



Alaska Land Mobile Radio

**User Council Meeting**  
**Wednesday – March 3, 2010**  
**1330 - 1530**

**5700 E. Tudor Road**  
**AST Training Conference Room**

- 1330 Welcome / Roll call / Introductions of guests
- 1335 Meeting Minutes Status / Review Issues and Risk Log / Review Action Items
- 1345 Operations Management Office Overview - Del Smith
- UC review of the Membership Agreement comments and vote
  - Budget
  - Genesis GENWatch3
  - Annual IA Report
  - UC Annual Assessment Report
  - Document Reviews
- 1405 System Management Office Overview - Casey Borg
- 1420 DOD Project Status Update - Tim Woodall  
SOA Project Status Update - Jim Kohler
- 1440 Project Update – Joe Quicke
- 1450 Next Meetings
- 1455 New Business
- 1530 Adjourn



Alaska Land Mobile Radio

1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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**Primary**

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

**Alternate**

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



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**Other Attendees**

T	Borg	Casey	Mr.	System Manager
A	Hauck	Jeff	Mr.	USARAK, 59th Signal Battalion
A	Ince	Chester	Mr.	OMO Subject Matter Expert
A	Kohler	Jim	Mr.	SOA ALMR Program Manager
T	Leber	Rich	Mr.	OMO Technical Advisor
T	Quickel	Joe	Mr.	DOD Project Office
T	Richter	Bruce	Mr.	OEC Region X
T	Shafer	Sherry	Ms.	OMO Document Specialist
A	Smith	Del	Mr.	Operations Manager
A	Woodall	Tim	Mr.	DOD ALMR Project Officer

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<b>Called to Order</b>	Due to the absence of both the Chair and the Vice Chair, the meeting was not called to order. It began at 1:33p.m. Updates were provided and to bring the council up to speed on current issues.	
<b>Roll Call</b>	Roll call was not taken.	
<b>Previous Meeting Minutes Approval</b>	Minutes from January 6 meeting were not reviewed	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
	Item #57 – The Federal Non-DOD TSA primary position remains vacant since October 2007. The USARAK primary council position is vacant as of August 31, 09.	
	<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>	From the January 6 meeting, the OMO was to send out the FY2011 operating budget to the council after meeting adjournment for review and comment. (CLOSED: 6 Jan)  All Action Items from the January 6 meeting were closed.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Membership Agreements</b>	1. Mr. Del Smith briefed the council that the OMO had distributed the revised draft Membership Agreement on Dec 22, 2009 to all agencies on the System for coordination and comment. Responses were due to the OMO on January 29. The comments that were received are being consolidated and responses will be prepared for the User Council consideration.	



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<p><b>Budget</b></p> <p><b>2009 Annual Assessment on System Operations and Management Performance</b></p> <p><b>2009 Annual Information Assurance Audit Report of Findings</b></p> <p><b>ALMR/Integrated Wireless Network (IWN)/Oregon Wireless Interoperability Network (OWIN) Concept Demonstration</b></p> <p><b>Departure of the System Manager</b></p>	<p>2. Del reminded the council that the draft FY2011 Operations Management Office and System Management Office Operating Budget was distributed after the Jan 6 meeting for comment. It then needs to be presented to the Executive Council for approval. The OMO will immediately begin work on the FY12 budget to get it finalized by the end of August. He advised the council that Mr. Kohler had passed on to him that the Governor's proposed for SOA FY11 budget is projected to have a \$70,000 shortfall.</p> <p>3. Del briefed the council that the OMO had completed the annual assessment and would be sending it out after the meeting for review and comment. This is the User Council's report on the OMO performance.</p> <p>4. Del briefed the council that the OMO had completed the annual report and would be sending it out after the meeting for review and comment. This is a compilation of the System log-in audits, the backup tape storage audits, and the building penetration attempt audits. It will be presented to the Executive Council.</p> <p>5. On January 13, the OMO supported the demonstration. It involved an uplink from the Transportable Area South Satellite skid to a satellite, and a follow-on downlink to an earth station somewhere north of Seattle. Federal and State agencies in Alaska participated in demonstration and were able to make contact with their counterparts with the Washington State Patrol, a number of Federal agencies, and the Oregon State Police Dispatch, and across the border to the Canadian Mounties. The demonstration was very successful; there was one issue with a loop back situation when the Alaska MotoBridge® was linked to the Oregon ACU-1000. An After Action Report will be distributed shortly.</p> <p>6. Del advised the council that Casey would be departing ALMR sometime in March.</p>	<p>1. OMO to send out UC Annual Assessment for review and comment.</p> <p>2. OMO to send out Annual IA Audit for review and comment.</p>
<p><b>System Management Office Update</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	
<p><b>Missed Audio</b></p> <p><b>Ted Stevens Anchorage International Airport and Seward</b></p> <p><b>Site Summit</b></p>	<p>1. Mr. Casey Borg briefed the issues with the MGIG have hopefully been resolved. Several cards have been replaced and no further problems have been noted at this time.</p> <p>2. Casey briefed that the State is currently working to diagnosis and repair of problems on the microwave between Tudor Tower and the Airport Safety Building at TSAIA. They are also troubleshooting the microwave in Seward.</p> <p>3. Casey advised that the System Management Office</p>	



