



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
P	Fisher	Bryan	Mr.	SOA Other – DMVA (representing all other AK Agencies)
T	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	VACANT			Fed Non-DOD – TSA
	VACANT			Municipalities - Southeast Rep
T	Johnson	Brad	Chief	Municipalities - Northern Rep - Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	SOA – DPS, Chair
	VACANT			Municipalities - Central Rep
	Mitchell	William	Mr.	DOD - Eielson
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
	Newman	Natalie	Ms.	DOD – US Army Alaska
	Taylor	Marlon	MSgt	DOD – Elmendorf

Alternate

	Borrego	Susan	Ms.	Fed Non-DOD - FBI
	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
T	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
T	Hansen	Glenn	Mr.	SOA Other - DMVA
	VACANT			Municipalities - Central Rep
	Lewis	Mike	Mr.	Fed Non-DOD - DOI
	Patz	Greg	Mr.	SOA - DOT
P	Poindexter	Corey	Mr.	DOD - US Army Alaska
	Royal	Ronald	Mr.	DOD – Eielson
	Schmitt	Sheldon	Chief	Municipalities - Southeast Rep – Sitka PD
	Shearer	James	TSgt	DOD – Elmendorf
	VACANT			Municipalities - Northern Rep
	Wilson	Barry	LT	SOA – DPS

Other Attendees

P	Borg	Casey	Mr.	System Manager
T	Brodigan	Dennis	Mr.	Matsu Borough
P	Kohler	Jim	Mr.	SOA ALMR Program Manager
P	Shafer	Sherry	Ms.	OMO Document Specialist
T	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR Project Manager



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 quorum was achieved.	
Previous Meeting Minutes Approval	<p>Minutes from May 7 were reviewed and approved.</p> <p>Motion: Accept and approve the May 7, 2008, meeting minutes as written and presented.</p> <p>Motion: Mr. Corey Poindexter Second: Mr. Ocie Adams The motion carried.</p>	
Review of I&R Log	Active Issues	
#56 – Busies	Will be updated during the SMO update.	
#57 – User Council Vacant Positions	Major Leveque advised he had briefed the Executive Council of the new Alternate Representative for the Northern Municipalities (Mr. David Gibbs).	
	Pending Issues	
	There were no pending issues	
	Issues Closed at, or since, last meeting	
	There were no issues closed at or since last meeting	
Review of Action Items from Previous Meeting	Major Leveque addressed the Action Items from the May meeting. Item 2 - busies options and item 3 – busy standards will be discussed during the SMO update. Item 4 – DOT and AST agency metrics is still being compiled by the SMO and will remain open. Item 5 – draft OMO Budget document to be discussed during the OMO update.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	
FIN Update Gold Elite CEB Issue	<p>1. Del gave a brief update on the trip by Alaska dispatchers and OMO staff to the FIN. Florida currently has 240 MotoBridges® throughout the state. They gladly provided the OMO staff with their procedures and are looking forward to hearing about the State of Alaska’s MotoBridge® connectivity solution for Barrow via satellite. There will be a Summit in approximately July timeframe for the dispatchers to reconvene to discuss the trip and what they learned.</p> <p>2. Del briefed the User Council in reference to the suggestion at the last meeting that possibly a policy be written concerning CEB updates to Gold Elite consoles. Del referenced the System Change Request (CR) Management Policy and Procedure, as well as, the DIACAP Memorandum which both require agencies to pre-coordinate any changes before they make them to equipment</p>	



<p>User Council Charter</p> <p>MotoBridge™ Site Walks</p>	<p>connected to ALMR. He didn't feel there was a need for another policy.</p> <p>Ocie suggested that during future revisions OMO look at Gold Elites specifically and incorporate language to address the changes to them. He stated that this was all part of the learning process for the OMO and the User Council.</p> <p>3. Deferred pending OMO discussion with Colonel Clifton.</p> <p>4. Del briefed that site walks are still on going and Motorola is to meet with the Coast Guard next week to discuss a MotoBridge™ installation. Del advised the User Council that the Florida Coast Guard is on FIN.</p>	
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	
<p>Three-digit Agency Identifiers</p>	<p>Casey had put together a list of all users on the System and their current identifiers. The list is still being refined and a POC and phone number need to be added.</p> <p>Ocie asked if the ARES was Army Reserve but Mr. Glenn Hansen clarified ARES stood for Amateur Radio Emergency Services. Prior to distribution to dispatch centers operating on ALMR, the 'rules of engagement will be put together by OMO and reviewed by Major Leveque/Deputy Chief Brad Johnson.</p> <p>2. Casey had put together a sheet offering five possible options for mitigating System busies for both emergency situations and long-term planning.</p> <p>Casey clarified that 'restricting talkgroups/users from sites' meant that when there are multiple sites in one area providing redundant capabilities to the users in that area, some users may be 'restricted' off a particular site but not off ALMR.</p> <p>Ocie stated if the SMO were ever going to do this they should send out a broadcast notification prior to isolating the sites</p>	<p>1. SMO to update the three-digit agency identifier list with the agency POC and a contact phone number.</p>
<p>Joint Project Team Update</p>	<p>Mr. Tim Woodall, ALMR Project Manager</p>	
<p>Soldotna CST</p>	<p>1. Tim informed the members that the deployment of the Transportable to Soldotna is in support of the 103rd Civil Support Team Communications Conference. As part of the effort a special training session will focus on the deliberative communications planning process. A TICP will be developed as part of this exercise. Tim explained this is</p>	



