

Date: June 2, 2010

1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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Primary

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Т	Adams	Ocie	Mr.	SOA DOT&PF
Т	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service
				Area
Р	Claar	William	Mr.	Fed Non-DOD, US Forest Service
Α	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
Т	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice
				Chair
Р	Leveque	Matt	MAJ	SOA DPS, AST, Chair
Α	Mitchell	William	Mr.	DOD USAF, Eielson AFB
Р	Murphy	Peter	Mr.	Fed Non-DOD, FBI
Α	Schmidt	Sheldon	Chief	Municipalities Southeast, Sitka PD
Р	Schoenwald	Doug	Mr.	SOA All Others, DMVA (representing all other
				SOA Agencies)
Α	Taylor	Marlon	MSgt	DOD USAF, Elmendorf AFB
	VACANT			DOD US Army Alaska

Alternate

Α	Arasz	Paul	Mr.	Fed Non-DOD, FBI	
Α	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)	
Α	Borrego	Susan	Ms.	Fed Non-DOD, FBI	
Α	Caldwell	Jim	Mr.	Fed Non-DOD, TSA	
Р	Garriott	Marcus	TSgt	DOD USAF, Elmendorf AFB	
Т	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager	
Α	Hansen	Glenn	Mr.	SOA All Others, DMVA (representing all other SOA Agencies	
Α	Horton	Tia	Ms.	Municipalities Central, Anchorage Fire Department	
Α	Keeney	George	Chief	Municipalities Central, Valdez FD	
Α	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD	
Α	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service	
Р	Newman	Natalie	Ms.	DOD US Army Alaska	
Α	Patz	Greg	Mr.	SOA DOT	
Α	Pyne	Kathryn	Ms.	SOA All Others, DNR Forestry (representing all other SOA Agencies)	
Α	Royal	Ronald	Mr.	DOD USAF, Eielson AFB	
Α	Rudorf	Karl	MSgt	DOD USAF, Elmendorf AFB	
Α	Wilson	Barry	Capt	SOA DPS, AST	



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Other Attendees

Α	Borg	Casey	Mr.	System Manager	
Т	Goetz	Robert	Mr.	US Forest Service, Regional Office -	
				Juneau	
Р	Hauck	Jeff	Mr.	USARAK, 59th Signal Battalion	
Р	Kohler	Jim	Mr.	SOA ALMR Program Manager	
Α	Leber	Rich	Mr.	OMO Technical Advisor	
Α	Quickel	Joe	Mr.	DOD Project Office	
Р	Richter	Bruce	Mr.	DHS OEC	
Р	Shafer	Sherry	Ms.	OMO Document Specialist	
Р	Smith	Del	Mr.	Operations Manager	
Α	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 1:30 p.m.	
Roll Call	Roll call was taken and a quorum was not achieved at first. Other members subsequently joined and a quorum was achieved.	
Previous Meeting Minutes Approval	Minutes from May 5 meeting were reviewed. Motion: Accept May 5, 2010, meeting minutes as written.	
	Motion: Ms. Natalie Newman Second: Mr. Doug Schoenwald There were no objections. The motion passed.	
Review of I&R Log	Active Issues	
	Item #57 – The USARAK primary council position is vacant as of August 31, 09.	
	Mr. William Claar, US Forest Service, was appointed to the Federal Non-DOD position, pending approval by the Executive Council.	
	Natalie stated there may not be two USARAK representatives in the future. She asked if she should obtain a new letter making her the primary representative. Major Leveque agreed this would be appropriate.	
	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	There was one Action Item from the May 5 meeting, which was closed.	



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Meeting		
Operations Management Office Update	Mr. Del Smith, Operations Manager	
User Council Charter	Del gave a brief synopsis of the changes to the User Council Charter. Two of the notable changes were replacing the Non-DOD Federal TSA designated position with a Non-DOD Federal All Others position and taking steps to ensure council members are held accountable for attendance at the meetings. Major Leveque asked for discussion on either issue. Deputy Chief Brad Johnson stated the editions were good and read well. Mr. Ocie Adams stated he had no problem with the changes. Motion: Accept the revised User Council Charter as written. Motion: Ocie Second: Natalie	1. OMO to develop language to send to the Executive Council regarding the motion of the User Council on Membership Agreement renewal.
	There were no objections. The motion passed.	
Group Log On Accounts	2. Del mentioned that the Security Manager had been approached regarding group log on accounts. This is not a security issue but must be approved by the Designated Approval Authority (DAA). This has been requested by dispatch in the past.	
	TSgt Marcus Garriot stated one of their reasons for requesting this is that if a user forgets their password, that user cannot call the Help Desk to request a password reset. It has to be called in by one of the individuals on the list. Then the Help Desk has two days to respond.	
	Natalie didn't think the DAA would approve this but asked if it was feasible to keep an emergency logon password locked up and if it was needed, then take it out and get a replacement at that time.	
	Major Leveque asked Brad if this had been an issue with the Fairbanks Dispatchers. Brad stated it had not been an issue.	
Cost Share	3. Del advised the council the OMO would not meet the deadline for getting new membership agreements executed by Jun 30. There were two reasons this would not occur: 1) the revised Membership Agreement was still out with the represented entities from the Executive Council but no	