**Alaska Land Mobile Radio**

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	(SMO) is currently monitoring/evaluating Site Summit. One channel is currently disabled. There is an inter-modulation problem which is apparently interfering with Marine Channel 16. It still needs to be identified where exactly the inter-modulation is happening. The Coast Guard accompanied the SMO to the site last week to observe the equipment and try to determine the cause. The SMO will continue to monitor the site over the next couple weeks to try to pinpoint whether it is in the ALMR equipment or somewhere else.	
<b>Joint Project Team Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b>	
	There was no DOD update.	
<b>Joint Project Team Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
	There was no State update.	
<b>Old Business</b>		
	There were no old business items for this meeting.	
<b>Next meeting</b>		
	The next regularly scheduled meetings are March 3, April 7, and May 5.	
<b>New Business</b>		
	There was no new business presented.	
<b>Adjourn</b>		
	<b>The meeting was adjourned at 2:12 p.m.</b>	



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P	Knight	Terry	Mr.	FEME
A	Kohler	Jim	Mr.	SOA ALMR Program Manager
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P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR Project Officer

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:30 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum was achieved.	
<b>Previous Meeting Minutes Approval</b>	Minutes from December 4 meeting were reviewed.  <b>Motion: Accept December 2, 2009, meeting minutes as written.</b>  <b>Motion: Mr. Doug Schoenwald</b> <b>Second: Mr. Pete Murphy</b>  <b>The minutes were approved.</b>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>  Item #57 – The Federal Non-DOD TSA primary position remains vacant since October 2007. The USARAK primary council position is vacant as of August 31, 09.  <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>	All Action Items from the November 4 meeting were closed.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Membership Agreements</b>	1. Mr. Del Smith briefed the council that the revised draft Membership Agreement was distributed to all users on the System for coordination and comment on Dec 22, 2009. Responses are due to the OMO not later than the end of	



<p><b>Newsletter</b></p> <p><b>Budget</b></p> <p><b>IWN/OWIN</b></p> <p><b>OMO Metrics</b></p> <p><b>End of Year Radio Count</b></p>	<p>January.</p> <p>2. Del advised that the newsletter is considered an essential avenue for information distribution to the System users and the OMO came up with the funds to distribute the first and second quarter editions. The newsletter will be distributed electronically with the exception of the State Legislature whose copies will be mailed.</p> <p>3. Del notified the council that the draft FY2011 OMO proposed budget has been prepared and will be distributed to the council members after the meeting. Work will begin on the FY2012 and should be available for presentation to the council in the May/June timeframe and submission into the SOA FY2012 proposal in the fall.</p> <p>4. Del updated the council that the next attempt of the Concept Demo will occur on Jan 13. Up to nine different Alaska Public Safety agencies will be patched to agencies in both Washington State and Canada. The processes and protocols used to accomplish the demonstration will be documented for future use. A Memorandum of Agreement will be accomplished with other states to solidify the process after the processes/procedures are finalized.</p> <p>5. Del advised the council that the SMO was looking into the huge spike in System busies between Dec16 – 19. He stated Mr. Borg would address this issue further in the SMO update.</p> <p>6. Del briefed the council that the radio count for the end of CY2009 was 13,551 units. Utilizing this figure, if there were to be a Cost Share for SOA FY 2011 the cost would be \$12.70 per radio per month.</p>	<p>1. OMO to send out the FY2011 operating budget to the council after meeting adjournment.</p>
<p><b>System Management Office Update</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	
<p><b>December Busies</b></p> <p><b>Maintenance Issues</b></p>	<p>1. Casey briefed that the SMO was looking at several different reports to try to determine the reason for the increased busies throughout both zones. One possible reason could be the huge snow storm that hit Alaska. This would account for the busies at Willow Mountain, Alcantra, and the Anchorage bowl sites.</p> <p>The Cottonwood site also experienced increased busies in December. This could be attributed to the fact that Wasilla PD is now on ALMR full time.</p> <p>The busies at Peger Road site might be due to usage by USARAK</p> <p>2. Casey advised the council there are several maintenance</p>	





