



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: February 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
E	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
U	Claar	William	Mr.	Fed Non-DOD, US Forest Service
P	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
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
E	Murphy	Peter	Mr.	Fed Non-DOD, FBI, Vice Chair
U	Mitchell	William	Mr.	DOD USAF, JBER
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
E	Williams	Rick	GS-12	DOD US Army Alaska

Alternate

U	Arasz	Paul	Mr.	Fed Non-DOD, FBI
N/A	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
N/A	Eckert	John	SSgt	DOD USAF, Eielson AFB
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
N/A	Keeney	George	Chief	Municipalities Central, Valdez FD
U	Rollins	Kermit	TSgt	DOD USAF, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
N/A	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	Gale	Kent	Mr.	BLM-AK Fire Service
P	Kohler	Jim	Mr.	SOA ETS Telecom Special Projects
T	Leber	Rich	Mr.	Operations Technical Advisor
T	Martin	Chris	Mr.	Eielson AFB
P	Paulick	Adam	Mr.	SOA ETS
T	Richter	Bruce	Mr.	OEC Region X



T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager

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 January 2 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 January 2, 2013 meeting minutes, as written.</p> <p>Motion: Ms. Bev Fronterhouse Second: Mr. Ocie Adams</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 was one Action Item from the January meeting, which was closed.	
Operations Management Office (OMO) Update	Mr. Del Smith, Operations Manager	Action Items Assigned
OMO Approval for Document Reviews	<p>1. Mr. Del Smith re-introduced the motion regarding OMO approval of documents without substantive changes, which was distributed for email vote in January. Although it was a closed action item, having received a quorum of votes of approval, he explained that Ocie was not present for the discussion regarding a 30-day limit for documents to be reviewed and approved by a quorum of council members after which time they would be approved with only the current votes received.</p> <p>Ocie advised that he had since spoken with Bev and that he understood the rationale behind the decision and would concur with the motion at this time.</p>	



<p>UC Annual Assessment</p>	<p>2. Del reminded the council members that the annual assessment was a required report to the Executive Council and although the suspense was yesterday, only six members had approved and reviewed the document.</p> <p>Bev stated she had not reviewed it yet, but would complete the review and provide her comments/approval.</p>	
<p>Annual Business Case Update</p>	<p>3. Del stated the Business Case review was past the January 31 suspense with only four of the required votes out of seven.</p> <p>Bev, Major Leveque, and Ms. Tammy Goggia stated they would complete the review and provide their comments/votes of approval.</p>	
<p>Next Sites for Upgrade</p>	<p>4. Del introduced the topic of selecting the next sites for upgrade. He stated with the pending arrival of the equipment to upgrade the Kenai and Kasilof sites, the council should begin the process of determining which sites should be next in line for capacity increases even if the availability of funds to do so was uncertain.</p> <p>Mr. Casey Borg presented reports for 2012 for 16 sites shown by quarterly statistics for both the number of busies by quarter and by busy seconds by quarter.</p> <p>The OMO reminded the council the Tolsona and Cottonwood sites, which are still experiencing high busies, were also looked at in April 2012 for capacity increases, but were ultimately not selected at that time.</p> <p>Del advised the council they might also want to consider the Nenana site. He stated US Space Command had made the decision to no longer pay for continued operations. The final recommendation was to turn off the site. Del stated that the site be turned off in March so that Forestry could see what the impact would be as the fire season starts up. He advised with the decision to remove the Clear site, there was a strong possibility there would be future problems with the Nenana site with busies.</p> <p>Casey stated the LMR equipment would be removed in June.</p>	
<p>Simulcast Sites</p>	<p>5. Del briefed the council this was a possible solution to future capacity issues for ALMR sites. He stated that, as the council knew, the Municipality of Anchorage, Anchorage Wide Area Radio Network (AWARN) utilized simulcast sites and both Casey and Mr. Dean Strid had been in discussions regarding the potential of utilizing simulcast in some areas</p>	<p>1. OMO dissemination information regarding explanation of simulcast system.</p>