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comments had been received from Eielson, USARAK, or the SOA Alaska. Comments were due back to the OMO on May 28; and 2) the State had not decided who the \$150K in receipt authority would apply to.

Brad stated the cost collection was not supposed to start until Jan 2011. He asked if agencies declined to pay would they be kicked off the System.

Mr. Jim Kohler stated the language in the budget was fairly generic and that they would be meeting in a couple weeks to discuss how to approach it. After that they will be meeting with the Governor for approval.

Nothing will happen until the latter part of June, and since the Membership Agreement must have the cost in it, that too will be on hold. The Commissioner's intent is to send a letter to each user under the State umbrella. He suggested removing the line with the dollar figure and making it more generic, and add language which says there may be a cost/charge.

Del stated that, although the OMO is supposed to have the Membership Agreements re-accomplished no later than June 30 each year, they operate at the convenience of the Executive Council and UC on getting this out to the agencies. He stated the Executive Council could change the language without it going back to the UC for discussion and vote.

Brad suggested current Membership Agreements under the State umbrella be extended through December 31 this year or until superseded.

The council decided to approve this approach.

Motion: All existing Membership Agreements be extended until such time as they are superseded by a modified agreement, but no later than December 31, 2010.

Motion: Brad Second: Ocie

There were no objections. The motion passed.

2012 Draft OMO/SMO Budget

4. Del stated that although the council had just approved the FY11 Budget, at the last Executive Council meeting the OMO had been tasked to get the FY12 Budget prepared and approved in time for the Executive Council's August meeting. This would ensure it was included in all the State

2. OMO to send out draft FY2012 Budget to council members.



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	budget planning.	
	He advised there was little difference in from the FY11 Budget. Some administrative costs had been removed. He also pointed out that the audit had been left in but that the councils needed to decide whether it needed to be conducted annually or at a different interval.	
Outstanding System Change Request Documentation	5. Del reminded the group that at the May User Council meeting, Mr. Kohler had stated that there was some outstanding documentation due from the State of Alaska Telecommunications System technicians for a long period of time. The OMO had previously met with Mr. Kohler and the SOA ETS person responsible for completing this task on April 22. All System Change Requests were to be completed no later than June 1. Del advised the User Council that this did not happen. The individual responsible provided only one document on May 28 after being reminded again that they were due.	
System Management Office Update	Mr. Casey Borg, System Manager	
•	There was no representative available for a SMO update.	
Joint Project Team Update	Mr. Tim Woodall, ALMR Project Manager Mr. Joe Quickel, PMP	
Opunio	There was no representative available for a DOD update.	
Joint Project Team Update	Mr. Jim Kohler, SOA ETS Program Manager	
OEC Barriers Study	Jim stated the efforts of the Office of Emergency Communication had been stalled since February. Interviews were still pending with the stakeholders. Commissioner Kreitzer had sent a letter in April (hand-carried by Jim to DC). In their response, they stated they had no plan currently and no timeline for completion.	
Metrics	Mr. Pete Murphy asked if there was any information yet regarding the FBI busying out the Seward site but it not reading on the NMT. Del stated there was no answer at this time.	
Old Business	There was no old business presented.	
Next meeting		
	The next regularly scheduled meetings are July 7, Aug 4, and Sep 1. Members were reminded the Annual UC Training Conference would be held in October this year versus September.	
New Business		
MOSCAD Failures	Ocie asked if there was any idea why so many of the	
	MOSCADS have failed this year. Del stated he would pass	



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ALMR Information Assurance Certification	this question on to Casey. Marcus stated that everyone is required to do annual Information Assurance training to be on ALMR. He said this duplicates the military's requirement since they must be certified there as well. He asked if there military certification could be used for ALMR. Del stated he would talk to Casey and Roger to find out.	
Adjourn		
	A motion was made to adjourn the meeting by Natalie and seconded by Pete.	
	The meeting was adjourned at 2:35 p.m.	