	<p>issues which are being closely monitored by the SMO. One is Seward antenna. A maintenance crew was at the site on Jan 5 and discovered a corroded coupler which was replaced. The site was still experience some problems so the SMO coordinated with ARR and will return on Jan 7 to complete the fix.</p> <p>The second issue being watched is missing audio at some of the consoles. The SMO pulled the logs from the consoles and noted that the MGIG was disabled. This has been corrected and they are tracking it to see if the issue is now resolved.</p> <p>The final maintenance issue affects DOD only. The MC7500 consoles are experiencing excessive data traffic. The possible cause is a corrupt System Log file. It is being monitored the next two days to verify the problem cause.</p>	
<p><b>Joint Project Team Update</b></p>	<p><b>Mr. Tim Woodall, ALMR Project Manager</b></p>	
<p><b>MotoBridge®</b></p> <p><b>Tactical Interoperable Communications Plans (TICPs)</b></p> <p><b>Office of Emergency Communications (OEC)</b></p>	<p>1. Mr. Tim Woodall briefed that the project is now 95 percent complete. Fort Wainwright was awaiting the Acceptance Test Procedure and there were circuits at Eielson Air Force Base which needed to be moved. Valdez instillation was on hold awaiting the State's decision on the tower replacement. DOD may opt to relocate the equipment from the original site in Valdez due to the fact the contract will soon ending and the installation needs to be complete. One possible location is the grain tower which currently houses the Valdez Police and Fire Department's conventional equipment. The Project Office is requesting access to the mount antenna.</p> <p>Mr. Ocie Adams stated that DOT had a new 120 foot tower being installed at their weigh scales this coming Spring and were considering making it an ALMR site later on. A shelter and hard power are already in place.</p> <p>Mr. Woodall instructed Mr. Joe Quickel to follow up on this.</p> <p>2. Tim advised the council that the six regional TICPs had all been updated and that tabletop exercises had been conducted in all regions except the Municipality of Anchorage. The Project Officer had not received the Anchorage Wide Area Radio Network (AWARN) information in order to finalize the TICIP.</p> <p>3. Tim explained that the DOD executed a cooperative task order with the Office of Emergency Communications. The purpose is to conduct a study of the ALMR System, document best practices, and barriers such as funding and</p>	





	The process continues through January.	
<b>Old Business</b>		
	There were no old business items for this meeting.	
<b>Next meeting</b>		
	The next regularly scheduled meetings are February 3, March 3, and April 7.	
<b>New Business</b>		
<b>Annual User Council Chair and Vice Chair Elections</b>	<p>The OMO briefed the results of the annual election for the Chair and Vice Chair positions. There were two nominees for the position of Chair and three nominees for the position of Vice Chair. Major Matt Leveque was re-elected as the council Chair and Deputy Chief Brad Johnson was re-elected as the Vice Chair.</p> <p>Pete asked the council and the presiding officers if they wished to consider the option of imposing term limits. Pete said he was happy to have them do it for eternity.</p> <p>Brad stated that he had spoken with Major Leveque on this subject in the past and their combined opinion was that if the council members wanted them to continue to serve in the capacity, they were happy to do so. If either reaches the point where it becomes too much then they would step down.</p> <p>Major Leveque emphasized that both he and Brad realized that ALMR still faces incredible challenges.</p> <p>Brad thanked everyone on both of their behalf's and they will continue to try to the best they can for the council and ALMR.</p>	
<b>Adjourn</b>		
	<p>A motion was made to adjourn the meeting by Ms. Natalie Newman and seconded by Ocie.</p> <p><b>The meeting was adjourned at 2:17 p.m.</b></p>	