<p>UC Charter - Meeting Attendance</p>	<p>such as the Mat-Su Borough, Fairbanks, and the Kenai Peninsula.</p> <p>Casey explained that ALMR has a limited number of frequencies available and areas needing expansion run into conflicts. He advised that initially they had looked at utilizing the frequencies from Fire Station 12 (FS12) to add channels to the Cottonwood sites. However, FS12 uses some of the same frequencies as Bailey Hill; this would cause an interference issue. Therefore, the frequencies could not be used.</p> <p>Casey said the downside to simulcast systems is the cost and space requirements.</p> <p>Del advised the council they were not required to make any decisions at this time but in the out years, they may need to consider expanding the System and this should be a consideration as part of their 5 -10 year plan.</p> <p>6. Del advised the council he had added this discussion item to the agenda because the council had voted to change the Charter in 2011. The approved change made it a requirement for council members to attend at least nine of the twelve monthly meetings in a calendar year unless excused by the Chair or Vice Chair and an unexcused absence from three or more meetings may be cause for removal from a User Council seat.</p> <p>Del explained the reason this change was incorporated was because council members are the representatives for all the agencies in their specific area. If they are not attending the meetings and providing feedback to the other agencies, then they are not fulfilling their responsibilities as they agreed to do when they took the position. Del recommended it might better serve the User Council if they exercised the removal actions and found someone interested in being on the council to represent the areas in question.</p> <p>Ocie stated he agreed.</p> <p>Major Leveque asked the members in attendance if the council should send the list to the entire membership for a vote or should the council reach out to those members and ask them if they still wanted to be on the council.</p> <p>Tammy stated she didn't think the members should be removed without first contacting them and giving them an opportunity to state their case.</p> <p>Ocie stated the important thing is that they attend. He also</p>	
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<p>Document Approvals</p>	<p>stated that the agencies in those represented areas should be contacted to see who they wanted to represent them if the current appointed person is not doing their job.</p> <p>6. Del briefed the council that the OMO had updated the New User Policy and Procedure and the ALMR Concept of Operations with minor administrative changes and approved the documents. He advised he was briefing the council regarding these documents, as previously agreed upon for any OMO-approved documents.</p> <p>Del advised the council that the OMO had written a new policy and procedure regarding System Key Management. He explained there were some procedural requirements that the User Council needed to weigh in on. Therefore, the OMO would send out the draft procedure with those highlighted areas after the meeting. He requested the council members provide their input on those areas. Once there was agreement among the council regarding these particular points, the OMO would submit the policy and procedure for a vote approval.</p>	<p>2. The OMO will distribute the draft System Key Management Procedure to the council to review and comment on specific highlighted responsibilities.</p>
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
<p>Infinite Key Retention</p>	<p>Mr. Casey Borg stated this topic was being introduced because at the last meeting there had been discussion regarding encryption. He advised this wasn't an issue with previous subscribers on ALMR in the past, but now there were units who had infinite key retention (IKR).</p> <p>Casey briefed what this amounted to was the encoder could be pulled from the subscriber, but it still retains the encoding. He stated within an organization this wasn't an issue because if they lost a radio or it was stolen, it was only their talkgroups at risk. However, if another agency had shared encrypted talkgroups with them, it creates a vulnerability to that agency, as well.</p> <p>Casey advised the System Management Office (SMO) needed the User Council's input as to what level of security they want regarding IKR. He asked if they wanted to include a statement on the current Talkgroup Sharing Agreement or create a separate form to address this.</p> <p>Major Leveque asked why an agency would select IKR.</p> <p>Casey stated it depended on how the agency used its keys. Many agencies have over-the-air re-keying (OTAR) capability but if you go off the System you lose that encryption, or if your batteries go dead you would lose it.</p>	



	<p>Del stated if IKR was determined to be a security issue that the council was not willing to accept, some manufacturers would have to be re-evaluated to operate on ALMR. He advised encryption was a big issue for law enforcement agencies.</p> <p>Matt stated currently the Alaska State Troopers (AST) radios in Western Alaska can't touch ALMR, so they cannot utilize OTAR. If one of their radios loses its key, then the agency has to change the way they do business.</p> <p>Mr. Jordan Halden stated he could see some benefit for it but asked how this would be implemented for programming or System level changes.</p> <p>Casey stated, dependent on the subscriber unit, it could be added to the acceptance test procedures (ATP).</p> <p>Del stated another encryption issue also needed addressed. Several years ago Colonel Holloway, AST, had signed out a letter referencing common key reference (CKR). He requested a new letter to remind everyone that the SMO maintains the CKRs and they need to be in the coordination/approval process.</p>	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	There was no DOD representative present; therefore no update was provided.	
SOA Update	Mr. Jim Kohler, SOA	Action Items Assigned
Legislative Finance Committee	<p>1. Mr. Jim Kohler stated he had a meeting with the Finance Committee tomorrow to talk about ALMR. He briefed he was puzzled at some of the questions coming from one or two of the members. He advised that after the Department of Administration (DOA) overview there were a few questions, but now they are getting additional questions every day.</p> <p>Jim stated a lot of these are questions that have been answered time and again in the past such as, "What happens if we just turn it off." He briefed he thought this suggested an unfriendly attitude toward the System.</p> <p>He advised DOA had prepared a briefing package which addresses a lot of those questions</p> <p>Tammy asked which representatives were asking these questions.</p> <p>Del stated the two he knew of were from the AWARN coverage area.</p> <p>Major Leveque stated that his Deputy Commissioner would</p>	



<p>Kenai and Kasilof Site Upgrades</p>	<p>be sitting there tomorrow.</p> <p>Jim stated some of them are new faces they hadn't met before.</p> <p>Del asked if the Finance Committee had access to the October 2011 ALMR Feasibility Study, prepared by Worldwide Technology Inc., at the request of the State of Alaska. Jim stated it was cited several times in the presentation.</p> <p>2. Mr. Adam Paulick briefed that the equipment had been ordered and ETS is poised to install it as soon as it arrives.</p>	
<p>Old Business</p>		
	<p>There were no items.</p>	
<p>New Business</p>		<p>Action Items Assigned</p>
<p>Grant Program Guidance</p> <p>Juneau Exercise</p> <p>Subscriber ATPs</p>	<p>1. Major Leveque stated he had recently received the SLICP grant program guidance from Mr. Bruce Richter. He advised State agencies had five weeks to apply.</p> <p>Mr. Bruce Richter added that between now and September the Office of Emergency Communications (OEC) would be working with agency 911 coordinators and that there should be additional assistance for tabletop exercises.</p> <p>2. Ocie stated the planning was currently taking place for a tabletop exercise in Juneau for avalanche awareness involving the city, the police department, and the fire department.</p> <p>3. Del stated that Harris and EFJ were recently in to see the SMO regarding ATPs. He advised Harris was returning to finish their ATP and EFJ was going to ATP their Viking 600 unit.</p> <p>Del advised the council once Harris passed their ATP, there would be a total of seven approved manufacturers on ALMR.</p>	
<p>Next meeting</p>		
	<p>Major Leveque announced the next two regularly scheduled meetings were March 6 and April 3.</p>	
<p>Adjourn</p>		
	<p>Major Leveque asked the council members if there were any other items for discussion. Hearing none he requested a motion to adjourn the meeting.</p> <p>Motion: Bev Second: Ocie</p> <p>The meeting adjourned at 2:43 p.m.</p>	