



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: December 3, 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
E	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, <b>Vice Chair</b>
T	Kaiser	Bill	Mr.	Fed Non-DOD, FBI
E	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
T	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
	VACANT			DOD USAF, JBER
	VACANT			Municipalities Central

Alternate				
N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
U	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
N/A	Williams	Rick	Mr.	DOD US Army, USARK
	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	McGrath	Max	Mr.	SOA ETS
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Torro	Michael	SFC	USARAK G6
P	Woodall	Tim	Mr.	ALCOM COR



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 called the meeting to order at 1:30 p.m. and requested Mr. Del Smith, Operations Manager, help run the meeting since Del was present in Anchorage and he was calling in.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
<b>Introduction of Guests</b>	Matt announced there were no special guests present.	
<b>Previous Meeting Minutes</b>	<p>Del asked the council members, on behalf of Matt, if they had reviewed the minutes from the November meeting and if there were requested changes. There were none. A motion was requested for approval of the minutes.</p> <p><b>Motion: Accept the November 5, 2014, meeting minutes, as written.</b></p> <p><b>Motion:</b> Matt <b>Second:</b> Mr. Ocie Adams</p> <p>There were no objections. The motion <b>passed</b>.</p>	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
	<p><b>Item #57 remains open.</b> The DPS alternate, USF&amp;WS (alternate to BLM), JBER primary and alternate and the USARAK alternate positions are all vacant. <b>Update 11/17:</b> A vacancy for the Municipalities-Central primary position was added due to the resignation of Chief Mark Beals.</p> <p><b>Item #60 remains open.</b> <b>Opened 9/3:</b> 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. <b>Update 11/5:</b> There was no change in the status.</p>	
	<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>
	<p>There was one June action item that continued to remain open through November:</p> <p>1. Mr. John Lynn to produce a straw man layout for the conventional frequencies/channels for programming into trunked radios and to set up a virtual working group/team for input.</p>	



	(Carry over from June, <b>OPEN</b> )	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>User Council Annual Elections</b>	<p>1. Del advised the council members voting was complete.</p> <p>Ms. Sherry Shafer announced Major Matt Leveque was re-elected as the User Council Chair and Deputy Chief Brad Johnson was re-elected as the Vice Chair.</p>	
<b>Channel Additions</b>	<p>2. Del briefed that the System Management Office (SMO) and Enterprise Technologies Services (ETS) had completed the installation of an additional channel at the Cottonwood Creek site on November 21. He advised the busies were at 19 the week prior to the channel installation and had dropped to 2 following the upgrade.</p> <p>He stated the Quantars® for Glennallen, Tok, Tolsona and Willow Mountain should be installed in the next couple weeks.</p>	
<b>Municipalities-Central Vacancy</b>	<p>3. Del expanded on the previous discussion regarding the vacancy in the primary Municipalities-Central representative position. He advised the council the Kenai Fire Chiefs Association had nominated Ms. Tammy Goggia to move from the alternate position to the primary position and had nominated Mr. Steve Boyle, Kachemak Emergency Services, to become the new alternate.</p>	
<b>Clear site</b>	<p>4. Del stated he hadn't heard of any changes in the status of the Clear site and deferred to Mr. Casey Borg for an update.</p> <p>Casey briefed there was no change; Clear was still reviewing the information before deciding where to place the site.</p> <p>Del stated he assumed the site would still be a four-channel site once installed.</p>	
<b>Motorola™ End-User Video</b>	<p>5. Del advised Motorola™ was on site two weeks ago to do the ALMR "outreach" video. He briefed it should be available in the next week or so and was basically a five- to six-minute video which encapsulates what ALMR is all about.</p> <p>Mr. Max McGrath explained the target audience was the executive leadership in the State and he thanked Del and Matt for getting everyone together so quickly. He emphasized with the transition in progress, the timing couldn't have been better.</p>	
<b>November Document Reviews</b>	<p>6. Del requested Sherry brief the documents approved by the Operations Management Office (OMO) during the month of November and she stated the Subscriber Emergency Button Activation Policy and Procedure 300-7, Asset Management Policy and Procedure 400-8 and High Level Strategy were all</p>	



