



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	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Jones*	Dave	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI, Vice Chair
T	Halden*	Jordan	Mr.	SOA All Others, DNR Forestry
P	Rollins*	Kermit	TSgt	DOD, JBER
T	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)
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
	VACANT			DOD US Army Alaska
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia*	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
	VACANT			SOA All Others
E	Keeney	George	Chief	Municipalities Central, Valdez FD
	VACANT			DOD, JBER
E	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 USAF, Eielson AFB
	VACANT			SOA DPS, AST

Note: *Awaiting appointment letters to noted positions.

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Leber	Rich	Mr.	Operations Technical Advisor
P	Paulick	Adam	Mr.	SOA ETS
P	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS
P	Woodall	Tim	Mr.	ALCOM/J6



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 members was in attendance.	
Previous Meeting Minutes Approval	<p>The minutes from the June 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 June 6, 2012 meeting minutes, as written.</p> <p>Motion: Mr. Pete Murphy Second: Mr. Jordan Halden</p> <p>There were no objections. The motion passed.</p>	
Review of I&R Log	Active Issues	
	<p>Item #57 – This item remains open due to the fact the SOA DPS alternate, SOA All Others alternate, Eielson alternate, JBER alternate and USARAK alternate positions are still vacant.</p> <p>TSgt Kermit Rollins has been appointed as the JBER primary representative, but no letter has been received. Mr. Jordan Halden has been moved from alternate SOA-All Others to the primary position, but no letter has been received. Mr. Dave Jones has been appointed as the Eielson primary representative, but no letter has been received.</p>	
	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 actions items from the June meeting. All were closed.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	Action Items Assigned
FY2012 Operations Management/System Management Budget	<p>1. Mr. Del Smith introduced the draft FY2014 Operations Management Office (OMO)/System Management Office (SMO) budget document to the council members. He advised them the intent was to have them approve it so it could be presented to the Executive Council at their August meeting. Del requested the members either vote today or via email within the next 10 days. He explained this timeline would keep the OMO/SMO in sync with the State of Alaska</p>	



<p>7.13 System Update</p>	<p>(SOA) budget process. Del briefed that the budget was not much different than last year's.</p> <p>Del briefed that the OMO contract cost was based on this year's contract, but that might change when the contract is rebid and the SMO contract costs were based the outcome of the Cost Share Working Group and the shared costs calculated at 88/12 ownership percentage rates. He also advised the draft budget still contained those items not previously funded under the OMO current contract, such as computers and supplies. Del stated he included training funds because, although SOA had provided \$200K this year, there would still be the need to train new personnel and also those agencies who do not take advantage of it this year.</p> <p>Major Leveque asked if the SMO contract was also up for rebid next year. Mr. Casey Borg stated no, that both the SMO and the infrastructure maintenance contracts had three years remaining.</p> <p>Major Leveque asked the council if they were comfortable voting on the document now, or if they needed additional time to review it. Lt Kris Sell, Deputy Chief Brad Johnson and Major Leveque all stated they were all good with it. Major Leveque requested a motion from the council.</p> <p>Motion: Accept the proposed draft FY14 Operations Management/System Management as prepared by the OMO to forward to the Executive Council for their consideration.</p> <p>Motion: Brad Second: Pete</p> <p>There were no objections. The motion passed.</p> <p>2. Del advised the council that the Kickoff Meeting was tentatively scheduled for August 15 - 17. He stated the meeting was still dependent upon the approval of the contract by the State.</p> <p>Mr. Adam Paulick, Enterprise Technology Services (ETS) advised that he had spoken with Mr. Jim Kohler in Juneau on July 31 and that the contract approval was on the top of their list.</p> <p>Del reminded the council that the Anchorage Wide Area Radio Network (AWARN) portion was still not funded; therefore, an alternate connectivity path was still being researched. He stated that Mr. John Lynn had suggested</p>	
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<p>Site Capacity Increases</p>	<p>the possibility of moving the Municipality of Anchorage (MOA) onto the ETS Master Controller and when this was posed to the MOA, they stated they were not opposed to doing this, but it had to be for the right amount of money. Del stated he had proposed this to the Motorola but that Mr. Dwayne Sakumoto had advised him that it would cost significantly more than the \$300K that was initially speculated. Del advised that the most recent idea was a lease purchase agreement between MOA and Motorola® with no upfront costs. Motorola® would finance the MOA portion. Del stated he did not know if the MOA would be interested in this option but that it would be passed on.</p> <p>Del stated he had spoken to Mr. Jason Beach and there were sufficient MotoBridge™ ports available if that option was to be executed. Del advised the council that there was also another option to utilize XTS5000 radios and cables if there were insufficient consolettes.</p> <p>Casey presented another option which is the creation of a crossband repeater set up which ties one VHF radio to one 700MHz radio enabling audio back and forth with the channel always open.</p> <p>Mr. Tim Woodall asked about the possibility of tying the MOA in to ALMR utilizing the same configuration that Juneau was tied in with. Casey stated this was basically a T1 patch.</p> <p>Tim asked if anyone had considered using multi-band radios. Del stated that MOA had 50 but that they didn't think they would want to use them for this issue.</p> <p>3. Del advised he had no new information regarding the Kenai, Kasilof, and Peger Road capacity increases.</p> <p>Adam stated that the frequencies had already been sent to the vendor and this was normally a six-week process. He said it was already at the 5 ½ week point so he would escalate the issue to the vendor for a status update.</p> <p>Mr. Tim Woodall advised the council members the NTIA would also have to approve the action because these were shared Department of Defense (DOD)/SOA channel pairs, licensing action was also required on the DOD side and it had not been started. Adam stated he would get with Tim to discuss this issue.</p> <p>Del proposed to the council the possibility of moving some of the channels from Fire Station 12 (FS12) to other sites. He stated the OMO had done some research regarding the</p>	
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	<p>usage at FS12 and over the month of July there were only 295 calls associated to the site and most were from agencies not stationed locally, but probably passing by on the highway. Del advised that the OMO had also done some testing in buildings within the general area of the site and had restricted the subscriber units so they couldn't access FS12. As expected there were some issues inside buildings. Del stated the OMO was preparing to do another test with access to FS12 to see if there is a difference in coverage.</p>	
Training	<p>4. Del advised the council that Mr. Joe Quickel was providing the State-funded training. The OMO was assisting him and that requests could be sent to the OMO office.</p> <p>Major Leveque stated that the Statewide Interoperability Coordinator (SWIC) and the Division of Homeland Security and Emergency Management (DHS&EM) were doing three training session Aug 28 - 30 involving NG911, a project management course for communications technical implementation, and (SCIP) updates. Major Leveque stated that the Alaska Interoperable Communications Committee (AKICC) and the 911 Working Group were already invited and space was limited. He requested anyone wishing to attend let him know since space was limited.</p>	
Document Review Process	<p>5. Del stated that for the first time in almost five months there were no documents overdue annual reviews by the council. He advised that Chief Mark Beals had brought the reviews up to date. Del asked the council for suggestions on how to improve the process and whether they would like to move the reviews to formal voting during monthly meetings.</p> <p>Major Leveque suggested that the reviews could be put on the agenda and council members could vote each month, but his concern was that substantive changes would not really be reviewed. Major Leveque stated that if the other members had any good ideas to let the OMO know.</p>	
IC Zone Use	<p>6. Mark stated at the Kenai Fire Chiefs meeting the Division of Forestry had discussed utilizing half of the Incident Command channels during the fire season each year. Mark requested the OMO send updates on this issue as they were received. Del advised that Mr. Jordan Halden would cover this during "New Business."</p>	
System Management Office Update	Mr. Casey Borg, System Manager	Action Items Assigned
Kenai Peninsula	<p>1. Mr. Casey Borg advised the council that his highest concern at the moment was the busies on the Kenai</p>	