**User Council Action Items Status  
From February 3, 2010 Discussion**

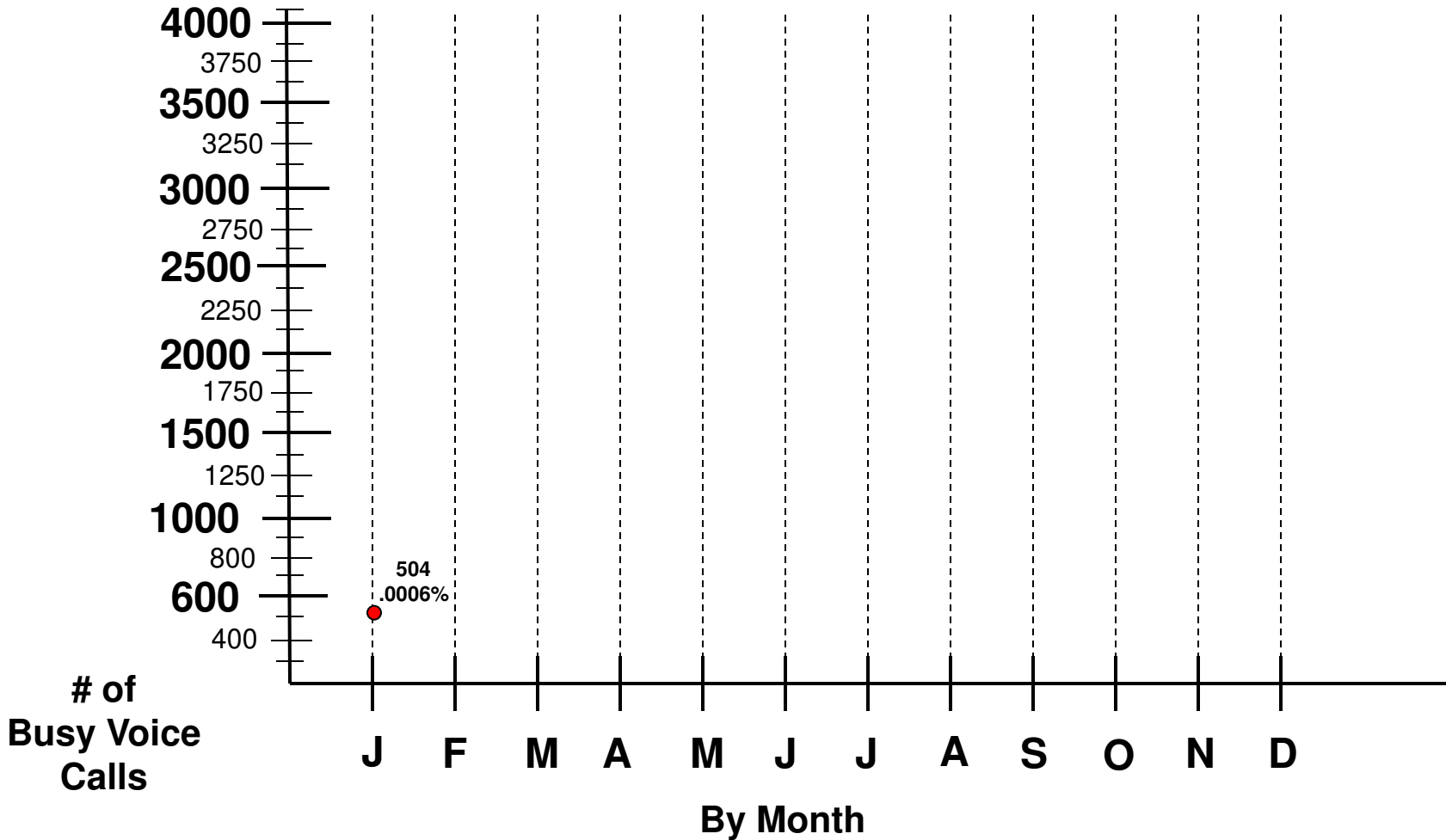
1. OMO to send out 2009 UC Annual Assessment for review and comment. **(CLOSED: Feb 3, 10)**
2. OMO to send out 2009 Annual IA Audit for review and comment. **(CLOSED: Feb 3, 10)**