<p><b>November System Metrics</b></p> <p><b>Business Case Annual Update</b></p> <p><b>Motorola™ Technical Users Group (MTUG)</b></p>	<p>reviewed and updated.</p> <p>7. Del pointed out the voice calls were below one million for the first time this year and busies had dropped to almost half of number from October.</p> <p>8. Del advised the council the OMO was in the process of doing the annual update to the Business Case and it would be presented to them in January for their review and approval.</p> <p>Mr. Tim Woodall asked if it had a financial analysis in it. He advised he had some cost comparison tables in current dollars he would like to add for clarification of the value added from having a system like ALMR to utilize.</p> <p>Del stated there were examples noted from the two previous Total Cost of Ownership Studies, as well as the Economic Analysis, Separation Study and the State-funded ALMR Feasibility Study.</p> <p>9. Del advised the members that Mr. Greg Eubank had been diligently working to create an Alaska Motorola™ Technical Users Group (MTUG). He stated he would send out the most recent request from Greg for ideas and topics of discussion to the council members unless there were objections. No objections were received.</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>RadiolP</b></p>	<p>Casey briefed he had received a recent inquiry regarding RadiolP, which is a type of gateway device that can patch from a phone into the radio network. He stated he would get more information on it soon.</p> <p>Tim asked if it was different from MotoBridge® and Casey advised it was similar but more software driven.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Max McGrath, SOA</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Administration Transition</b></p> <p><b>Security Update Service (SUS)</b></p> <p><b>Capital Refresh</b></p>	<p>1. Mr. Max McGrath advised the council the Department of Administration was currently in transition but the current director was still here. He stated there was a new Acting Commissioner who was interested in continuing to put forward the capital “asks” that had been submitted.</p> <p>2. Max stated the security update service package was at procurement as of last week.</p> <p>3. Max briefed the capital refresh for the Quantars® and consoles was still on track. <b>NOTE:</b> After the meeting conclusion, Max was advised by the ETS Strategy Team there were no ETS capital refresh requests or deferred maintenance costs included in the Governor’s “work in progress” budget. It is</p>	



<p><b>Motorola™ Video</b></p> <p><b>Major Outages</b></p>	<p>unknown at this time whether the requests will be included in the supplemental budget due February 18, 2015.</p> <p>4. Max thanked everyone again for their input into the video and Del for helping pull it all together.</p> <p>5. Max explained there had been a major outage at Kodiak yesterday and the sites had disconnected from the Tudor Road controller and there was a second one today at Ski Hill. He stated ETS would be preparing analysis documentation on what occurred and what steps would be taken to prevent it from happening again.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Tim Woodall, ALMR DOD Representative</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>SUS</b></p> <p><b>Quantar® Replacement</b></p> <p><b>Interagency Agreement</b></p>	<p>1. Mr. Tim Woodall advised the council members the Department of Defense (DOD) was still in a continuing resolution so the funds were on hold for the SUS, but the service components were aware of their cost portions.</p> <p>2. Tim briefed the contracts for the replacement of the Quantars® had been awarded and there would be ten units from the R1North site and five each from the transportables. He stated the DOD would work with the State on how to get them transferred or to execute a memorandum of understanding to loan them out.</p> <p>Tim briefed the Army would be upgrading their Quantars® sometime in 2016 and Eielson was trying to complete theirs in 2015.</p> <p>3. Tim advised both Pacific Command (PACAF) and US Army-Pacific (USARPAC) were working on an interagency agreement with the State to execute a services contract, but the agreement would require Secretary of Defense (SECDEF) level approval. He stated hopefully it would be in place by July 2015.</p> <p>Max advised he had also briefed his procurement, contracting and leadership staffs.</p>	
<p><b>Old Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
	<p>There were no Old Business items.</p>	
<p><b>New Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Critical Public Safety Communications</b></p>	<p>Matt advised the State was currently transitioning over to Governor Walker and that Chief Jeff Tucker, who represents the Alaska Fire Chiefs and is also a member of the Executive Council, was able to insert ALMR as one of five critical public safety communications issues in the State. He stated he hoped this would raise concerns/questions with the Governor and his staff about interoperable communications.</p>	
<p><b>Next meeting</b></p>	<p><b>Discussion</b></p>	



	Del announced, on behalf of Major Leveque, the next two regularly scheduled meetings were January 7 and February 4, 2015.	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>Del asked, on behalf of Major Leveque if there were any other comments or any further business the council wished to discuss. There were no further comments and a motion was requested to adjourn the meeting.</p> <p><b>Motion: Adjourn the December monthly User Council meeting.</b></p> <p><b>Motion:</b> Matt <b>Second:</b> Ocie</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:01 p.m.</p>	