Tolsona	<p>Peninsula and they were anxious to get the capacity increased to alleviate this issue.</p> <p>2. Casey stated that the SMO had been researching an interference issue at the Tolsona site affecting all three channels. They validated the issue was a bad transmitter, but verified it was not from ALMR. The SMO technicians were planning on returning to the site on August 2 to see if they could narrow it down to the offending system.</p>	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall stated he had nothing to update the council on at this time.	
SOA Update	Mr. Adam Paulick, SOA ALMR Program Manager	Action Items Assigned
	Mr. Adam Paulick stated he had nothing to update the council on at this time.	
Old Business		
	There were no items.	
New Business		Action Items Assigned
IC Zone Use by DOF	<p>1. Del stated that Jordan had come to the OMO several months ago with a request to pre-identify channels on the IC Zones for the Division of Forestry (DOF) to use during Alaska's fire season and that at the time it made sense. He asked Jordan to explain the plan.</p> <p>Jordan advised the council that DOF would like to have priority assignment of the first half of all of the Regional IC Zones during fire season.</p> <p>Major Leveque asked Brad if Fairbanks was using the Regional IC channels regularly. Brad stated they didn't utilize the Regional IC but they used their own TAC channels. Brad asked if the channels were reserved for DOF and there was no on-going fire, but another event occurred and these channels were needed, could dispatch utilize them for that event.</p> <p>Ms. Tammy Goggia stated that she regularly utilized the E-IC to dispatch three of their seven fire departments.</p> <p>Mark also stated that he was used to using channels two through four of the Regional IC during events.</p> <p>Tammy asked if this was approved would it be setting a precedent and that the hospitals had previously requested the same thing. She asked if this was the intent of the IC Zones.</p> <p>Major Leveque stated his first concern when he heard this was why it was the first six channels and why couldn't DOF set up the IC Zones as the incidents occurred. He stated</p>	



<p>APCO</p> <p>Thales ATP</p>	<p>his second concern was that the peninsula was regularly using the IC channels to communicate with agencies and perhaps these agencies possibly just needed to get their own talkgroups.</p> <p>Mark stated that these were with multiple responding agencies. Tammy clarified they utilized them to patch into Kenai Emergency Services' conventional system.</p> <p>Jordan explained that the reason they were asking for the first half of the IC Zones was that DOF has a requirement for channels 11-16 of their radio lineup to be programmed to meet federal requirements. He was seeking a way to solve the problem.</p> <p>Brad advised that he didn't think agencies should be utilizing the IC Zones for day-to-day activities.</p> <p>Major Leveque requested there be a meeting between the dispatchers and DOF to discuss the issue and work on a solution. He asked Del to set up the meeting. Ms Bev Fronterhouse asked that she and Mr. Kent Gale be included.</p> <p>2. Del advised the council he would be presenting a briefing on August 18 at the Association of Public Safety Communications Officials conference in Philadelphia. He advised that a speaker for the Ohio MARC system would also give a presentation that day.</p> <p>3. Del stated that Thales would be returning the first week of September to try to finish their Acceptance Test Procedures (ATP) on their multi-band radio.</p>	<p>1. OMO to set up a meeting between the dispatchers and the Division of Forestry to discuss solutions regarding IC Zone channel use during fire season.</p>
<p>Next meeting</p>		
	<p>Major Leveque announced the next two regularly scheduled meetings were September 5 and October 3.</p>	
<p>Adjourn</p>		
	<p>Major Leveque requested a motion to adjourn the meeting.</p> <p>Motion: Pete Second: Jordan</p> <p>The meeting adjourned at 2:26 p.m.</p>	