



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: March 6, 2013

1. Attendance Roster.

User Council Members and Alternates

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

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

Alternate

N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
E	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
N/A	Keeney	George	Chief	Municipalities Central, Valdez FD
N/A	Rollins	Kermit	TSgt	DOD USAF, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
U	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
N/A	Patz	Greg	Mr.	SOA DOT
	VACANT			SOA All Others
	VACANT			DOD US Army Alaska
	VACANT			SOA DPS, AST

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Kohler	Jim	Mr.	SOA ETS Telecom Special Projects
P	Leber	Rich	Mr.	Operations Technical Advisor
P	Paulick	Adam	Mr.	Acting Director, ETS
P	Richter	Bruce	Mr.	OEC Region X
T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS



P	Woodall	Tim	Mr.	DOD QA/QC
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2. Meeting Minutes and Action Items.

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque 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.	
Previous Meeting Minutes Approval	<p>The minutes from the February 6 meeting were reviewed. Major Leveque asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p>Motion: Accept the February 6, 2013 meeting minutes, as written.</p> <p>Motion: Deputy Chief Brad Johnson Second: Mr. Pete Murphy</p> <p>There were no objections. The motion passed.</p>	
Review of I&R Log	Active Issues	
	Item #57 – This item remains open due to the fact the SOA-DPS alternate, SOA-All Others alternate, and USARAK alternate positions are still vacant.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Review of Action Items from Previous Meeting	There were two Action Items from the February meeting, which were closed.	
Operations Management Office (OMO) Update	Mr. Del Smith, Operations Manager	Action Items Assigned
7.13 Migration	<p>1. Mr. Del Smith advised the council that the Migration Team was meeting twice a month and that he was meeting weekly with Mr. Adam Paulick, Acting Director State of Alaska (SOA) Enterprise Technology Services (ETS) and Mr. Joe Fugiere, SOA Project Manager. He stated the current impact timeline (ITL) from Motorola® was still pretty vague, but he understood a better one was in the works.</p> <p>Del briefed the cutover was planned for the first weeks in August and the Motorola® operations personnel were supposed to be in state from August 5 - 20.</p> <p>Del advised both himself and Mr. Casey Borg, System Manager, had been contacting the dispatch locations</p>	



