



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: October 3, 2012

1. Attendance Roster

User Council Members and Alternates

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

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
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD
U	Jones	Dave	Mr.	DOD USAF, Eielson AFB
E	Leveque	Matt	MAJ	SOA DPS, AST, Chair
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

E	Arasz	Paul	Mr.	Fed Non-DOD, FBI
U	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
	VACANT			DOD US Army Alaska
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia*	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
	VACANT			SOA All Others
U	Keeney	George	Chief	Municipalities Central, Valdez FD
	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
U	Patz	Greg	Mr.	SOA DOT
U	Eckert	John	SSgt	DOD USAF, Eielson AFB
	VACANT			SOA DPS, AST

Note: *Awaiting appointment letters to noted positions.

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Kohler	Jim	Mr.	SOA
P	Leber	Rich	Mr.	Operations Technical Advisor
P	Paulick	Adam	Mr.	SOA ETS
P	Pearson	Terrance	LTC	USARAK
P	Quickel	Joe	Mr.	5 Star Team
P	Shafer	Sherry	Ms.	Operations Document Specialist



T	Smith	Del	Mr.	Operations Manager
T	Tucker	Jeff	Chief	Fairbanks North Star Borough
T	White	Sharon	Ms.	SOA ETS

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Mr. Pete Murphy called the meeting to order at 1:31p.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 August meeting were reviewed. Pete asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p>Motion: Accept the August 1, 2012 meeting minutes, as written.</p> <p>Motion: Ms. Bev Fronterhouse Second: Mr. Rick Williams</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>Mr. Jordan Halden has been moved from alternate SOA-All Others to the primary position, but no letter has been received. Ms. Tammy Goggia has been appointed as the Municipalities Central alternate representative, but no letter has been received.</p> <p>Appointment letters were received for Eielson and JBER on October 13 and 23, respectively.</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 August meeting.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	Action Items Assigned
Site Capacity Upgrades	1. Mr Del Smith stated the Operations Management Office had not received an update from the August meeting. He asked if the State of Alaska (SOA) had an update they could	



<p>7.13 Update</p> <p>Document Reviews</p>	<p>provide on this issue.</p> <p>Mr. Adam Paulick stated there was no change in the approval of the frequencies by the Federal Communications Commission (FCC); they were five and a half weeks into a six week process. Adam stated that there were additional issues with moving frequencies in the Peger Road area; therefore, those frequencies had not been submitted yet.</p> <p>2. Del advised the council that the Critical Design Review (CDR) for the 7.13 Update was scheduled for October 15 - 17. He also stated that the SOA had hired a Project Manager whom he had met.</p> <p>3. Del stated that Bev had requested a review of the process for annual document reviews. Bev asked if the annual document review was a self-imposed process or a requirement and if it could be modified.</p> <p>The Operations Management Office (OMO) advised that per the Cooperative Agreement and the User Council Charter the User Council is the responsible body for all plans, policies, and procedures regarding the operations and maintenance of the System. Del stated the original contract through the Department of Defense required all documents be reviewed annually. He advised that for SOA FY12 the contract for the OMO had been split into dual contracts between the State and the DOD.</p> <p>Mr. Jim Kohler advised the council that for SOA FY14, the State would be forwarding the Request for Proposal (RFP) in the spring. He advised the contract would be a single contract in which the State was the majority infrastructure owner, therefore the DOD would contract directly with the State for OMO services. Jim recommended the User Council look at the responsibilities for document review and enter the contractual requirements they would like to see into the RFP and this should resolve the problem.</p> <p>Del advised the OMO would review the Cooperative Agreement and the User Council Charter for specific language regarding the timeframes for review. He stated his inclination was that it was a stipulation of the OMO Statement of Work in the original contract.</p> <p>Del recommended to the User Council that any decision be tabled until the November meeting.</p> <p>Mr. Ocie Adams concurred that issue should be tabled until Major Matt Leveque was available.</p>	
--	---	--



