could always be contacted to get POCs during fire events.</p> <p>Del briefed, in the longer term, this was definitely an area that needed to be further explored.</p> <p>Greg asked if there was anything that could be done to educate</p>	



	these folks like contacting State representatives for upgrade funding.	
System Management Office	Mr. Casey Borg, System Manager	Action Items Assigned
	Mr. Casey Borg stated he had nothing further to add.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was not in attendance; therefore, no DOD briefing was provided.	
State of Alaska	Mr. Max McGrath, SOA	Action Items Assigned
	Mr. Max McGrath was out of state at a conference; therefore, no SOA briefing was provided	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
Valdez Coverage Issues	<p>1. Chief Bill Comer briefed the council that since converting to ALMR, the City of Valdez had noted some coverage shortfalls and that recently they had become critical.</p> <p>He stated during a barricaded suspect event, his officers were without communications in a subdivision. This was a serious safety issue.</p> <p>Casey stated he knew of two primary areas of poor coverage: one was by the glacier/gun range and the other was the north side of the Valdez bowl.</p> <p>Chief Comer stated the areas he was aware of were Rove River, Alpine Woods, Keystone Canyon and Thompson Pass. He advised both mobiles and portables had poor reception in all these places.</p> <p>Del asked what the tower situation was in the area.</p> <p>Casey advised there were towers at Thompson Pass, the Valdez DOT yard and also the Divide site but it does not cover the Alpine area.</p> <p>Del stated he would make it an agenda item at the next ETS/ALMR monthly meeting. He also noted that funding is always an issue and any expansion would be by the State but could be done in conjunction with local government help.</p> <p>Chief Comer stated the city would be willing to help in some capacity toward resolving these issues.</p> <p>Del stated he would work with Max and see what could be done.</p>	



<p>Motorola™ Briefing on Equipment End of Life</p>	<p>2. Mr. Tim Brandt, Motorola™ provided a briefing regarding lifecycle planning and what steps should be taken to keep the System and user equipment at optimum levels. He also briefly touched on the recent findings and recommendations that had come out of the sessions Motorola™ had held with local government, Department of Defense and State officials.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>Del announced the next two regularly scheduled meetings were August 6 and September 3.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<p>Del asked, on behalf of Matt, if there were any other comments or any further business the council wished to discuss.</p> <p>Hearing none, Del requested the council provide a motion to adjourn the meeting.</p> <p>Motion: Adjourn the July User Council meeting.</p> <p>Motion: Matt Second: Bev</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:38 p.m.</p>	