<p>Operations Management Office (OMO) Contract</p> <p>Next Sites for Upgrade</p>	<p>requesting their backup plans for operations during the cutover. He advised many of the agencies were going to revert to their conventional frequencies or operate in site trunking mode during this time.</p> <p>Del stated he had talked to both Fairbanks and MatSu about the possibility of strapping a consolette to their site during this time to help minimize the disruption. He stated unfortunately there was no great solution to minimize the impact for the Alaska State Troopers (AST) during the cutover.</p> <p>Del advised that Mr. Tim Woodall had sent requests to the Department of Defense (DOD) sites regarding their backup plans, but he would contact them, as well.</p> <p>2. Del briefed the council that the SOA was going to be submitting the FY14 OMO contract for a full request for proposal (RFP) despite earlier statements that it would be sole-sourced to the current contract administrator.</p> <p>He stated that with the current change in infrastructure ownership, SOA would execute the OMO contract and the DOD would sub-contract with SOA for the shared services.</p> <p>3. Del advised the council the combiners had arrived at ETS for the Kasilof and Kenai sites. He briefed that he was advised ETS was waiting for a few other parts, and the System Management Office (SMO) would install them. Del stated it was imperative they were installed as soon as possible. He pointed out to the council there was a 63-second busy at the Kenai site in February and the fire season was close at hand.</p> <p>Del also briefed the council that he understood the SMO and ETS had devised a solution for the Peger Road site. He asked Casey if he could talk to this.</p> <p>Casy stated that currently they had a solution for a portion of the Peger Road upgrade. He advised Mr. Dean Strid, ETS, was working on the combiner, but that the frequencies and stations had been identified.</p> <p>Del advised the reason this item was on the agenda was the council needed to start looking at what sites to do next. He stated the SOA ETS lead engineer had distributed a summary of recommendations. He reminded the council that in previous discussions, they had considered moving channels from Fire Station (FS) 12 to Goose Bay to eliminate some of the congestion in the MatSu area. He stated ETS had recommended FS12 remain as is in their summary.</p>	
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	<p>Del stated the council had also had recent discussions on the possibility of utilizing simulcast systems in some areas but this would require funding and to his knowledge, that funding did not exist.</p> <p>Del cautioned that the ideas floating between the SMO and ETS should not be pursued by them until both the User Council and the Executive Council had given them their blessings.</p> <p>Del briefed North Pole was another site previously selected by the council as needing more adequate coverage. He stated the Moose Creek area had been looked at but North Pole Police Department (NPD) is the current recommended location. Del advised the Moose Creek site did not provide adequate in-building coverage. He stated this expansion still was dependent on available funding.</p> <p>Mr. Jim Kohler asked if ALMR was built with the intent to provide in-building coverage.</p> <p>Major Leveque stated that was not the sole purpose, but if it was obtainable from a site then it was considered of value.</p> <p>Del stated another issue regarding the proposed North Pole site was cost. He advised a tower already existed at NPD, whereas Moose Creek would be a green site.</p> <p>Major Leveque advised that currently, this was just speculation on the best location but there was a strong possibility another location could be chosen.</p> <p>Jim stated other sites had been looked at, and Chief Jeff Tucker was involved in the site surveys. He advised that NPD was looked at as well as another existing commercial site, which could be made accessible to ALMR. Jim stated the commercial site had infrastructure already there, as well. He advised Mr. Adam Paulick was putting down the costs of both to present to the council so they could see the figures side by side.</p> <p>Adam briefed the council there were many options available at North Pole. He stated Casey had done some coverage predictions for ETS and looking at those and the cost figures, there was a little more work to do before a decision could be made.</p> <p>Del advised the council that on the SOA summary was also an item regarding replacing the six-channel Rabbit Creek site with a new rack-mounted "six-pack," then four of the existing radios could be used at North Pole and two would be spares.</p>	
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<p>Talkgroup Sharing Agreement Form</p>	<p>Del stated this plan was not in line with the current User Council priorities. He suggested looking at a number of the three-channel sites that the council had discussed in the past and if there is an opportunity, the council should look at doing away with as many of those as possible before planning other site upgrades.</p> <p>Casey stated the Glennallen, Tolsona, and Willow Mountain sites always see a jump in busies in the summer months. He also advised the Nenana site would be another site that needed to be looked at for upgrade quickly.</p> <p>Del briefed April 1 was the projected shut down date for the Clear site. He advised the OMO had been collecting weekly usage of Clear Air Station (AS) with respect to the Clear site. Del stated once the equipment was removed SOA would be offered the equipment for free and if they declined to accept it, then it would be sent to the DOD Defense Reutilization Marketing Office (DRMO).</p> <p>Major Leveque cautioned the group stating they need to look closely at whether the proposals are a \$100K solution or a \$100M solution.</p> <p>Tim advised the council he believed Colonel Moser had told the Clear AS commander the site would be shut down on March 15 versus April 1.</p> <p>Casey said he would check his email.</p> <p>4. Del explained the current process and policies regarding sharing talkgroups. He advised one of the ALMR organizations had requested the form be presented for possible modification to allow both agencies to sign only one form.</p> <p>Major Leveque stated he didn't see a down side to having a reciprocal form but he thought there still needed to be a one-way form.</p> <p>Brad stated he agreed but he really didn't care. He could accomplish the task either way.</p> <p>The OMO volunteered to develop a template for the reciprocal form and provide it to the User Council for review and comment.</p> <p>Brad stated he was in favor of the keep-it-simple-stupid (KISS) method of documenting talkgroup sharing.</p>	<p>1. OMO to develop template for a reciprocal Talkgroup Sharing Agreement form and distribute to the User Council for review and comment.</p>
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<p>Document Reviews</p>	<p>Casey stated you could just put places for both the signatures on the form.</p> <p>Del advised the council that in addition to this request, there had been some issues regarding who was authorized to sign the form. He stated the SMO has a list of individual points of contact for each agency and those individuals had varying levels of authority to accomplish things for the agency. Del suggested that if an agency wants an individual to have the authority to sign the form, they need to send documentation to the Help Desk stating such.</p> <p>5. Del advised the OMO had approved the Records Management Policy and Procedure 300-1, System Backup and Recovery Policy and Procedure 400-5 and the Outage Reporting Policy and Procedure 400-11 with no substantive changes as authorized by the council. He stated they were on the web site if the council wished to view them.</p> <p>Del reminded the council members that during the February meeting he had briefed them on the new draft System Key Management Policy and Procedure written by the OMO. He explained after the meeting the procedure had been distributed with areas highlighted that had been discussed as possible contentious processes. Del stated the council was given a suspense date to provide comments on those processes and no comments were received. He advised after both documents were then sent out for final review with instructions they would be presented today for acceptance. Del requested the council make a motion to accept them at this time.</p> <p>Motion: Approve the new System Key Management Policy and Procedure 400-16 as presented.</p> <p>Motion: Major Leveque Second: Pete</p> <p>There were no objections. The motion passed.</p> <p>Del stated there were processes in the new procedure that conflicted with the Service Level Agreement (SLA). However, he advised the council the OMO would prepare a change to the SLA similar to the addendum when response times for outages changed. Del briefed the change to the SLA regarding the System Key language would be presented to the council for approval as the previous addendum had.</p>	
<p>System Metrics</p>	<p>6. Del presented the February System metrics to the council. He pointed out the statistics were lower but advised the</p>	



