



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

**Alaska Land Mobile Radio**

***ALMR User Council  
Meeting Minutes***

***Date: Jun 4, 2014***

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
T	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
E	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
T	Halden	Jordan	Mr.	SOA All Others, DNR Forestry
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, <b>Vice Chair</b>
E	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
T	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
N/A	Martin	Chris	Mr.	DOD USAF, Eielson AFB
U	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
N/A	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
T	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:**

P	Borg	Casey	Mr.	System Manager
T	Gale	Kent	Mr.	Alaska Fire Service
P	Leber	Rich	Mr.	Technical Advisor
P	McGrath	Max	Mr.	SOA ETS
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
T	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS
P	Woodall	Tim	Mr.	ALCOM



2. Meeting Minutes and Action Items.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Call to Order</b>	Major Matt Leveque was traveling and requested the Vice Chair, Deputy Chief Brad Johnson, run the meeting with the assistance of Mr. Del Smith, Operations Manager. Brad called the meeting to order at 1:36 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 or announcements.	
<b>Previous Meeting Minutes</b>	Del asked the council members if they had reviewed the minutes from the May meeting and if there were requested changes; there were none. On behalf of Brad, Del requested a motion for approval of the minutes.  <b>Motion: Accept the May 7, 2014, meeting minutes, as written.</b>  <b>Motion:</b> Major Matt Leveque <b>Second:</b> Mr. Mark Beals  There were no objections. The motion passed.	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
	Item #57 – This item remains open. The primary Federal Non-DOD FBI primary position and the DPS, USF&WS and JBER alternate positions are all vacant.  Del advised the council Mr. Mike Lewis had advised the Operations Management Office (OMO) he had changed jobs.	
	<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 from the March meeting.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>FY15 Membership Agreements</b>	1. Del Smith advised the council the signed agreements were coming back at a pretty good rate. He reminded them all agreements were to be final no later than the end of the month so if they hadn't completed theirs, they should do so.	



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<p><b>Inventory Confirmation Status</b></p>	<p>2. Del briefed the council there were only two agencies who had not completed their inventories yet; one was Moose Pass who was difficult to get a hold of.</p> <p>Chief Mark Beals advised Del he would try to contact Chief Morris at Moose Pass.</p> <p>Del stated the other agency was US Army-Alaska (USARAK). He advised that USARAK was tasking their individual units to complete the inventories but that a point of contact for Ft Richardson (JBER) had yet to be identified. Del asked Mr. Thomas "Rick" Williams what the status was of appointing someone to complete Ft Richardson.</p> <p>Rick advised the council that USARAK was undergoing some structural changes within the command and he didn't have a definitive answer.</p>	
<p><b>May Document Reviews</b></p>	<p>3. Del briefed the council the Technology Policy and Procedure were approved by the OMO in May.</p>	
<p><b>Draft OMO/SMO FY16 Budget</b></p>	<p>4. Del advised the council members the OMO and System Management Office (SMO) were in the process of preparing the FY16 budget. He stated the OMO contract cost was the same as FY15, but the SMO was still verifying their cost figures. Del briefed the budget would be presented at the July meeting for the council's approval and acceptance. He stated it would go to the Executive Council at their August meeting for their approval and subsequent inclusion into the State's budget process.</p>	
<p><b>May Metrics</b></p>	<p>5. Del briefed the council that voice calls were up 200,000 and this was attributed to the Funny River fire. He also pointed out busies had more than tripled over the previous month. Del advised with all the traffic, a couple of the three-channel sites were overwhelmed.</p>	
<p><b>SMO Infrastructure and Operations Maintenance Services (IOMS) Statement of Work (SOW)</b></p>	<p>6. Del advised the council members the current IOMS contract was ending in FY16 and the new contract would be with the State of Alaska (SOA) and they must decide whether the items currently covered were correct in their scope, too much or not enough. He stated the covered areas were the SMO Customer Support Plan (CSP), the infrastructure maintenance and the SMO staff. Del advised the oversight of the transportable, which was previously a core service in this contract, would be moved to a separate contract specific to the Department of Defense (DOD).</p> <p>Mr. Tim Woodall briefed the highlighted areas covering manpower reporting, the performance plan and the quality</p>	



