



Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: August 6, 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
T	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, Vice Chair
P	Kaiser	Bill	Mr.	Fed Non-DOD, FBI
T	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
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

Alternate				
P	Arasz	Paul	Mr.	Fed Non-DOD, FBI
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	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
E	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
T	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
P	Leber	Rich	Mr.	Technical Advisor
P	Lynn	John	Mr.	SOA ETS
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
P	Quickel	Joe	Mr.	ALMR Training Coordinator



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque called the meeting to order at 1:37 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests	No special guests were present; however Major Leveque congratulated Mr. Bill Kaiser with his appointment to the council and Mr. Rich Garrett with his move to the primary US Army position. He also thanked Mr. Rick Williams for his service on the council.	
Previous Meeting Minutes	<p>Major Leveque asked the council members if they had reviewed the minutes from the July meeting and if there were requested changes. There were none; therefore, he requested a motion for approval of the minutes.</p> <p>Motion: Accept the July 2, 2014, meeting minutes, as written.</p> <p>Motion: Mr. Rich Garrett Second: Ms. Tammy Goggia</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	Item #57 – This item remains open. The primary Federal Non-DOD FBI position was filled but the DPS, USF&WS (alternate to BLM), JBER primary and USARAK alternate positions are all vacant.	
	Item #60 remain open.	
	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 were June action items that remained open through July.</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 list was received, but not distributed pending further discussion at today's meeting. • OMO to update the Service Level Agreement Appendix C, Operations and Maintenance Processes 	



	<p>and Procedures, to a more generic format and provide to the User Council for approval. (NOTE: There was one site remaining verification of microwave path information and discussion pending on the MotoBridge™ table.)</p>	
<p>Operations Management Office</p>	<p>Mr. Del Smith, Operations Manager</p>	<p>Action Items Assigned</p>
<p>Conventional Mutual Aid Frequencies</p>	<p>1. Mr. Del Smith advised the council members he had received the list of conventional repeaters from Mr. Jordan Halden, but after some discussion with Mr. John Lynn decided to wait for today's meeting so the council could discuss the issue. Del deferred to John to brief the council on the conventional mutual aid frequencies.</p> <p>Mr. John Lynn reminded the council the Statewide Interoperability (IOP) Zone was to appear in every radio and Enterprise Technology Services (ETS) had used the National Interoperability Field Operations Guide (NIFOG) as their guide for the channel/frequency layout. He stated the problem is that some of the conventional radios still in use by agencies not on ALMR don't have the IOP programmed.</p> <p>John stated ETS does sharing agreements, much the same as ALMR does Talkgroup Sharing Agreements, to use with agencies with conventional radios but the issue they've run into is there are only four trunked talkgroups/channels in the IOP list and this is not useful for conventional radios.</p> <p>John explained there are channels EMS 1 – 4 (belonging to the Emergency Medical Services) in many non-trunked radios which he wanted to make available to trunked users during emergencies. Currently, this has to be done via a communications center patch to the EMS repeater.</p> <p>Mr. Jordan Halden also volunteered to share the Forestry conventional repeaters.</p> <p>John briefed the Alaska Trucking Association (ATA) traditionally used bootlegged frequencies but have come up with a standard frequency, which they have licensed. Subsequently, ETS now has a frequency sharing agreement with ATA, which is valuable for the Department of Transportation (DOT) and the Alaska State Troopers (AST).</p> <p>Major Leveque stated he appreciated John's and Del's efforts, as well as Jordan's in working to find a solution. He also stated to Tammy that when they (the Troopers) were trying to figure out how to talk to dispatch during the</p>	



