

Date: April 2, 2014

1. Attendance.

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

User Council Members

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

	Alternate				
U	Arasz	Paul	Mr.	Fed Non-DOD, FBI	
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA	
Т	Flowers	Alvin	Mr.	Fed Non-DOD, TSA	
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager	
Т	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch	
Т	Jones	Dave	Mr.	DOD USAF, Eielson AFB	
Т	Kain	Paul	Mr.	Fed Non-DOD, USFS	
U	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service	
N/A	Patz	Greg	Mr.	SOA DOT	
	VACANT			DOD USAF, JBER	
	VACANT			DOD US Army	
	VACANT			SOA DPS, AST	

Supporting Staff and Guests:

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Р	Borg	Casey	Mr.	System Manager
Р	Leber	Rich	Mr.	Technical Advisor
Р	Rockwell	John	Mr.	DPS 911 Coordinator
Т	Shafer	Sherry	Ms.	Document Specialist
Р	Smith	Del	Mr.	Operations Manager
Р	Stormo	Scott	Mr.	SOA ETS
Р	Woodall	Tim	Mr.	ALCOM COR



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2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque was out of state and unable to call in. He asked the Vice Chair, Deputy Chief Brad Johnson, to run the meeting; Brad requested Mr. Del Smith, Operations Manager, assist with facilitating the meeting. Brad 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 or announcements.	
Previous Meeting Minutes	Brad asked the council members if they had reviewed the minutes from the March meeting and if there were requested changes; there were none. Brad requested a motion for approval of the minutes.	
	Motion: Accept the March 5, 2014, meeting minutes, as written.	
	Motion: Mr. Ocie Adams Second: Mr. Jordan Halden	
	There were no objections. The motion passed.	
Issues & Risks Log	Active Issues	Action Items Assigned
	Item #57 – This item remains open. The primary Federal Non-DOD FBI primary position and the DPS, USARAK and JBER alternate positions are all vacant.	
	Del advised the council members the nomination for Mr. Greg Eubank, Department of Military and Veterans Affairs, to fill the State of Alaska (SOA)-All Others alternate position was approved by the Executive Council at their March 20 meeting. 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 March meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Annual Inventory	Del Smith advised the council that 98 of the 119 agencies operating on the System had completed and returned their inventory confirmation forms. He stated the deadline for completion was April 15 and at that time the issue of any	



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	agencies not in compliance would be discussed regarding what action to take.	
March Document Reviews	2. Del briefed the council on the documents approved by the Operations Management Office (OMO) in the month of March. He also asked Ms. Sherry Shafer, Documentation Specialist, to remind the council of the April reviews assigned to the User Council (UC) for review and approval.	
	Ms. Shafer advised the council the Facility Security Penetration Policy and Procedure were overdue review and approval by the UC and required two more member votes. She also advised the council members the Virus Protection Policy was due on April 8.	
March Metrics	3. Del stated the voice calls were up for March and that the busies had effectively doubled but the exercise might have had some impact on these statistics.	
	He briefed the slides prepared at the request of Mr. Tim Woodall for the Department of Defense (DOD); Blueberry Hill was at 37 percent capacity and had 136 busies in 5 days, Rabbit Creek was at 25% capacity and had 117 busies, Fire Station 12 with 3 channels currently turned off was only at 12 percent capacity and had no busies.	
	Del advised the other busies were scattered around the System and Valdez, where the exercise took place only had 8, so all in all, ALMR did very well. He also stated the OMO provided Situational Reports (SITREPs) to JNCC and SECC during the course of the exercise.	
System Management Office	Mr. Casey Borg, System Manager	Action Items Assigned
System software patches	1. Mr. Casey Borg advised the council members there were some significant software patches coming up that would affect the System. He stated the Zone Controller rollovers would affect voice traffic but the System Management Office (SMO) planned to do them at approximately 4 or 5 a.m. to minimize the impact and also so the System Support Center (SSC) in Schaumburg, IL, was available to monitor the event.	
	Casey stated he expected the event to be completed at approximately 5:30 a.m.	
Delta Coverage	2. Casey briefed the council he would put out a report next week regarding the findings of the Delta area coverage testing. He stated there were a couple areas around Jack Warren Road and Mill Camp Road where the coverage was sketchy, but overall the coverage maps were pretty accurate.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
Service Level	Tim asked the council to review and validate the Service	
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Agreement	Level Agreement (SLA) and also to review the Statement of Work (SOW) for the Infrastructure Operation and Maintenance Services (IOMS) contract within the next 90 days as they approach the end of the current contract period and prepare for a new one.	
	Brad asked, with the recent infrastructure ownership changes, if the OMO would be reviewing the SLA prior to it going to the UC and Del advised him the changes were made at the time the equipment was transferred.	
	Tim asked the council, as they reviewed the documents, to validate the services provided and the response times and also to review the spares management. He stated the DOD and SOA would need to ensure they had critical spares available, as well.	
Upcoming Contract Renewals	2. Tim stated the DOD was attempting a different approach to the contracting process this time with the SOA providing the primary contract and the DOD going through them for the services, but approval of this method would have to make it through the legal office first.	
	Del asked if the current contract end date was June 30, 2016, and Tim confirmed that but emphasized the DOD would like to be well out in front of the end date.	
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State of Alaska	Mr. Max McGrath, SOA	Action Items Assigned
State of Alaska Current Projects		Action Items Assigned
	Mr. Max McGrath, SOA Mr. Max McGrath was out of the office and unavailable to attend	
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Current Projects Old Business New Business	Mr. Max McGrath, SOA Mr. Max McGrath was out of the office and unavailable to attend the meeting. Del asked Mr. Scott Stormo if he had anything for the group and Scott stated he had nothing to add Discussion There were no Old Business items. Discussion	Assigned Action Items Assigned Action Items
Current Projects Old Business New Business Fairbanks Communications	Mr. Max McGrath, SOA Mr. Max McGrath was out of the office and unavailable to attend the meeting. Del asked Mr. Scott Stormo if he had anything for the group and Scott stated he had nothing to add Discussion There were no Old Business items. Discussion 1. Brad stated the Fairbanks Communications Center had moved over to MCC7500 consoles and the area was currently	Assigned Action Items Assigned Action Items



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International Wireless Communications Expo (IWCE)	Jordan stated they created a Communications Plan for the event and utilized the Regional Incident Command Channels and talkgroups; there were minimal issues. Del stated the OMO was always looking for articles for the Insider newsletter so events like this would be good material. 3. Del advised the council he had attended IWCE the previous week and had talked to some of the vendors about their consoles regarding Inter-RF Subsystem Interface/ Console Subsystem Interface (ISSI/CSSI). He discussed the issue with representatives from Zetron and Avtec. Del stated both he and Casey had also met with Motorola® last month and discussed it, as well. He stated he would report to the UC in the coming weeks on what they found out, but moving forward this has to be well thought out and this is why they were taking their time and looking at all the available options.	
Next meeting	Discussion	
	Del announced the next two regularly scheduled meetings were May 7 and June 4. He asked the group if they had any issues with those dates and there were no responses.	
Adjournment	Discussion	
	Del asked Brad if there was any further business he wished to cover; Brad responded there was not.	
	Del asked Brad if he would like to adjourn the meeting at this time.	
	Brad requested a motion to adjourn the meeting.	
	Motion: Adjourn the April User Council meeting.	
	Motion: Ocie Second: Mr. Alvin Flowers	
	There were no objections. The motion passed.	
	The meeting adjourned at 2:03 p.m.	