



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: January 2, 2013

1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	E = Excused	U = Unexcused
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Primary

E	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
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
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
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

E	Arasz	Paul	Mr.	Fed Non-DOD, FBI
E	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
E	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
E	Goggia*	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
	VACANT			SOA All Others
E	Keeney	George	Chief	Municipalities Central, Valdez FD
E	Rollins	Kermit	TSgt	DOD USAF, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
E	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
T	Patz	Greg	Mr.	SOA DOT
	VACANT			DOD US Army Alaska
	VACANT			SOA DPS, AST

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Leber	Rich	Mr.	Operations Technical Advisor
T	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
T	White	Sharon	Ms.	SOA ETS



P	Woodall	Tim	Mr.	DOD
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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 December 5 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 December 5, 2012 meeting minutes, as written.</p> <p>Motion: Mr. Pete Murphy Second: Chief Mark Beals</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 no Action Items from the December meeting.	
Operations Management Office (OMO) Update	Mr. Del Smith, Operations Manager	Action Items Assigned
Fort Knox and Pogo Mine Ambulance Services	<p>1. Mr Del Smith reminded the council this was an item that Deputy Chief Brad Johnson had requested be added to the agenda regarding the Fort Knox and Pogo mine ambulances and their requests to become part of ALMR. Del stated he had requested during the December meeting that further discussion wait until the January meeting when Brad was available.</p> <p>Del advised the council that both services are under the for-profit corporations. ALMR has always only allowed public safety non-profit agencies on the System and that a checklist had been developed several years ago and approved by the UC. He stated that his suggestions would be for the two ambulance services might be taken under the</p>	



