



1. Attendance Roster

User Council Members and Alternates

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|-------------|-------------------|------------|
| P = Present | T = Via Telephone | A = Absent |
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Primary

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|---|---------------|---------|-------|---|
| T | Adams | Ocie | Mr. | SOA – DOT&PF |
| A | Fisher | Bryan | Mr. | SOA Other – DMVA (representing all other AK Agencies) |
| T | Fronterhouse | Bev | Ms | Fed Non-DOD – DOI |
| | VACANT | | | Fed Non-DOD – TSA |
| A | Schmidt | Sheldon | Chief | Municipalities, Southeast Rep – Sitka PD |
| T | Johnson | Brad | Chief | Municipalities, Northern Rep - Fairbanks PD, Vice Chair |
| P | Leveque | Matt | MAJ | SOA – DPS, Chair |
| T | Beals | Mark | Chief | Municipalities, Central Rep – Bear Creek Fire Service Area |
| A | Mitchell | William | Mr. | DOD - Eielson |
| A | Murphy | Peter | Mr. | Fed Non-DOD - FBI |
| T | Newman | Natalie | Ms. | DOD – US Army Alaska |
| A | Shearer | James | TSgt | DOD – Elmendorf |

Alternate

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|---|----------|---------|------------|---|
| P | Blaine | Scott | TSgt | DOD - Elmendorf |
| T | Borrego | Susan | Ms. | Fed Non-DOD - FBI |
| A | Caldwell | Jim | Mr. | Fed Non-DOD - TSA |
| T | Gibbs | David | Mr. | Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager |
| P | Hansen | Glenn | Mr. | SOA Other - DMVA |
| A | Keeney | George | Chief | Municipalities, Central Rep – Valdez FD |
| A | Lawson | Dave | Asst Chief | Municipalities, Central Rep – Valdez FD |
| A | Lewis | Mike | Mr. | Fed Non-DOD - DOI |
| A | Patz | Greg | Mr. | SOA - DOT |
| T | Head | Lowell | Mr. | DOD - US Army Alaska |
| A | Royal | Ronald | Mr. | DOD – Eielson |
| A | Leggett | Ray | Chief | Municipalities, Southeast Rep – Skagway PD |
| A | Smith | Juliana | SSgt | DOD – Elmendorf |
| A | Wilson | Barry | LT | SOA – DPS |

Other Attendees

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| T | Hauck | Jeff | Mr. | 59th Signal Battalion, USARAK |
| T | Huls | Chad | Mr. | ALMR Security Manager |
| P | Ince | Chester | Mr. | OMO Subject Matter Expert |
| T | Jones | James | Mr. | SMO System Technologist |
| P | Leber | Rich | Mr. | OMO Technical Advisor |



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| T | Pyne | Kathryn | Ms. | DNR Forestry |
| T | Quickel | Joe | Mr. | DOD Project Office |
| P | Schoenwald | Doug | Mr. | DMVA |
| P | Shafer | Sherry | Ms. | OMO Document Specialist |
| P | Smith | Del | Mr. | Operations Manager |

2. Meeting Minutes and Action Items

| Agenda Item / Topic | Discussion | Action Items |
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| 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 not achieved at that time. Quorum was achieved later during the meeting when Ms. Newman was able to join the meeting via teleconference. | |
| Previous Meeting Minutes Approval | Minutes from December 5 meeting were reviewed. Motion: Accept and approve the December 5, 2008, meeting minutes. Motion: Deputy Chief Brad Johnson Second: Ms. Bev Fronterhouse The minutes were approved. | |
| Review of I&R Log | Active Issues | |
| #57 – User Council Vacant Positions | The TSA primary representative position remains empty. Mr. Del Smith stated he would re-engage Mr. Jim Caldwell, TSA, on this issue and possible appointment of Mr. Cameron Porter. | |
| | Pending Issues | |
| | There were no pending issues. | |
| | Issues Closed at, or since, last meeting | |
| | There were no issues closed at the last meeting. | |
| Review of Action Items from Previous Meeting | Issue 1 concerning the process/criteria for acceptance of new non-standard members onto ALMR remained open from the previous meeting to allow council members time to review the checklist and suggest any changes/additions. The OMO received no input from the council. Mr. Ocie Adams suggested that the process appeared to work well and that the UC should move ahead with it. Major Leveque agreed. | 1. Item closed. |
| Operations Management Office Update | Mr. Del Smith, Operations Manager | |
| Plain Language Working Group | 1. Del stated the memorandum had been sent to Chief Clemons who had distributed it to the Chiefs of Police. He also stated he had a teleconference with Fire Chief Schrage on Jan 8. He had spoken with the Anchorage Police | |