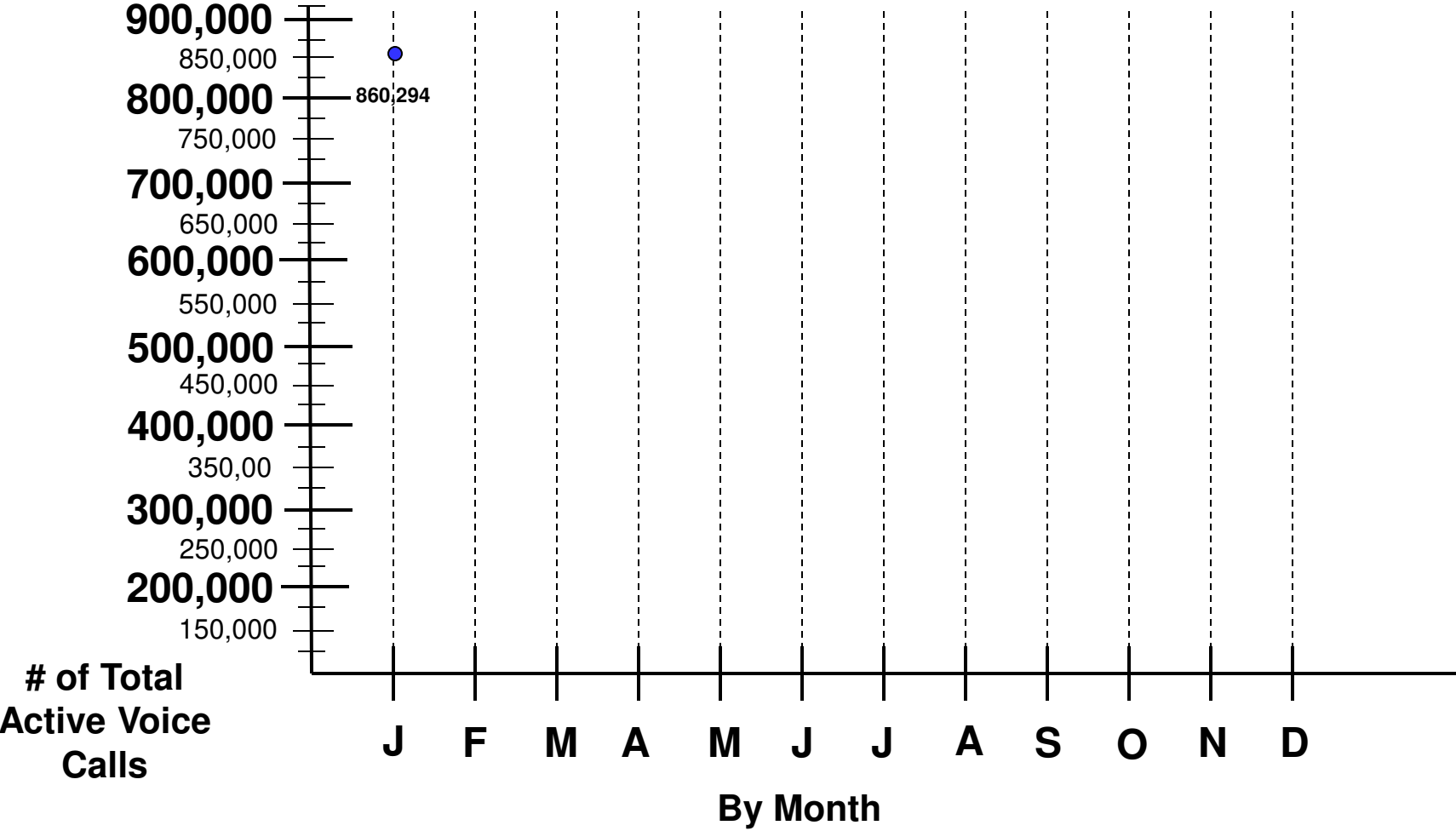
ALMR User Council  
Active Issues and Risks Log

Active Issues								
No.	Initiated	Research	Approval	Title	Description	Status / Actions	Opened	Targeted / Closed
57	OMO	UC	UC	Vacant User Council positions	Several positions have been vacant from as far back as Oct 2007.	The primary Federal Non-DOD TSA position has remained vacant since Oct 2007. USARAK Primay position is vacant as of August 31, 09.	7-May-08	<b>2 Yrs, 4 Mos Overdue</b>
59								
Issues closed at or since the last meeting								
Pending Issues								

# System Performance - Busies



# System Performance - Voice



# System Performance - Data