	council this was normal for February and it was also a shorter month which would have a lower overall total.	
System Management Office Update	Mr. Casey Borg, System Manager	Action Items Assigned
Site Upgrades 7.13 Migration	<p>1. Casey advised the council that he expected to have the installation of the three channels done next week. They would be installing the equipment on Tuesday and Wednesday and optimizing on Thursday if everything went according to plans.</p> <p>Casey stated that the planning for the Peger Road site was just beginning so he was unsure how long that would take.</p> <p>2. Casey advised he was waiting for Motorola® to provide more specific information on the ITL.</p> <p>Pete Murphy asked if the spare equipment was on hand and ready to go or if it would be shipped from Illinois in case of any failures.</p> <p>Casey advised there were spares for up to ten channels for regular sites and there were a few spares for the Master sites. He stated they still would have to order combiners if those failed.</p> <p>Tim stated if a combiner failure occurred and a site was down, the transportable could always be requested for use to temporarily replace the downed site.</p>	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
Clear Site Shutdown	<p>Mr. Tim Woodall stated per the earlier discussion on the Clear site shutdown date, he would need to get that clarified. He stated he would also contact Mr. Freddie Ashley at the Clear site with regard to whether they are prepared for the March 15 shutdown or whether they needed to request it be delayed until April 1.</p> <p>Tim asked Casey what the planned de-install date was and Casey stated it was approximately mid-June.</p> <p>Major Leveque stated when the site was shut down, whether in March or April, he understood Clear AS was still remaining on ALMR. He asked if the traffic at the Nenana site would be tracked to ensure it was not over loaded.</p> <p>Tim stated Clear radios could be inhibited from utilizing the System until the capacity at Nenana was upgraded if it became a problem.</p> <p>Pete asked if Clear AS would become another user, the</p>	