	<p>plan were all specific requirements of the Federal Acquisition Regulation (FAR) and would also not be included in the new contract.</p> <p>Del advised the group, as far as the time period was concerned, that would be worked out between the DOD and SOA.</p> <p>Tim asked if the contract was only one year at a time and Del stated that it could be a multi-year contract but the funds would have to be certified each year.</p> <p>Tim stated this was similar to the DOD appropriation rules.</p> <p>Del went over the remaining areas with the council. He asked Matt if he had any concerns from the UC perspective and Matt stated he did not. Del asked the council members if there were any items in the contract they felt were unnecessary and there were none noted.</p> <p>Tim advised the council there was one issue they may wish to consider and that was the ancillary equipment not currently covered under the contract, field replacement units (FRUs) and spares. He suggested the council might consider adding a cost line item in the contract for miscellaneous maintenance.</p> <p>Mr. Casey Borg advised the council that antennae were one of the items not covered and if they needed replaced, it was a time consuming process to acquire the funding and get approval. He stated that this could greatly impact a site if they had to wait on parts.</p> <p>Mr. Max McGrath stated he agreed with Tim and his proposal to add a cost line item in the contract to ensure funds are available when needed. He advised it is very useful to have the council's input on these issues regarding what they can and cannot live with.</p> <p>Del asked Tim what he needed today from the council with regard to the IOMS SOW.</p> <p>Tim stated just the addition of the option for the FRU management process not currently covered and the removal of the non-applicable items. He advised he would then work with the SOA to execute a memorandum of agreement.</p> <p>Brad stated he agreed with what Tim proposed and requested the OMO craft it into a motion. (<b>NOTE:</b> The motion was crafted after the meeting and sent to Mr. Woodall, Brad and Matt for their approval and then to the other council members for their concurrence.)</p>	<p>1. OMO to prepare a motion regarding the inclusion of the field replacement unit (FRU) management</p>
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<p><b>Service Level Agreement (SLA)</b></p>	<p><b>Motion: Approve the System Management Office (SMO) draft statement of work, as further modified during, and after, the June 4 meeting discussion to remove contractor manpower reporting, modify the period of performance to reflect the new contract requirement timeframe and to eliminate the requirement for a performance plan, and to also add the requirement for repair/replacement of miscellaneous ancillary equipment (i.e. rectifiers, antennas, batteries, etc.) not covered under Motorola's Field Replacement Unit (FRU) management program.</b></p> <p><b>Motion:</b> Brad <b>Second:</b> Matt</p> <p>There were no objections. The motion passed via email vote of a quorum of council members after the meeting.</p> <p>7. Del advised the council the OMO wished to remove the language in Appendix C of the Service Level Agreement (SLA), which talks about responsibilities that are now covered in the ALMR policies and procedures.</p> <p>Tim stated since the SLA was signed by the parties it contained the full authority of the law, whereas a procedure did not and it would be hard to hold agencies accountable. He explained the Cooperative Agreement does not cover these areas either.</p> <p>Mr. Ocie Adams said he support Tim's position on leaving them in the SLA.</p> <p>Tim suggested that the OMO update the language into a more generic form that agrees to a standard where the details are further provided in the operating instruction/procedure.</p> <p>Del advised the OMO would do this and then present the updated SLA to the council for a motion of approval at the July meeting.</p>	<p>process and funding, and the requested changes to the SMO IOMS SOW for approval by the council.</p> <p>2. OMO to update the SLA Appendix C to a more generic format and provide to the council for approval</p>
<p><b>System Management Office</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Delta Coverage Report</b></p>	<p>Mr. Casey Borg briefed that portable coverage seemed to be the main issue and the area of Jack Warren Road needed additional coverage to support portables. He stated the System is performing per the design and the only way to improve coverage is to add a site.</p> <p>Ocie asked if mobile repeaters could be added to help.</p>	