<p>iButtons/Advanced System Keys</p>	<p>wing of any of the volunteer fire departments in their areas as an auxiliary unit. Del felt this would not compromise the rules of ALMR.</p> <p>Mr. Tim Woodall advised the council that the frequency waiver for ALMR states agencies operating on the System must be non-profit public safety entities.</p> <p>Pete asked what would stop any of the ALMR agencies from providing them a radio.</p> <p>Major Leveque stated any of the area-wide emergency medical services (EMS) could provide an ALMR radio to address the Borough's public safety interests.</p> <p>Deputy Chief Brad Johnson stated that a third entity, Livengood Mine, that would probably be asking the same questions when they go operational. Brad stated he had no vested interest in these specific agencies coming on ALMR, but because they are in his geographical area he wanted to address the questions to the council members. Brad stated he could advise them to form a non-profit branch or seek sponsorship from an agency on ALMR. He asked if Del had looked at the boundaries to see where they fell in the EMS areas.</p> <p>Del stated he had not but that he could do so.</p> <p>Major Leveque asked if there was still an Interior Region EMS (IREMS) that might be able to represent these entities.</p> <p>Del stated there was one and he could check with them.</p> <p>Matt stated another possible solution was that the mines could gift a volunteer agency operating on ALMR with the funds to purchase radios. In turn, these radios could be programmed on ALMR and then assigned to the entities to utilize under the umbrella of the sponsoring volunteer agency.</p> <p>Mark stated there were a number of mutual aid agreements between ALMR agencies and agency not on ALMR. He asked it that was another possible solution.</p> <p>Del advised that this was not a viable solution because these agencies were utilizing conventional frequencies, not ALMR narrowband frequencies.</p> <p>2. Del advised the council that currently Motorola® has an advanced system key (ASK) while the other providers do not; they use software, which is sent to the System</p>	
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	<p>Management Office (SMO). One of the agencies on the System is asking why the ASK have to have expiration dates. Del asked Mr. Casey Borg to explain the history behind the decision.</p> <p>Casey stated that initially the choice of a three-year expiration date was arbitrarily picked for programming the ASK. These must also have write-protect function when being programmed onto the trunking ALMR with a required system key. The use of the Motorola® iButton is to help manage security.</p> <p>Mr. Tim Woodall advised this was an Information Assurance control.</p> <p>Casey explained that this prevented the reprogramming of the radio without the system key, although you could still read the programming, which provides the agency physical control.</p> <p>Del stated there was an issue with the Department of Natural Resources (DNR) as few years ago. They had taken a bunch of their radios out of state and no one had an ASK to reprogram them.</p> <p>Pete stated that the FBI issue was the ASK was a USB dongle and theirs were expiring in 10 days. He expounded that if the radios were out in the field and the ASK expired, they'd be out of luck.</p> <p>Del briefed that if ALMR was to say you must have one, it only affects the Motorola owners. On the other hand, if ALMR says no one needs them, there are security concerns.</p> <p>Pete asked if there was an alternative.</p> <p>Casey stated there is a software key maintained by the SMO but he has never distributed it.</p> <p>Major Leveque stated that the Department of Public Safety appreciated the additional layer of security.</p> <p>Pete advised he was okay with the status quo but he wanted to discuss it with all the council members.</p> <p>Del asked if the three-year timeframe was the right amount of time. He inquired whether it should be shorter, longer, or indefinite. He stated this was something the UC should determine.</p>	
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<p>2012 Annual Information Assurance Report of Findings</p> <p>Document Reviews</p> <p>Kenai Peninsula Site Upgrades</p>	<p>Major Leveque stated it seemed like a non-problem.</p> <p>Del stated one of the issues was the King radios had infinite key retention.</p> <p>Casey advised that during the Project Phase there was a key management facility (KMF) document drafted which stated there would be no infinite key retention, but it never sent to the UC for approval. He advised that the King radios are designed that way and there are no FIP requirements at this level designating otherwise; only Type 1 radios have FIPs. Casey suggested that maybe a document needs to be created to address this issue.</p> <p>Brad asked what the timeframe for encryption key renewal was and Casey stated each organization determines it themselves.</p> <p>3. Del advised the council the report was a compilation of the findings from the audits performed by the Operations Management Office (OMO) throughout the year in meeting the contracted QA/QC oversight functions and the corrective actions to discrepancies. He stated the report was for the UC information only and required no action on their part.</p> <p>4. Del briefed the council that although they had approved the OMO to update documents with minor administrative changes and only forward substantive changes to the UC, there was still an issue of getting council members to review those documents. He stated that the OMO wanted to offer up a suggestion for their consideration. This would be that those documents with substantive changes forwarded to the council that have not received a quorum of UC votes for approval after 30 days from the original date sent, would be approved with only those votes received at that time.</p> <p>Brad stated he thought it was a great idea. The documents would be approved by exception by those council members who hadn't reviewed them.</p> <p>Major Leveque asked what would be the mechanism for notification when they were getting close to the 30 days.</p> <p>Del stated the OMO would continue to send out the normal reminders of the suspense. The OMO will prepare the motion for email vote by the council and distribute to the Chair and Vice Chair for their approvals prior to dissemination to the entire council.</p> <p>5. Del advised there had been no updates on the status of the equipment order since the last UC meeting. He asked</p>	<p>1. OMO to prepare motion for email dissemination regarding the approval of those documents with substantive changes at the end of 30 days regardless of whether a quorum of council members had reviewed them.</p>
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<p>Clear Site</p>	<p>Mr. Adam Paulick to update the council.</p> <p>Adam stated that Enterprise Technology Services (ETS) had submitted the equipment order to procurement. He advised the process takes approximately four to six weeks. Adam stated he expects to receive the equipment sometime in February.</p> <p>Major Leveque asked if there had been any progress on the Peger Road site and Adam stated no there had not.</p> <p>6. Del briefed the council that the leadership at Clear Air Force Station stated they would not be funding the Clear site in FY2014. He advised that the System Management Office (SMO) would be giving AT&T the required 90-day notice to remove the equipment.</p>	
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
<p>DOD Update</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
<p>7.13 System Migration</p>	<p>1. Mr. Tim Woodall briefed the council the issue of the Ethernet interzone connections had been addressed, approved and funded. He stated the Department of Defense would do a contract modification for this added function.</p> <p>Tim also advised the council the consolidation of the voice recorders and KMFs had been approved and they were reviewing the contract to see if a modification was required.</p>	
<p>SOA Update</p>	<p>Mr. Jim Kohler, SOA</p>	<p>Action Items Assigned</p>
<p>ETS Funded Projects</p>	<p>Adam advised the council that the Governor's budget didn't contain all the funding for the 20 projects ETS had requested. He stated this would have an impact on ETS, but the funding requested for the deferred maintenance for the State of Alaska (SOA) Telecommunications System (SATS) had been approved.</p>	
<p>Old Business</p>	<p>There were no items.</p>	
<p>New Business</p>		<p>Action Items Assigned</p>
<p>Next meeting</p>	<p>Major Leveque asked the council if they had any New Business items to present. There were no New Business items introduced.</p>	
<p>Adjourn</p>	<p>Major Leveque announced the next two regularly scheduled meetings were February 6 and March 6.</p>	
	<p>Major Leveque asked the council members if there were any</p>	



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	<p>other items for discussion. Hearing none he requested a motion to adjourn the meeting.</p> <p>Motion: Pete Second: Jordan</p> <p>The meeting adjourned at 2:27 p.m.</p>	
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