



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
T	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
E	Claar	William	Mr.	Fed Non-DOD, US Forest Service
E	Dalzell	Jacob	TSgt	DOD, JBER
T	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Mitchell	William	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI
E	Morgan	Leon	Mr.	SOA All Others, DHS&EM (representing all other SOA Agencies)
E	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)
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
	VACANT			DOD US Army Alaska
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
E	Keeney	George	Chief	Municipalities Central, Valdez FD
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
	VACANT			SOA All Others
T	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
	VACANT			SOA DPS, AST

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Lynn	John	Mr.	SOA ETS
T	Pannone	Julie	Ms.	SMO
P	Pearson	Terrance	LTC	USARAK G6
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR QA/QC



2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum was achieved.	
Previous Meeting Minutes Approval	<p>The minutes from the November meeting were reviewed. Major Leveque asked the council if there were any corrections. Hearing none, Major Leveque requested a motion of approval.</p> <p>Motion: Accept November 2, 2011 meeting minutes, as written.</p> <p>Motion: Mr. Pete Murphy Second: Mr. Ocie Adams</p> <p>There were no objections. The motion passed.</p>	
Review of I&R Log	Active Issues	
	<p>Item #57 – State of Alaska (SOA) All Others - the primary position has been filled by Mr. Leon Morgan. His appointment was approved by the Executive Council at their November 15 meeting.</p> <p>This item remains open due to the fact the SOA All Others alternate, SOA DPS alternate, and USARAK alternate positions are still vacant.</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	Action items from the November 2 meeting were reviewed. All were closed.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	Action Items Assigned
User Council Elections	1. The OMO briefed the results of the annual User Council election. Major Leveque was re-elected to the position of Chair. Mr. Pete Murphy was elected as Vice Chair replacing Deputy Chief Brad Johnson.	
Mt Sunny Hay	2. Del briefed the council that the State still has not contacted the System Management Office to modify the contract. Therefore, Mt Sunny has no monitoring or maintenance response.	
AFEA Funds	3. Del advised the council that only the Interagency Service	



<p>Transfer</p>	<p>Agreement from the Bureau of Alcohol, Tobacco, Firearms and Explosives has been received and processed.</p> <p>Mr. Tim Woodall stated that Colonel Hays, the Department of Defense Co-Chair to the ALMR Executive Council had drafted a letter to the Alaska Federal Executive Association Co-Chair requesting assistance in contacting the other agencies to finalize their paperwork and get it submitted.</p> <p>Major Leveque asked what the consequences were of not receiving these funds.</p> <p>Del stated that the Operations Management Office support to both the Executive Council and the User Council is funded out of that uncollected amount. As it stands, the support to both councils, as well as the newsletter, ends on December 31.</p>	
<p>USARAK Equipment Divestiture</p>	<p>4. Del briefed the council that no inventory had been done regarding the Army equipment to be divested from the initial 13 sites and to his knowledge the State had not contacted the Army to devise a plan.</p> <p>Mr. Casey Borg, System Manager, stated that the Army is requiring a physical inventory of all the equipment.</p> <p>Mr. Thomas "Rick" Williams advised the council members that accomplishing the inventory would be weather permitting and probably not occur until next spring. However, he stated that they were still waiting on final guidance from their higher headquarters.</p>	
<p>Site Outages and Maintenance</p>	<p>5. Del stated that he had briefed the Executive Council at their November meeting regarding the SATS/ALMR relationship. He had stressed to them that neither system could be unfunded/underfunded because they were interconnected.</p> <p>He emphasized this point by noting that over the weekend (Nov 3) the Tudor Tower had lost commercial power and switched to backup battery power. There were no alarms to notify ETS that Tudor Tower was on battery back-up. ALMR lost 19 sites in Zone 1 for approximately 20 minutes when the batteries finally died.</p> <p>Del stated he had also contacted Cantwell Fire Department regarding the fire that had occurred at the gas station on Sunday and inquired into how the system had performed. Chief Dale Nord advised that they had no communication problems during the emergency and that they did not have to utilize the IC Zone.</p>	