	<p>Del stated the council had previously made the determination during the review of the North Pole coverage issues that the System was designed for mobile coverage and portable coverage issues would not be addressed at this time.</p> <p>Casey advised there were some subscribers that were under performing when a side-by-side comparison was done with his radio and he had suggested the Delta Junction area agencies perform periodic maintenance inspections on their subscribers.</p>	
<b>Department of Defense</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
<b>Transportable Quantar® Replacement</b>	Mr. Tim Woodall advised the council that DOD now had the funds available to upgrade the transportable to GTR8000s. This would make available 10 channels/Quantar® repeaters; five approved for each zone.	
<b>State of Alaska</b>	<b>Mr. Max McGrath, SOA</b>	<b>Action Items Assigned</b>
<p><b>FY16 SOA Funding</b></p> <p><b>Rabbit Creek Quantar® Replacements</b></p> <p><b>Motorola™ Briefing</b></p> <p><b>Mitigating Busies during Emergencies</b></p>	<p>1. Mr. Max McGrath advised the council that ETS was currently seeking capital operating costs for FY16 and would be working closely with Tim on ALMR issues.</p> <p>2. Max stated the request for the GTR8000 (six pack) to replace the Rabbit Creek Quantars® was still in the procurement process.</p> <p>3. Max briefed DOD, SOA and the Municipality of Anchorage had been in meetings with Motorola™ to discuss the System lifecycle management and System Upgrade Assistant program, as well as the risks associated with not keeping the System up to date.</p> <p>4. Max asked if there was some solution that could be put into place in a day or two's time that wasn't high cost that could help eliminate System busies in emergencies.</p> <p>Tim stated that was what the transportable was designed for. He advised only the communications shelter would be needed if a tower and power were already in place; it could be hooked up and left until no longer needed. Tim stated the DOD could write the deployment order and get a quote from the contractor to cover the transportation, hook up and tear down. He said the cost wouldn't be as much since the contractor wouldn't have to stay with it.</p> <p>Casey said it would have to be added to the Motorola™ contract if they wanted 24/7 monitoring.</p> <p>Tim briefed in emergency situations, such as forest fires, the Commander, Alaskan Command (COMALCOM) has</p>	



	<p>the authority to deploy the transportable.</p> <p>Max stated he'd like to continue to discuss this as an option in the future.</p>	
<b>Old Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
	There were no Old Business items.	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<p><b>DIACAP</b></p> <p><b>Conventional Repeaters</b></p> <p><b>Motorola™ Wrap Up Briefing</b></p> <p><b>Funny River Fire Communications Issues</b></p>	<p>1. Matt requested Tim brief the council at the July meeting regarding DIACAP going away.</p> <p>2. Mr. Jordan Halden advised the council that SOA Health and Social Services (HSS) had purchased conventional narrowband repeaters, which were currently installed at 14 ALMR sites across the state. He stated Forestry is currently working with them to rename both the HSS and Forestry repeaters as State repeaters. Jordan advised these could be used as a backup to ALMR and currently some emergency medical services were utilizing them at a low level.</p> <p>Del requested that Jordan to send the list of repeaters to the OMO who would then distribute to the member agencies.</p> <p>3. Del stated the wrap up session was scheduled for Friday and asked Max if he wanted the OMO to distribute to the council. Max stated he did not have a problem with it.</p> <p>4. Mr. Paul Kain suggested that ALMR needed a strategy to deal with the loss of communications in emergencies. He stated during the biggest crisis point in the Funny River fire, which was the evacuation of the people, the communications locked up.</p> <p>The OMO asked if the agencies were utilizing the Incident Command (IC) Zone channels and they were. OMO requested Paul provide a write up as to what occurred.</p> <p>Ms. Tammy Goggia stated she was involved during the time this occurred and would write something up.</p> <p>Jordan stated that this occurred last year and the biggest issue he witnessed was that agencies assigned to the IC channels were utilizing their mobiles for this, but they were also using their portables to monitor their agency talkgroup. He pointed out they were using twice as many resources by doing this and it didn't take long for the smaller sites to be saturated.</p>	<p>3. OMO to distribute list of conventional repeaters to ALMR agencies.</p> <p>4. OMO to distribute meeting information to the council.</p>



	<p>Max requested this be added to the Issues and Risks Log.</p> <p>Matt advised that by and large many of these individuals don't use their radios a lot so they think if they don't hear others talking constantly, that they are not on the correct channel.</p> <p>Del stated that this exact same issue had been previously discussed in the <i>Insider</i>, but that the OMO would write up another article for the July edition. He also stated Mr. Joe Quickel, the training coordinator, covers this in his training efforts.</p>	<p>5. OMO to add training issue on dual channel use to the Issues &amp; Risks Log.</p> <p>6. OMO to write an article for the newsletter regarding dual monitoring of channels/talkgroups.</p>
<b>Next meeting</b>	<b>Discussion</b>	
	<p>Del announced the next two regularly scheduled meetings were July 2 and August 6.</p> <p>Ocie advised the council he would be on leave and Mr. Greg Patz would attend in his place. Brad reminded the group he would also not be available for the July meeting. Matt stated he would be at a conference but he would step out to call in.</p>	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>Del asked, on behalf of Brad, if there were any other comments or any further business the council wished to discuss.</p> <p>Hearing none, Del requested on behalf of Brad, a motion to adjourn the meeting.</p> <p><b>Motion: Adjourn the June User Council meeting.</b></p> <p><b>Motion:</b> Ocie <b>Second:</b> Jordan</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:43 p.m.</p>	