



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: November 6, 2013

1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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User Council Members and Alternates

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
U	Halden	Jordan	Mr.	SOA All Others, DNR Forestry
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD
E	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
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI, Vice Chair
U	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
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
N/A	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
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
U	Rollins	Kermit	TSgt	DOD USAF, JBER
	VACANT			SOA All Others
	VACANT			DOD US Army
	VACANT			SOA DPS, AST

Other Attendees:

P	McGrath	Max	Mr.	SOA ETS Program Manager
P	Leber	Rich	Mr.	Technical Advisor
T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager



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2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was not in attendance at the time. Mr. Ocie Adams dialed in shortly after the start which provided the necessary quorum.	
Previous Meeting Minutes	<p>The minutes from the September meeting were reviewed. Matt asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p>Motion: Accept the September 4, 2013 meeting minutes, as written.</p> <p>Motion: Mr. Pete Murphy Second: Mr. Ocie Adams</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	<p>Item #57 – This item remains open due to the fact the DPS alternate, SOA-All Others alternate and DOD US Army alternate positions are all vacant.</p> <p>NOTE: Mr. Chris Lampshire had been nominated by AFEA to fill the primary Federal Non-DOD All Others position and Mr. Paul Kain has been nominated as an additional alternate. The motion for their approval was presented at the September 19 Executive Council meeting and both appointments were approved.</p>	
	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
	There were no Action Items from the September meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
7.13 Migration Update	1. Mr. Del Smith stated the System migration was 99 percent complete and everything had been working pretty well. He advised the System Management Office (SMO) was still having some issues with their Genesis system, but those issues were not related to the migration.	
Clear AFS Membership	2. Del reminded the council that at the September meeting they had forwarded the recommendation to the Executive Council	



<p>Agreement</p>	<p>(EC) that the Clear radios be removed from the System due to the lack of an approved Membership Agreement. At the September EC meeting, Colonel Scott Moser, DOD Co-Chair, had requested the opportunity to contact the Clear AFS leadership one more time to get the agreement signed. Del advised that Colonel Moser discussed the issue with the new Clear commander and she signed their FY14 Membership Agreement.</p>	
<p>Peger Road Additional Channel</p>	<p>3. Del briefed the council when Mr. Casey Borg had attempted to install the new channel he discovered one of the required brackets was missing. He stated the replacement bracket was slated to arrive on Thursday.</p> <p>Matt requested to be updated when the channel was up and running.</p>	
<p>SOA Legislative Audit</p>	<p>4. Del advised the council the documents associated with the State Legislative Audit were all marked "confidential" so he was not able to provide much information.</p> <p>Matt stated a combined response was prepared for the EC to the original management letter and it was ignored for the most part. Therefore, when the preliminary report was received, most of the management response was utilized in response to the report. He stated the single finding in the preliminary report was mostly about methodology.</p> <p>Matt advised he had scanned the signed response and sent it to the Juneau audit office, as well as hand delivering a copy to the Anchorage audit office. He stated once the Legislature accepts the response, the EC should be able to get a copy of the final report.</p>	
<p>Clear Site Equipment</p>	<p>5. Del briefed the equipment removed from the Clear site was still in the warehouse awaiting repair. He also advised Clear AFS had inquired into the possibility of installing a couple of the channels on the installation and Mr. Tim Woodall had been in contact with them and providing them information.</p>	
<p>Clear/Anderson Area Coverage Issues</p>	<p>6. Del stated he had been in contact with Anderson VFD on several occasions regarding the "out of range" issues they had been experiencing. He advised Mr. Rich Leber and one of the SMO Technologists had done some radio testing while in the area supporting periodic maintenance inspections (PMIs). Del briefed they had done several tests from different locations around Anderson and Clear and he had received the transmissions loud and clear.</p> <p>Del advised the Nenana control channel had been switched and the SMO was looking at whether the antennas are on the wrong</p>	