<p>USARAK Membership Agreement Renewal</p> <p>Cost Share</p>	<p>Mr. David Gibbs stated he was concerned about the disaster resiliency of ALMR with regard to the recent high wind events. He asked if there was any follow up being conducted and if the points of failure were being identified.</p> <p>Major Leveque advised that he had spoken directly to Director Pat Shier and that he shared David's concerns. He pointed out that with ALMR's dependency on the SATS, these failures were unacceptable.</p> <p>Del stated that there was some funding for deferred maintenance, but that maintenance for either system should not be unfunded. The majority of failures are being caused by connectivity issues. Both ALMR and SATS are comparable to any IT system; they need constant maintenance and upkeep.</p> <p>Major Leveque asked if the council should take any particular position and, if so, what should the approach be.</p> <p>Ocie stated the outages should not have happened.</p> <p>Major Leveque agreed but noted that he was worried that SATS was not a priority to the Department of Administration.</p> <p>David stated that it was prudent to do a systematic after action review (AAR) on these incidents, identify the failures and come up with some solutions.</p> <p>Major Leveque stated he would propose doing the AARs to Director Shier.</p> <p>6. Del advised the council that the U.S. Army finally confirmed renewal of their Membership Agreement. He had directly contacted Colonel Bollinger and she responded promptly with a renewal notice.</p> <p>7. Del briefed the council that the Executive Council had broached this subject at the November meeting. They were to form a sub-committee with representatives from the services and the cooperative partners to discuss a cost share strategy.</p> <p>Major Leveque stated that Director Shier, SOA DOA, had contacted Mr. Woodall with the point of contact names for the State. He also advised Chief Tucker that his name had been mentioned as the possible nominee as the Alaska Municipal League representative.</p>	
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>



<p>Kodiak</p> <p>MGEG Failures</p>	<p>1. Mr. Casey Borg stated the Kodiak sites were still down, but ETS was working on changing the connectivity to fiber and it should be implemented sometime next week.</p> <p>2. Casey advised the council that in the last week, two MGEGs had failed. Although the System is redundant, there was a two-day delay in getting the component for the South Zone and a seven-day delay getting the component for the North Zone. He stated he had contacted Motorola® and expressed his concern/displeasure regarding the extensive times.</p>	
<p>DOD Update</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	
<p>MotoBridge®</p>	<p>Mr. Woodall gave the council a briefing on the background regarding the MotoBridge® system which makes up the Alaska Interoperability Network (AIN), its features and functions, past exercises and tests which have validated its capabilities, and the development of the protocols, processes and procedure.</p> <p>After the briefing, Del reminded the council that several years earlier a group from Alaska had gone to Florida to observe their MotoBridge® system, the Florida Interoperability Network (FIN) and see how it operated and was utilized. He briefed the council that the MotoBridge® Working Group had agreed upon a final naming convention early this year, but the consoles had never been fully programmed and Motorola® had never delivered the final MotoBridge® Concept of Operations. He stated that MotoBridge® needed to be re-energized and moved ahead, but currently there is no funding available for travel or training.</p> <p>Major Leveque stated there is no strategic approach on pulling MotoBridge® into the mix with ALMR and that we need the operators driving the requirements to help develop cohesive solutions.</p>	
<p>SOA Update</p>	<p>Mr. Jim Kohler, SOA ALMR Program Manager</p>	
<p>MotoBridge®</p>	<p>Mr. Kohler was not present.</p> <p>Mr John Lynn gave the council an update on how the State is utilizing the AIN MotoBridge® system and have wired it to operate seamlessly without the operators having to perform any additional functions to connect.</p> <p>John stated ETS is currently updating their system to transition to an IP connection which will allow automatic rerouting.</p> <p>Mr. Mark Beals asked if ALMR agencies could be surveyed if they knew where the MotoBridge® consoles were located and if they were being used. (NOTE: This was part of the</p>	<p>Action Items Assigned</p>



	<p>annual customer satisfaction survey for 2010 and 2011.)</p> <p>Tim requested that Major Leveque talk to Mr. Leon Morgan and check into if there were potential funds available from DHS&EM. Major Leveque stated he would do so.</p> <p>Major Leveque addressed the council and requested they consider whether the User Council should drive the strategic approach, what would they like to see, and what approach as a system should they take. He requested that at the next meeting, the council should be prepared to discuss what they could do strategically with very little money and where they should go from here. They should also look at leveraging ETS tactics and that the dispatchers and emergency responders should drive the plan. Major Leveque stated this discussion fits into what the council needs to help the Executive Council understand - relationships, vision, and establishing responsibilities.</p> <p>Del advised the council there are 110 agencies operating on ALMR and that it is critical to public safety. The Legislature needs to understand "it's a system" and it needs to continually evolve. MotoBridge® is part of that evolution.</p> <p>Pete stated there should be weekly testing of the MotoBridge® so everyone knows how to use it and is comfortable with it. He stated the Department of Justice tests their system via satellite regularly.</p>	
Old Business		
	There was no old business presented during this meeting.	
Next meeting		
	The next regularly scheduled meeting is tentative for Jan 4.	
New Business		Action Items Assigned
State Study	<p>Pete asked if anyone had received a copy of the State Study or if it had been released yet.</p> <p>Major Leveque stated he understood it was to have been released a few weeks earlier and he would add that to his list of discussion items with Director Shier.</p>	
Adjourn		
	The meeting adjourned at 2:58 p.m.	