



1. Attendance Roster

User Council Members and Alternates

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

T	Adams	Ocie	Mr.	SOA DOT&PF
U	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
U	Claar	William	Mr.	Fed Non-DOD, US Forest Service
P	Dalzell	Jacob	TSgt	DOD, JBER
T	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
U	Mitchell	William	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI
	<b>VACANT</b>			SOA All Others, DMVA (representing all other SOA Agencies)
T	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
U	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)
P	Caldwell	Jim	Mr.	Fed Non-DOD, TSA
U	Fulton	Jeffrey	MAJ	DOD US Army Alaska
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
U	Horton	Tia	Ms.	Municipalities Central, Anchorage Fire Department
U	Keeney	George	Chief	Municipalities Central, Valdez FD
E	Lambert	Andrew	Mr.	DOD, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
E	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
E	Patz	Greg	Mr.	SOA DOT
	<b>VACANT</b>			SOA All Others
U	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
	<b>VACANT</b>			SOA DPS, AST

**Other Attendees**

T	Booker	Andy	Mr.	SOA ETS
P	Borg	Casey	Mr.	System Manager
T	Johnson	Stephanie	Ms.	Fairbanks Dispatch Center Manager
P	Flowers	Alvin	Mr.	TSA (new Alternate representative)
P	Leber	Rich	Mr.	OMO Technical Advisor



P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS

2. Meeting Minutes and Action Items

<b>Agenda Item / Topic</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:31 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum was achieved.	
<b>Previous Meeting Minutes Approval</b>	<p>Minutes from June meeting were reviewed.</p> <p><b>Motion: Accept June 1, 2011, meeting minutes as amended.</b></p> <p><b>Motion: Mr. Ocie Adams</b> <b>Second: Mr. Pete Murphy</b></p> <p>There were no objections. <b>The motion passed.</b></p>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
	<p>Item #57 – State of Alaska (SOA) All Others - both the primary and alternate positions are vacant. The SOA DPS alternate position is vacant, as well.</p> <p>Major Leveque stated he still did not have a name for the SOA DPS alternate position but was still working it. He also stated he had received a phone call from Mr. Michael O'Hare, DMVA, and there was someone that had been identified to fill the primary SOA All Others position, but he was not at liberty to say who it was at this time. Major Leveque advised the council that he suspected that the alternate SOA All Others position would be filled from the Division of Forestry, as it had in the past.</p>	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed.	
<b>Review of Action Items from Previous Meeting</b>	There were no action items from the June meeting.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>FY12 Membership Agreements</b>	<p>1. Del advised the council that all member agencies had renewed their agreements except for the U.S. Army-Alaska (USARAK). The original email was distributed on May 11. Four reminders (May 27, Jun 7, Jun 14, and Jun 28) had been sent to USARAK, along with the explanation that all</p>	



