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
T	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
U	Schoenwald	Doug	Mr.	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)
U	Borrego	Susan	Ms.	Fed Non-DOD, FBI
U	Caldwell	Jim	Mr.	Fed Non-DOD, TSA
U	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
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
U	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
T	Patz	Greg	Mr.	SOA DOT
E	Pyne	Kathryn	Ms.	SOA All Others, DNR Forestry (representing all other SOA Agencies)
U	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
P	Wilson	Barry	Capt	SOA DPS, AST

Other Attendees

T	Borg	Casey	Mr.	System Manager
T	Kohler	Jim	Mr.	SOA ALMR Program Manager
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Richter	Bruce	Mr.	Office of Emergency Communications

P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Tucker	Jeff	Chief	North Star VFD, AML
P	Woodall	Tim	Mr.	DOD ALMR Project Officer

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque called the meeting to order at 1:32 p.m.	
Roll Call	Roll call was taken and a quorum was achieved.	
Previous Meeting Minutes Approval	Minutes from September and October meetings were reviewed. **Motion: Accept September 1, 2010, meeting minutes as written.** **Motion: Mr. Mark Beals** **Second: Mr. Ocie Adams** There were no objections. **The motion passed.** **Motion: Accept October 18 - 19, 2010, meeting minutes as written.** **Motion: Mr. Pete Murphy** **Second: Mr. Ocie Adams** There were no objections. **The motion passed.**	
Review of I&R Log	**Active Issues**	
	Item #57 – All User Council positions are currently filled.	
	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 was one Action Item from the October meeting, which remains open. "The OMO to prepare a position paper that states it is the State's responsibility, and in their best interest, to fund the Non-Federal share of ALMR." Mr. Del Smith advised the council he had done some research and currently had a rough draft prepared. He was still revising it to reduce it to a single page, as requested by the User Council. Del stated he would have a final draft ready for the December meeting.	
Operations	**Mr. Del Smith, Operations Manager**	

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Management Office Update		
MotoBridge™ Working Group	1. Del briefed the council that the first MotoBridge™ meeting had been today. There were six sites still lacking complete connectivity. Initial training had been conducted at several locations but follow-up training needed to take place. Mr. Joe Quickel would also be working on training personnel at the other locations. Del stated he had made contact with Georgia Tech to see if the online training module that was developed for the GIN could be modified for ALMR. He had also spoken to DHS&EM about getting some training funds to support this.	
October System Metrics	2. Del advised the council there was nothing out of the ordinary; numbers were declining which is normal for this time of year. Hill 3265 still had one channel turned off at the request of the FCC.	
User Council Membership	3. Del stated that there was still some confusion on the part of the USARAK appointees and their role on the User Council regarding who they represent. Mr. Tim Woodall stated this was an internal DOD issue and Colonel Hays was taking it to the Army to discuss.	
Future Sites/Site Augmentation	4. Del reminded the council that this was an item of interest at the annual conference and they still needed to discuss/decide how to prioritize the build out. Another point of consideration is how would the council propose the prioritization to the Executive Council and encourage their support. Tim suggested that the council consider the following areas when prioritizing sites: upgrades, long-term capacity (channels), coverage and dead spots, long-term sustainment (life cycle management), and a capital investment of 3 - 5 years out. Tim also noted that the build out should provide a reliable backbone, expanded coverage, and it should take advantage of other available technology being deployed. Del stated that as far as he knew there were no capacity issues with the System except at those sites where channels had been turned off. Tim suggested the council prepare a report for legislators, which addresses all the issues and prioritization.	

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	Ocie recalled that at the Annual Conference a few years ago the council had prioritized the build out priority list and asked if that could be located.	1. OMO to research and provide list to Ocie.
	Major Leveque stated he was in general agreement with the suggestions but he reminded the council that at this year's conference they had agreement to focus on the current ALMR footprint and it would be incumbent on council members to explain why adding a site (such as the Tok cutoff) is important.	
	Tim suggested that all the coverage expansion needs be consolidated into an ALMR Capital Investment Plan (five-year plan) and he could provide the rough order of magnitude costs. He stated the council might also examine the potential for grants.	
	Del reminded the council that they also need to address the current training issues before considering adding new sites.	
	With regard to future upgrades, Major Leveque asked for a document from the SMO/OMO on what is expected and what would be the consequences of not doing it.	
	Tim explained some of the consequences and the fact that if the ALMR System does not maintain its DIACAP compliance that the DOD must exit the System and the Cooperative. He advised that the DOD is seeking the funds to execute an upgrade and that Motorola® indicated they may be willing to continue testing patches until the upgrade funds are received.	
	Matt suggested that the User Council and the OMO could put together a document, with regard to the upgrades, to advance to the Executive Council because they don't have the expertise to understand what this entails.	
System Management Office Update	**Mr. Casey Borg, System Manager**	
Site Maintenance Issue	Mr. Casey Borg advised the council that SOA ETS was currently working on the Anchor River site. It appeared that there was a bullet hole in the antenna feed line and they were working to replace the part.	
	Casey advised that the Heney Range site had been repaired and appeared to be stable at this time.	
	With regard to the interference issues at Site Summit, Casey stated that he was working on a TXRX solution or the possibility of the filter being re-tuned.	
Joint Project Team	**Mr. Tim Woodall, ALMR Project Manager**	

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Update		
MotoBridge™ Update	Tim stated that the MotoBridge™ project was wrapping up at over 30 locations and Motorola® would be distributing a Concept of Operation document in the near future. He stated one of the biggest issues was getting organizations to understand what resources were tied to the MotoBridge™ and how to connect and utilize them.	
Joint Project Team Update	**Mr. Jim Kohler, SOA ETS Program Manager**	
Western Alaska Expansion Project	Mr. Jim Kohler stated there would be some new technologies deployed in Western Alaska. GCI was doing an expansion project in the Southwest. He said the AKICC and the UC needed to talk about the expansion and what possibilities exist. He also advised that neither group should be operating in isolation of the other. Ocie requested a list of the communities where the fiber would be laid to. Jim stated he would get it to the OMO to distribute to the User Council.	2. OMO to distribute information on the GCI expansion project.
Old Business		
	There was no old business presented during this meeting.	
Next meeting		
	The next regularly scheduled meetings are December 1, January 5, 2011 and February 2. Major Leveque stated he would be out for the December meeting.	
New Business		
User Council Annual Elections **OEC Catalog** **Document Reviews**	The OMO reminded the council that nominations for the Chair and Vice Chair positions were due November 19. Mr. Bruce Richter advised the council that the AKICC was working on the OEC catalog with DHS&EM. He stated he would send the link to the OMO/Major Leveque to pass on to the other council members. Del reminded the council that there were several documents that were overdue annual reviews and that there were quite a few upcoming reviews in December..	3. OMO to forward link to the OEC catalog to the UC.
Adjourn		
	A motion was made to adjourn the meeting by Ocie and seconded by Capt Barry Wilson. There were no objections. **The meeting was adjourned at 2:55 p.m.**	