<p>Service Level Agreement</p>	<p>upgrade (7.13), this solution would have been helpful. Major Leveque advised that this would need to be socialized so dispatchers knew where the repeaters were located. He also briefed that the Department of Public Safety (DPS) was working with DOT on a memorandum of understanding for emergencies.</p> <p>John advised he had some Google Earth™ maps that show where the repeaters are located.</p> <p>Major Leveque briefed that they need to consider the guidance for one-zone radios such as the XTS1500® that were purchased with previous grant money for EMS agencies and volunteer fire departments. He stated the National Guard had a number of them, as well.</p> <p>John strongly suggested utilizing the IOP Zone layout.</p> <p>Major Leveque asked what the next steps would be and John stated he would bring a strawman layout to the next meeting.</p> <p>Mr. Max McGrath tasked John with producing the strawman and bringing it back to the group. He also tasked John with setting up a virtual team to get input and socialize the concept.</p> <p>John stated he wanted to get this done as soon as possible because he didn't want to miss the code plug review/update cycle.</p> <p>Del stated the council members could send their comment to the Operations Management Office (OMO), as well, and they would pass them on to John.</p> <p>2. Del briefed the council the Service Level Agreement (SLA) was still being worked.</p> <p>Major Leveque explained he had contacted the OMO earlier in the day regarding some of the information that had been removed. He stated his understanding, after discussing it, was the information did not need to be spelled out in detail in the SLA because it was now contained in ALMR policies and procedures which provided the necessary detail. He asked the OMO if this was correct.</p> <p>Ms. Sherry Shafer explained many of the current policies and procedures utilized information directly out of the SLA. She reminded the council that Mr. Tim Woodall had previously stated the signed SLA, by the parties, had the "force of the law" behind it so rather than having to update</p>	<p>1. Mr. John Lynn to produce a strawman layout for the conventional frequencies/channels for programming into trunked radios and to set up a virtual working group/team for input</p>
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<p>FY15 Membership Agreements</p>	<p>the SLA each time a policy or procedure is revised, the OMO felt it was appropriate to reference the applicable document within the SLA. This should still meet the intent and provide the “force of the law” without specifically spelling out each detail in the SLA.</p> <p>3. Del advised the council the agencies who still had not completed their FY15 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 stated the three military agreements had been sent to Mr. Tim Woodall who was working to get them signed.</p> <p>Rich stated they had signed theirs and it was awaiting joint signature, so it should be completed in a week or two.</p> <p>Del asked what the council wanted to do with regard to Chitina, who had been contacted numerous times.</p> <p>Major Leveque asked Del to table the decision for a month and he’d ask the Trooper Sergeant to contact Mr. Boone and discuss the utility of Chitina remaining on the System. At that point, if he didn’t sign the agreement, the radios could be shut off.</p>	
<p>Subscriber Inventory</p>	<p>4. Del stated currently USARAK was the only agency to not complete their inventory but the 49th Missile Defense Battalion at Fort Greely had signed their form. There was still one unit on Fort Greely and a few on Fort Wainwright that were due; there was still no appointee for Fort Richardson.</p>	
<p>July Document Reviews</p>	<p>5. Del advised the council the OMO had approved the System Recover Policy and Procedure, System Vulnerability Management Policy and Procedure and the Privileged User Acceptable Use Policy and Procedure with non-substantive changes.</p>	
<p>July Metrics</p>	<p>6. Del stated the voice calls were slightly down but busies were up. He stated there were no significant events.</p>	
<p>Funny River Fire After Action Review</p>	<p>7. Del briefed an after action review put together by Mr. Scott Walden, Kenai Peninsula Borough Emergency Operations Manager, regarding the Funny River fire was scheduled for August 21 at 9:30a.m. He stated the perceived issues regarding the ALMR System would be discussed, as well as the lack of drawer plans for multi-agency events.</p>	
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>



	Mr. Casey Borg stated the System Management Office (SMO) was looking into the coverage in the Potter's Marsh area. He stated the testing showed poor portable radio coverage from Hope to Rabbit Creek and at the Train Museum, which was in line with the coverage maps. He stated the SMO had done some antennae testing and the periodic maintenance inspection today and everything was working properly at the site	
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
Capital Requests	<p>1. Mr. Max McGrath advised the council the State had requested all capital requests a month early and Enterprise Technology Services had delivered them accordingly. The areas they covered were replacement of the consoles and Quantars® and funding for the System Upgrade Assistance (SUA) program for five years.</p> <p>Max also stated he submitted several for coverage expansion projects and he hoped he was able to provide an appropriate picture that ALMR is growing in use and there are areas where the population is either under-served or unserved that need addressed.</p> <p>Max stated he had also met with the new Deputy Commissioner and stressed that the underlying State of Alaska Telecommunications System (SATS) needed to be maintained at the same level of ALMR as outlined in the SLA because SATS is the ALMR System backbone.</p> <p>Major Leveque stated the capital projects are a big deal and it makes sense because ALMR is now better positioned this year to have the necessary conversations with the Office of Management and Budget (OMB) and the State Legislature.</p>	
ETS Projects	<p>2. Max briefed ETS had many projects they would be working as well which included the:</p> <ul style="list-style-type: none"> • Upgrade of the Kenai microwave sites • Alcatel Lucent project • Replacing the Ernestine power cable 	
ALMR Site Busy Mitigation	<p>3. Max advised the frequencies for the requested channel expansions at Glennallen, Tok, Willow Mountain, Cottonwood Creek and Tolsona were currently at the Federal Communications Commission (FCC) for approval and once received, the combiners could be ordered.</p>	
Rabbit Creek	<p>4. Max stated the first upgrade of an ALMR site to the</p>	



GTR8000	<p>GTR8000 had went seamlessly. The site was down for approximately two hours in the early morning. He stated by putting the equipment into this site it would allow ETS to see if it was a good fit for other sites.</p> <p>Major Leveque stated he applauded ETS and Max for their efforts on this project.</p> <p>Casey advised this equipment would also allow the future subdivision of the frequencies.</p>	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
FY14 Training Summary Presentation	Mr. Joe Quickel provided a presentation for SOA FY14 which highlighted the agencies trained, the total number of personnel trained, the areas they were trained in and the future focus of training outreach efforts.	
Next meeting	Discussion	
	Major Leveque announced the next two regularly scheduled meetings were September 3 and October 1.	
Adjournment	Discussion	
	<p>Major Leveque asked if there were any other comments or any further business the council wished to discuss.</p> <p>Hearing none, he requested the council provide a motion to adjourn the meeting.</p> <p>Motion: Adjourn the August monthly User Council meeting.</p> <p>Motion: Mr. Ocie Adams Second: Chief Mark Beals</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:48 p.m.</p>	