<p><b>AFEA Cost Share</b></p> <p><b>Break/Fix</b></p> <p><b>Cooper Mountain</b></p> <p><b>SMO Reduction in Service at SOA-owned Sites</b></p>	<p>that was required was a confirming email. Additionally, Del stated he had called and spoken directly to Mr. Rick Williams who had stated to Del that the agreement was with his "uppers."</p> <p>Del explained that although USARAK had paid their portion of the DOD cost share, annual renewals are a still requirement of the ALMR Cooperative Agreement and stated that the User Council must decide whether to send this issue to the Executive Council for a decision on whether or not to suspend USARAK from the System until they provide the renewal email.</p> <p>2. Del advised the council that not much had changed since the last meeting. There was still no agreement on how to transfer funds from the Non-DOD agencies to the DOD. He stated that Mr. Tim Woodall was absent from the meeting because he was meeting with the legal office to discuss what avenue could be used to resolve this issue.</p> <p>3. Del advised the council that the first 13 sites identified by USARAK to be divested had entered break/fix status as of Jul 1. Del deferred to Mr. Casey Borg, System Manager, to explain what this entailed.</p> <p>Casey stated that by contract, the System Management Office (SMO) is still monitoring all 13 sites. If a site goes down, the SMO has up to 72 hours to respond to a site outage and determine the cause. Site repairs have a not-to-exceed cost ceiling. The SMO will determine the repair cost and advise USARAK who will then give a "Go" or "No Go" on the repairs.</p> <p>4. Del stated that USARAK has stated that they will not repair the antenna mast. USARAK's position was that they had only contracted to have the antennae installed and the mast was not their property. Del advised the council that the SOA Enterprise Technology Services technicians were going to go to the site on Thursday, July 7, to look at it and attempt to temporarily repair it, if possible.</p> <p>5. Del stated that under the new SMO contract, there would be reduced services at the State-owned sites.</p> <p>Major Leveque reminded the council that in the June meeting they had discussed the FY11 funding shortfall of \$150K in the ETS budget due to non-collection of program receipts assigned by the Legislature last year. In this year's ETS budget, the Legislature assigned another \$150K plus the \$150K in previously uncollected receipts bringing the total to \$300K. SOA and the SMO had met and had</p>	
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	<p>renegotiated the maintenance contract to cover the shortfall in the ETS budget. The changes are when there is a Category (Severity) 1 site outage. In this instance, the SMO will notify ETS and either ETS will respond to the outage or will authorize the SMO to respond.</p> <p>Major Leveque advised the council that there will still be full preventive maintenance and 24-hour site monitoring. Additionally, the State will maintain the Operations Management Office (OMO) functions at the same level as last year.</p> <p>Major Leveque also advised the council that he had spoken to Mr. Jim Kohler regarding what happens after the January 1, 2012, deadline when USARAK divests itself of the equipment. Mr. Kohler told Major Leveque that although he couldn't really get ahead of the political process, he was confident the State would figure out a way to resolve it.</p>	
<p><b>Mt Sunny Hay</b></p>	<p>6. Del advised the council that the site was still turned off at this time. ETS (Sharon White) had spoken to Casey and had prepared a proposal to get the site turned on in a break/fix status and sent it up the chain of command to add the site to the list.</p>	
<p><b>OMO Contract</b></p>	<p>Mr. Andy Booker stated he had received it and forwarded it to Mr. Pat Shier, Division Director for ETS, but had not heard back from him yet.</p> <p>7. Del stated that the contract would remain the same as last year with the exception of the OMO/SMO audit. However, Del advised the council that there were no funds available for the Annual User Council Conference. He stated he had checked with the Division of Homeland Security and Emergency Management and they had confirmed there were no more funds available.</p>	
<p><b>DOF Regional Talkgroup Use</b></p>	<p>8. Del advised the council that Mr. Jordan Halden, Division of Forestry, had spoken to him about pre-arranging in each of the regional zones to use two or three of the talkgroups during the fire season. They would coordinate with the regional dispatch centers and get those set aside.</p> <p>Major Leveque asked Ms. Stephanie Johnson if that proposal sounded doable. Stephanie stated that it was absolutely doable, and it sounded easier than some of the things they had had to do to access their talkgroups in the past.</p>	
<p><b>Site Summit</b></p>	<p>9. Del announced to the council that the site was back in full operation and Channel 6 was no longer turned off. The</p>	