<p>Clear Site Funding</p>	<p>4. Del updated the council members that the site had been funded through June 30, 2013, but there were still long-term funding issues to be addressed. He stated the OMO had been conducting coverage testing in the Clear area and there were other ALMR sites that provided overlapping coverage in the area. Del advised they OMO would be doing additional testing in the coming weeks.</p> <p>Adam asked whose task it was to work out the issues with the Clear site after June 30.</p> <p>Del stated he believed it fell to the DOD but he would research it and get back to the User Council on the issue.</p>	
<p>168th Air National Guard Wing</p>	<p>5. Del advised the council that the 168ANG did not have a membership agreement. He stated that as long as two years ago, the OMO had been attempting to get them to sign one but had been unsuccessful. He stated that the issue would be briefed to the Executive Council next for a decision on whether or not to shut off their radios.</p>	
<p>US Army Pacific (USARPAC) Radio Approvals</p>	<p>6. Del stated that one of the vendors approved to operate on ALMR had approached the OMO regarding a stated USARPAC requirement to be able to limit sites. The OMO advised the vendor that there was no such requirement to operate on the ALMR System but that we could not dictate what specific requirements agencies wished to have in the radios they procured. Del stated those radios approved for use on the ALMR System had passed the Acceptance Test Procedure (ATP) and were listed on the ALMR web site for all agencies to consider. He recommended to the User Council that this function should not be made an ATP requirement.</p> <p>Mr. Casey Borg stated only two sites used this function and they were Ted Stevens Anchorage International Airport and Peger Road.</p>	
<p>User Council Appointment Letters</p>	<p>7. Del stated we were still waiting on letters of recommendation for both Tammy Goggia and Jordan Halden. The letters should be sent to the User Council Chair and then he would present them to the Executive Council for approval.</p>	
<p>Annual Election</p>	<p>8. Del advised the council that the elections were rapidly approaching. He stated the requests for nominations would be sent out in early November and voting would take place in early December.</p>	<p>1. OMO to send out email regarding nominations and voting process.</p>
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>



Update		
Busies	1. Mr. Casey Borg stated that busies were down to a manageable level on the Kenai Peninsula for now. He did point out that there would still be spikes during incidents.	
Maintenance Issues	2. Casey stated that both Cooper Mountain and Wolcott Mountain had antenna issues. The SOA had been to the sites and the issues seemed to have been resolved. Casey advised the council that the SMO was currently performing testing at the Divide site to find the source of noise causing a 30db degradation. Ocie requested that Casey call him prior to turning off the site because the Department of Transportation (DOT) had a differential GPS station there.	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was unavailable therefore there was no DOD representative present.	
SOA Update	Mr. Jim Kohler, SOA	Action Items Assigned
	Mr. Jim Kohler stated that he would be traveling to Bethel with Motorola® the next week to look at the feasibility of extending ALMR to that area. During the trip, they would be looking at the physical assets already in place. Jim advised he would be traveling to the Fairbanks area the next day to spend time with Chief Jeff Tucker and look at the current commercial sites in the area for possible collocation for the North Pole ALMR expansion.	
Old Business		
	There were no items.	
New Business		Action Items Assigned
ALMR Training Presentation	Mr. Joe Quickel provided a Training overview to the council outlining the training currently funded by SOA, which agencies had received training already, and those agencies currently scheduled for training. Jim advised the council that there was nothing which prohibited non-State agencies from requesting/participating in the training. Ocie asked Joe how many classes he would project to be able to complete with the available budget. Joe stated he estimated approximately 60 to 70.	
Next meeting		
	Pete announced the next two regularly scheduled meetings were November 7 and December 5.	
Adjourn		
	Pete asked the council members if there were any other items for discussion. Hearing none he requested a motion	



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: October 3, 2012

	<p>to adjourn the meeting.</p> <p>Motion: Bev Second: Ocie</p> <p>The meeting adjourned at 2:32 p.m.</p>	
--	--	--