



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
E	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
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
U	Mitchell	William	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI
	VACANT			SOA All Others, DMVA (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
U	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
E	Fulton	Jeffrey	MAJ	DOD US Army Alaska
T	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
	VACANT			SOA All Others
U	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
	VACANT			SOA DPS, AST

Other Attendees

T	Booker	Andy	Mr.	SOA ETS
P	Borg	Casey	Mr.	System Manager
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

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque called the meeting to order at 1:30p.m.	
Roll Call	Roll call was taken and a quorum was achieved.	
Previous Meeting Minutes Approval	<p>Minutes from July and August meetings were reviewed.</p> <p>Motion: Accept July 6 and Aug 3, 2011 meeting minutes, as written.</p> <p>Motion: Mr. Ocie Adams Second: Mr. Pete Murphy</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 - both the primary and alternate positions are vacant. The SOA DPS alternate position is vacant, as well.</p> <p>Major Leveque stated he had received confirmation from the Department of Military and Veteran Affairs (DMVA) that they were appointing Mr. Leon Morgan as the primary SOA All Others primary User Council representative and a letter to Commissioner Masters was forthcoming</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	<p>The two action items from the August 3 meeting were assigned to the OMO and are closed.</p> <p>1 - Distribute Service Level Agreement Addendum for electronic vote of approval to the User Council members. (CLOSED, Aug 4)</p> <p>2 - Distribute memorandum to be sent to the Director, Enterprise Technology Services, requesting permanent activation of the Mt Sunny Hay site, for electronic vote of approval to the User Council members. (CLOSED, Aug 4)</p>	
Operations Management Office Update	Mr. Del Smith, Operations Manager	Action Items Assigned
Mt Sunny Hay	1. Mr. Del Smith advised the council that previously, as noted during the action items review, a memorandum had been sent to Director Shier, SOA ETS. At that time, Director Shier stated that ETS did not have sufficient funds to cover	



<p>Membership Agreement</p>	<p>the obligation that would result from activating the site. Director Shier stated that the site could be turned on but that that would be contingent on receipt of funds to cover the best estimate of activation, operation and any break-fix associated with the site for FY12. Del stated he then advised Major Leveque that the site would remain off.</p> <p>Del advised the council that in the interim, Ocie has worked with ETS to find the funds to activate the site and maintain it in a break/fix status through FY13.</p> <p>Del stated he did not know when the site would be turned on because ETS had a maintenance issue to resolve before it could be made operational.</p> <p>2. Del stated that the OMO was reviewing the Membership Agreement, per contract, for the annual review. He advised the council that there were some recommended changes but, if approved, they would not take place until FY13. Del reminded the council that for FY12, that all that was required of the member agencies was an email response confirming their intent to remain on the System. He advised the council that although they had paid their equipment maintenance costs, USARAK was the only agency to fail to respond with email confirmation regarding their continued membership.</p>	
<p>Annual Survey</p>	<p>3. Del advised the council that the Annual Customer Satisfaction Survey had been distributed to the member agency points of contact. The OMO had requested that the POCs further disseminate the survey to the individuals who actually use the radios.</p> <p>Del reminded the council that the results were normally briefed at the Annual User Council Training Conference but due to the lack of funding this year, there would be no conference. Therefore, the OMO had allowed more time for users to respond.</p> <p>Del stated that, similar to last year, responses to the survey had, so far, been very poor. Subsequently, he had called several of the units on JBER and Eielson, as well as the US Marshals Service, directly about sending out the survey to their troops.</p>	
<p>Meeting Attendance</p>	<p>4. Del stated that the council had elected to remove the language from the charter regarding removal of members for non-attendance.</p> <p>Subsequently, meeting attendance remains poor and three of the represented sectors had missed four of the six meetings since March when the change took affect.</p>	



<p>Overdue Document Reviews</p>	<p>He reminded the council that the meetings were for their benefit, not for the OMO.</p> <p>5. Del stated that the OMO had written the policies and procedures on behalf of the User Council and per contract they were required to be reviewed annually. Currently, reviews were two months behind and documents were piling up. Del advised that the OMO had tried to make the process as simple as possible.</p>	
<p>Misinformation</p>	<p>6. Del stated that he had reviewed an email that had been distributed throughout the Kenai peninsula stating that USARAK was removing all its equipment and leaving the System. Subsequently, he contacted all the agencies that received the email and provided them with the correct information - that USARAK was divesting itself of the equipment in the SOA shelters and the State was accepting the equipment.</p> <p>He reminded the council that these types of issues can cause great harm to the cooperative partnership and that they should also make every attempt to squash them, when they hear them or direct them to the OMO so that the correct information can be disseminated.</p>	
<p>Cooper Mountain</p>	<p>7. Del advised the council that the State was able to get to Cooper Mountain and make the necessary repairs to the antenna mast.</p>	
<p>Encryption Security</p>	<p>8. Del briefed the council that he had recently reviewed several articles regarding encryption security. The articles noted how the agency doing the study was able to capture sensitive information that had been transmitted 'in the clear' either through improperly programmed radios or through failure in training the radio operator how to properly use his equipment.</p>	
<p>AFEA Update</p>	<p>9. Del advised the council members that ALCOM was to begin contacting Federal Non-DOD agencies on Sep 6 regarding funds transfer.</p> <p>There was a possibility not all agencies would be required to contribute. The DOD was only looking to collect the \$30K funding shortage for the OMO contract through the remainder of FY12. Once that figure was obtained, no further funds would be requested.</p>	
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
<p>Mt Sunny Hay</p>	<p>1. Mr. Casey Borg stated he had spoken to ETS Director Shier and was waiting on the status as to whether the site</p>	



	could be turned on.	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	
	There was no DOD update.	
SOA Update	Mr. Jim Kohler, SOA ALMR Program Manager	
	There was no SOA update. Major Leveque advised the council members that Mr. Kohler was in FCC meetings and unable to attend.	
Old Business		
	There was no old business presented during this meeting.	
Next meeting		
	The next regularly scheduled meetings are Oct 5, Nov 2, and Dec 7.	
New Business	<p>1. Major Leveque updated the council members on the discussions that had occurred at the Executive Council meeting on Sep 1.</p> <p>With regard to the 7.9 System upgrade, he stated that he disliked using the term upgrade simply because of the implications of the word itself. It sounded that someone trying to go from a Chevy to a Cadillac, when in fact, it was a System refresh to bring the current software up to date.</p> <p>Major Leveque requested that we change the terminology to reflect that it was an update or a refresh.</p> <p>2. Mr. Thomas "Rick" Williams stated that he had been trying to explain the equipment divestiture to his new boss, LTC Pearson, USARAK G6. He said he was having difficulty explaining why the equipment was always referred to as USARAK's equipment, when in fact the equipment did not actually belong to USARAK. It belonged to the higher headquarters which was METCOM and USARPAC.</p> <p>Major Leveque explained that the Cooperative Agreement is only between organizations in Alaska. Regardless of where the money came from originally, USARAK was a party to the Cooperative Agreement through Alaskan Command.</p> <p>Rick also asked if there was any correspondence that noted the numbers and dates of divestiture. The OMO advised him that they would look at correspondence on file and provide him with copies accordingly.</p>	Action Items Assigned
		1. OMO to provide copies of correspondence regarding divestiture of USARAK site equipment.
Adjourn		
	A motion was made to adjourn the meeting by Ocie and seconded by Pete. There were no objections. The meeting was adjourned at 2:15 p.m.	