	<p>same as other agencies.</p> <p>Tim stated they would be considered non-infrastructure owners (NIOs).</p> <p>Casey stated he didn't know why he didn't consider it earlier, but if the equipment was being removed from the Clear site, it could be directly installed in the Nenana site. This would immediately solve any possible overloading issues at Nenana.</p>	
SOA Update	Mr. Jim Kohler, SOA	Action Items Assigned
<p>House Finance Committee</p> <p>Donnelly Dome</p>	<p>1. Mr. Jim Kohler stated other than his previous discussion regarding North Pole expansion, he would let Adam cover any other site issues but he did want to update the council on what was happening with the Legislative budget.</p> <p>Jim advised that House Finance was taking on the development of the Operating Budget and a subcommittee had been created; they report their recommendations to the full House Finance committee. Jim advised the subcommittee had reported last week and their recommended budget submission for ALMR was less optimal.</p> <p>Jim briefed the \$1M in receipt authority, which allowed DOA to collect money to bring into the System (i.e. cost share) had been reduced to \$500K and \$600K in General Funds had been eliminated. He stated he wasn't sure of the logic behind these actions but several of the Governor's priorities had taken some hard hits.</p> <p>Jim advised if anyone is hearing discussions about the cuts, it's in the subcommittee recommendations. He stated once House Finance acts then the Senate has to act.</p> <p>Major Leveque asked Chief Jeff Tucker what he had observed since he was there representing the Alaska Municipal League (AML) interests.</p> <p>Chief Tucker stated this scenario has happened over the last couple of years. He advised the Senate added the ALMR funds back into the Governor's budget last year. He briefed it that doesn't happen this year and SOA comes after the locals who don't have the funding it would not be a good situation. Chief Tucker stated hopefully it won't come to that but AML is aware and keeping abreast of the discussions.</p> <p>2. Mr. Adam Paulick asked Tim if there was an update on Donnelly Dome.</p> <p>Tim stated that they were just waiting on the final approval;</p>	



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	<p>all the actions had been completed. He advised the final approval should go directly back to Ms. Ella Harris at the 354th Fighter Wing.</p> <p>Tim advised Adam he would let Colonel Moser know so he could go back and check on it. He asked Adam how fast ETS was ready to act once the approval was received.</p> <p>Adam stated they were posed to get moving on it within a week or two of the final approval.</p> <p>Tim stated the DOD could seek a verbal approval.</p> <p>Pete asked Adam what they were working on at Donnelly Dome and Adam stated it was the shelter and tower.</p>	
Old Business		
	There were no items.	
New Business		Action Items Assigned
FirstNet	<p>1. Major Leveque advised the council that last month Federal funding for the SLICP grant was available on behalf of FirstNet. He stated this past Monday Commissioner Masters advised him the Governor had approved putting together an application and the Commissioner had instructed him to put it together.</p> <p>Major Leveque stated there is currently an informal agreement to move the Statewide Interoperability Coordinator (SWIC) position from the Division of Homeland Security and Emergency Management (DHS&EM) to the Department of Public Safety (DPS). He advised it appears this will happen but without an available body in that position.</p> <p>Major Leveque briefed having the 911 coordinator and the SWIC in the same organization makes sense. Previously, what drove the position at DHS&EM before was grant driven. Now a lot of that grant funding is gone so moving it to DPS who addresses the broader public safety community is the right step to take.</p>	
Next Generation 911 (NG911) Webinar	<p>2. Major Leveque stated next Thursday there was an NG911 webinar hosted by the National 911 office and the council could dial in and listen. He advised he would send the information to the OMO for distribution.</p>	<p>2. OMO to distributed NG911 webinar information to the User Council members.</p>
Arctic Winter Games	<p>3. Mr. Bruce Richter advised the Arctic Winter Games take place in Fairbanks every year and host over 3,000 international athletes. He advised there is a planned tabletop exercise later in the fall, which will tie into the games as well as the larger Alaska Shield exercise.</p> <p>Brad advised part of the exercise will be a mass casualty</p>	



	scenario. Bruce stated this would be a great opportunity for many of the local agencies to practice their incident command protocols in a multi-agency venue. He briefed the key to success for everyone is getting involved.	
Next meeting		
	Major Leveque announced the next two regularly scheduled meetings were April 3 and May 1.	
Adjourn		
	Major Leveque asked the council members if there were any other items for discussion. Hearing none he requested a motion to adjourn the meeting. Motion: Pete Second: Brad The meeting adjourned at 2:34 p.m.	