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| <p>Outstanding PMI Maintenance Issues</p> | <p>Department and they stated they would assign someone to the working group. Del hoped to have the group assembled in a week or two.</p> <p>He advised the council he was in the process of reviewing a Master's thesis from the Naval Academy on interoperability and there was some information in it that could be relevant/helpful to the working group.</p> <p>Del had also left a message with Ketchikan PD Deputy Chief Dossett.</p> <p>Brad stated that the Juneau PD had already implemented a Plain Language policy last year and would provide a copy to the OMO.</p> <p>2. Del advised the council that there were State of Alaska (SOA) sites with discrepancies that had been noted during periodic maintenance inspections that had outstanding discrepancies almost 500 days old. The OMO has been tracking these and requesting updates periodically but the issues are not being corrected. He requested that this be added to the Issues & Risk Log.</p> <p>Major Leveque requested that the latest correspondence be sent to him so he could address it up the chain.</p> <p>Ocie stated that he agreed that this should be sent up the chain.</p> | <p>2. OMO to provide UC Chair with correspondence concerning outstanding SOA PMI discrepancies.</p> |
| <p>Wild land Fire Frequency Sharing Agreement</p> | <p>3. Del advised the council that the OMO had been trying to get SOA to complete the frequency sharing agreement that allows ALMR to program the SOA wild land fire frequencies into the Transportable units and the cached radios. The original Warning Order was issued in April 2008. The DOD and the OMO had worked extensively with the SOA, going so far as to get the frequencies and type up the agreement, but still cannot get the SOA frequency manager to verify the frequencies and get the agreement signed.</p> | |
| <p>Outstanding Membership Agreements</p> | <p>Major Leveque stated he would move this up the chain of command, as well.</p> <p>4. The OMO has contacted all agencies on the System to complete their final membership agreements. There are still several that have not completed their agreements despite being contacted several times.</p> <p>The OMO would like for the UC members to contact those agencies in their respective areas and emphasize the importance of getting these completed prior to the next State</p> | |



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| St Paul Island | fiscal year. 5. Del updated the council on what is going on with the ALMR equipment on St Paul Island. The equipment will be turned over to Bob Griffiths at NLETC. The Coast Guard will have an expanded presence on St Paul in the future. Satellite connectivity may be reinstated. | |
| System Management Office Update | Mr. Casey Borg, System Manager | |
| | Mr. Casey Borg was in Fairbanks. Neither Mr. Chad Huls nor Mr. James Jones had any update prepared for the council. | |
| Joint Project Team Update | Mr. Tim Woodall, ALMR Project Manager | |
| Current On-going Projects | Mr. Joe Quickel presented on behalf of Mr. Woodall. There are six current DOD projects 1. Site Summit – the pre-selector has been received and the current installation date is Jan 26. 2. It is an Information Assurance requirement to have humidity/dehumidification at the zone controllers. The humidity control issue for the North Zone Controller is still being worked. The system is installed but awaiting power. The permitting is in process. DOD expects the install to be completed by the end of the month. Ms. Natalie Newman stated the humidity control installation has run into some challenges. The request for additional power has not been submitted yet and USARAK may not get through the process by next month. 3. MotoBridge™ update – 18 cold installs are completed with 7 more to go. The SOA is providing connectivity from the central MotoBridge™ Controller to each of the individual locations. Hopefully the outside antenna work and connectivity can be completed in March. The training and update of the CONOPS/drawer plans will also begin in March 4. Economic Analysis – the Project Management Office is reviewing the drafts and hopes to expedite the publication of the final reports by the end of the month or in early February. | |
| Joint Project Team Update | Mr. Jim Kohler, SOA ETS Program Manager | |
| | Mr. Kohler was in Juneau and unavailable for the meeting. | |
| Old Business | There were no items for this meeting. | |
| Next meeting | The next regularly scheduled meetings are Feb 4, Mar 4, and Apr 1, 2009. | |



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: January 7, 2009

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| New Business | <p data-bbox="134 411 394 468">Annual Chair and Vice Chair Elections</p> <p data-bbox="134 531 378 562">UC Charter Review</p> <p data-bbox="134 747 386 804">OMO Customer Support Plan (CSP)</p> | <p data-bbox="435 411 1094 499">1. Major Matt Leveque was re-elected as UC Chair and Deputy Chief Brad Johnson was re-elected as UC Vice Chair.</p> <p data-bbox="435 531 1127 709">2. Ms. Sherry Shafer advised the council that it has been two years since the UC Charter was reviewed. This would be a good time to look at it and change it, if required. Brad suggested the council members review the charter and discuss it at the next meeting.</p> <p data-bbox="435 747 1089 835">3. Del advised the council that the annual review of the OMO CSP is due. The OMO is currently reviewing and revising the document.</p> |
| Adjourn | <p data-bbox="435 842 1094 898">A motion was made to adjourn the meeting by Brad and seconded by Ocie.</p> <p data-bbox="435 930 894 959">The meeting was adjourned at 1411.</p> | |