<p><b>Service Level Agreement</b></p>	<p>Coast Guard had moved its equipment to Glen Alps and the interference issue was resolved.</p> <p>Casey explained that what was happening was the Channel was experiencing "near field" interference. The equipment was so close that the energy that was being transmitted was causing interference. The issue was corrected as soon as the Coast Guard moved to their new location.</p> <p>10. Del proposed that there be an official letter/memo from the User Council to the Executive Council, at their next meeting on July 19 (sic 21), suggesting that the Service Level Agreement (SLA) be set aside or suspended. Recognizing that we are not tracking particularly well with the SLA at this time, we do need some type of SLA which articulates what we are doing currently with regard to the monitoring and site response.</p> <p>Major Leveque stated that sending a memo on behalf of the council does make sense, but he would like to know that he has the User Council's support to proceed with this. He asked if someone would like to advance a motion to this effect.</p> <p><b>Motion: The Operations Management Office will prepare a memorandum from the User Council Chair to the Executive Council, on behalf of the User Council, requesting that the Service Level Agreement be suspended at this time until a permanent solution can be devised regarding the disposition of the equipment owned by the U.S. Army-Alaska.</b></p> <p><b>Motion: Mr. Pete Murphy</b> <b>Second: TSgt Jacob Dalzell</b></p> <p>There were no objections. <b>The motion passed.</b></p>	
<p><b>7.9 Upgrade</b></p>	<p>11. Del advised the council that on July 19 and 20, Motorola® is presenting to the SOA, MOA, and DOD a briefing on the 7.9 upgrade. They will also provide an executive overview to the Executive Council. All briefings will take place in the ETS Conference Room at 5900 E. Tudor Road.</p>	<p>1. OMO to send out a reminder to the User Council regarding the briefing dates and times if they would like to attend.</p>
<p><b>OMO Statistics</b></p>	<p>12. Del pointed out the dramatic drop in busies from last month.</p> <p>Ocie asked if there was any explanation in the dramatic drop in site busies considering voice calls were up significantly.</p> <p>Casey stated that adding Site Summit Channel 6 back on</p>	



	<p>line did resolve some of the issues. He stated he would have to do some more research on traffic levels at some of the three-channel sites.</p> <p>Del stated that in the past several weeks ETS had been replacing some of their microwave equipment, and sometimes those sites had been shut down during the replacement which increased busies during previous reporting periods. Del said he couldn't verify that was the cause but it definitely may have been a contributor.</p>	
<b>System Management Office Update</b>	<b>Mr. Casey Borg, System Manager</b>	<b>Action Items Assigned</b>
	<p>Mr. Casey Borg stated Del had covered most of the maintenance issues.</p> <p>Casey did clarify with regard to the 72-hour responses it would be the next business day or up to 72 hours; it wouldn't always be 72 hours.</p> <p>TSgt Dalzell asked if the contract change would affect the R1 North site.</p> <p>Casey advised that there was no change in response times to the DOD sites other than the 13 being divested in FY12. The response time was still two hours for all other DOD sites.</p>	
<b>DOD Update</b>	<b>Mr. Tim Woodall, DOD ALMR Manager</b>	
	<p>Del stated that Tim was not available due to a conflict with another meeting, as previously mentioned.</p> <p>Del relayed that Tim had advised him that the DOD contracts are fully funded, that included the OMO, the SMO, and the break/fix maintenance on the USARAK side. Del stated he specifically asked Tim if they were fully funded or pending receipt of money from AFEA last year. Del advised, that if he understood Tim correctly and he thought he had, that DOD was fully funding the contracts and was not pending money coming in from AFEA like they did last year.</p>	
<b>SOA Update</b>	<b>Mr. Jim Kohler, SOA ALMR Program Manager</b>	
	<p>Major Leveque stated that Mr. Kohler was not available and what Jim had wanted mentioned about the contract changes had already been discussed.</p> <p>Del stated that 5 Star Team had received a contract earlier this year, through DHS&amp;EM, to provide ten training sessions around the state. The idea being that they will put on a week-long class specifically targeting what the local area wanted. They were in Denali Borough last week and are scheduled to be in Kodiak the last week of July. Juneau and some other location's training dates are still to be determined.</p>	



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: Jul 6, 2011*

<b>Old Business</b>		
	There was no old business presented during this meeting.	
<b>Next meeting</b>		
	The next regularly scheduled meetings are Aug 3, Sep 7, and Oct 5.	
<b>New Business</b>		
	Mr. Jim Caldwell introduced Mr. Alvin Flowers and stated that Alvin would be replacing him on the User Council. Jim stated Alvin had much more knowledge of radio operations and was a better fit for the council.	
<b>Adjourn</b>		
	A motion was made to adjourn the meeting by Lt Kris Sell and seconded by Mr. Ocie Adams. There were no objections.  <b>The meeting was adjourned at 2:01 p.m.</b>	