<p>EF Johnson and Harris Subscriber Acceptance Test Procedures (ATPs)</p>	<p>side of the tower to provide the best coverage for the Anderson/Clear area, although it was really designed and installed to provide coverage up the roadway going North.</p> <p>7. Del advised the EFJ Viking 600 and Viking 900 multi-band had passed the Acceptance Test Procedure (ATP) and were now approved to operate on the System. He stated Harris was expected during the week of November 20 to do their ATP.</p>	
<p>Chair and Vice Chair Nominations</p>	<p>8. Del reminded the council nominations for the annual election of the Chair and Vice Chair are due by November 15.</p>	
<p>Council Member Attendance</p>	<p>9. Del advised the council there were a couple members who have failed to attend a single meeting this year and one had never attended a meeting. He reminded the council they had changed their charter to address the non-attendance issue and members were to advise the Chair/Vice Chair if they were unable to make a scheduled meeting and they also had to attend at least nine meetings during the year. Del stated member participation is critical and the recent audit responses from ALMR agencies could be reflective of the council members not participating and getting information out to their area agencies.</p>	
<p>Document Reviews</p>	<p>10. Del briefed the council on the documents approved by the Operations Management Office (OMO) for September and October and also reminded them of the documents requiring their review and approval due to substantive changes.</p>	
<p>October Metrics</p>	<p>11. Del stated the voice calls were fairly steady with last month but busies had dropped off dramatically. He presumed this was due to the end of the busy summer months and end of fire season.</p> <p>Pete asked if anything had been sent out regarding the dual use of Incident Command Zone channels and agency talkgroups which tied up multiple resources for the same incident.</p> <p>Del advised this issue was covered in the October Insider newsletter and that he had also asked the training coordinator, Mr. Joe Quickel, to address it in his training classes.</p>	
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
	<p>Del advised the council Mr. Casey Borg was not in attendance because he was at the Heney Range site doing the annual PMI.</p>	
<p>Department of Defense (DOD)</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
	<p>Del advised the council Mr. Tim Woodall had stated he would be unable to attend the meeting.</p>	



State of Alaska (SOA)	Mr. Max McGrath, SOA	Action Items Assigned
<p>Mr. Jim Kohler Retirement</p> <p>ALMR Budget Discussions</p> <p>SATS Maintenance Position</p>	<p>1. Mr. Max McGrath stated he had met with Mr. Jim Kohler prior to his departure and they did a knowledge transfer. He advised the council DOA was seeking a replacement for Jim.</p> <p>2. Max briefed that he and Tim had been in contact and had been discussing the budget for ALMR and he was heavily pushing for the funds for the SUA II.</p> <p>3. Max advised ETS currently had an open maintenance position and he had gained approval to transfer it to the Fairbanks area which would be helpful in responding to issues in the North Zone.</p>	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
<p>NORTHCOM ACU 2000</p> <p>SOA Statewide Communications Interoperability Plan (SCIP) Update Workshop</p> <p>Unified Push to Talk</p>	<p>1. Del advised the council NORTHCOM wanted to be able to bring ACU 2000 gateways, similar to MotoBridge® up to Alaska and interface with our System. He stated it was his understanding that the ALMR MotoBridge® consoles would need to be upgraded to support this.</p> <p>Max stated Mr. John Lynn had an action item to look into other systems that could be interoperable with ALMR.</p> <p>Del stated he was concerned with putting any more funds into the MotoBridge® system since it basically was just sitting and gathering dust.</p> <p>Pete asked if this proposed configuration would help in-building coverage and Del stated it would not. Pete also stated he was curious if allowing the ACU 2000 to access the System this would negate the DIACAP.</p> <p>2. Matt updated the council on the SCIP Update Workshop held on October 24 -25. He stated the SCIP was basically a 100-page boilerplate layout without a lot of useful detail. The workshop provided a forklift update and the new draft was around 27 pages and more concise.</p> <p>Matt briefed it contained ten strategic goals with objectives listed within the goals and the new draft looked more toward statewide governance, investing in capacity increases and coverage expansion. He stated as soon as the group approved the document, he could share it with everyone.</p> <p>3. Deputy Chief Brad Johnson had seen a Motorola™ demonstration using cell phones (Unified PTT) to talk with P25</p>	