<p>MotoBridge™ CONOP</p> <p>7.1 System</p>	<p>also a good opportunity for the local governments to see what resources DOD has and when and how they can be requested.</p> <p>2. Tim advised the council that the existing MotoBridge™ CONOP would be updated when the new MotoBridge™ is implemented.</p> <p>3. Tim informed the group that the ALMR infrastructure would be updated to Technical Release Version 7.1.1. The reason for the upgrade is to ensure the ALMR infrastructure is compliant with Information Assurance requirements associated with a Mission Essential Category 2 compliant system. Motorola will be returning in July to 'harden' some of the components to meet the requirement. In September, Motorola will upgrade the Municipality of Anchorage components to match.</p>	
<p>Mr. Jim Kohler, SOA ETS Program Manager</p>		
	<p>1. Mr. Kohler stated the State is still working on the punch list/to do lists for implementation of sites and other construction of sites.</p> <p>At this time, much of the work is being contracted out to third party vendors to be completed by the September/ October time frame.</p> <p>2. Jim stated they are still walking through the last of the governance issues. The TCO is almost complete and the Executive Summary is the last component; the contractor is still detailing the Cost Share strategies.</p> <p>Major Leveque advised the council the Executive Council had focused on the TCO/Cost Share concepts at the May 22 meeting and had requested some expanded cost share options.</p> <p>4. The Cost Share discussions are still on going and three concepts on how costs might be shared have been developed.</p>	
<p>Next meeting</p>	<p>Major Leveque stated the next scheduled meetings are July 2, Aug 6, and Sept 3. The dates for the Annual User Council meeting have been narrowed to the week of Sep 15 – 19. The Sept meeting will more than likely be cancelled due to the Annual User Council meeting.</p> <p>Del advised the council he is currently trying to line up speakers and would welcome any particular subjects/issues of interest the council would like to hear about/discuss.</p>	
<p>New Business</p>	<p>1. Del mentioned the CKR letter that was signed by AST</p>	



<p>CKR Letters</p>	<p>out to the law enforcement agency chiefs. The letter discussed the use of the default CKR (001). Many agencies are utilizing the default. The letter requests all law enforcement agencies, whether on ALMR or not, allow the SMO to assign/track CKRs for all subscriber units. What this does is allow multiple agencies to talk encrypted without have to reprogram their radios with another agency CKR; if any previously programmed agencies used the default and the new agency also uses the default, the old agencies programming is overwritten.</p> <p>Major Leveque stated while this mainly affects the AST, it has the potential to escalate as more agencies come on ALMR.</p> <p>Del stated similar letters will be generated for Fire and EMS agencies.</p>	
<p>Draft OMO Budget Document</p>	<p>2. Del briefed the group once again that this document would go to the Executive Council and would apply to the State of Alaska Fiscal Year 2010. He asked the User Council to let the OMO know if there was anything that was overlooked or if they felt any of the cost figures seemed excessive.</p>	<p>2. OMO to send out draft Budget document one more time and UC to come prepared to vote or provide comments at the July 2 meeting.</p>
<p>System Busy Standard Decision</p>	<p>3. Major Leveque reminded the council that during the May meeting is was discussed and agreed upon that they would make a decision on what the System standard would be. This standard would merely be a starting point and could be adjusted at a future date.</p> <p>Brad proposed a three percent day-to-day operations standard and a four percent emergency operations standard.</p> <p>There was discussion on whether this standard would work due to some sites still not being de-conflicted. There was also extensive discussion on the percentage being too high. The group finally came to a consensus for an initial threshold for a starting point with respect to metrics and trends tracking and to start lower rather than higher.</p> <p>Casey stated some sites might exceed the standard during the summer months when they are busier.</p> <p>Motion: Establish the System Busy Standard at one percent for day-to-day operations and at four percent for emergency operations with no more than a two-second average duration for day-to-day operations and a four-second average duration for emergency operations.</p>	



<p>PSIC Grant Program Update</p>	<p>Motion: Brad Second: Mr. Pete Murphy The motion carried.</p> <p>Mr. Bryan Fisher stated the DMVA had completed their external review of all the projects they received from the local agencies and there quite a few projects for AWARN/ALMR equipment. Director John Madden had approved them but they were still waiting for NTIA/Department of Commerce to look at them. As soon as they receive a grant adjustment notice, they can make announcements. They hope to have it back by the end of July. He will advise the OMO and the council of the ALMR approved projects so they can be prepared for the additional subscribers coming on the System.</p> <p>Brad asked if there were any funds left, would there be a second round of applications.</p> <p>Bryan stated he did not know yet. There was a little money left on the table for the state and local levels. The review committee had asked if any funds were remaining that they be applied to training and exercises and those funds could be spent through 2010.</p> <p>He advised the group that they had received approval from the State Emergency Response Commission to create an Interoperable Communications Committee and that their primary duties would be to manage the State Interoperability Communications Plan that is submitted to Homeland Security and also to manage the PSIC Grant and take it out of an ad hoc committee. DMVA will request User Council representation on the newly formed committee. They would like a nomination by July, preferably DOD or Federal Non-DOD.</p> <p>Homeland Security Grant applications are out on the street at this time. He wants to get in the habit of providing their grant award information to the OMO on anything that will be purchased for ALMR/AWARN so OMO has a 'heads up' they will start seeing new units on the System or receiving new requests for programming.</p> <p>There is also indication from the Department of Homeland Security that another interoperable communications grant program will be announced in August. He thinks it will be somewhere about \$1M.</p>	
<p>Annual Customer Satisfaction Survey</p>	<p>The OMO advised the council the annual surveys would be distributed at the beginning of August and responses were</p>	



<p>OMO and SMO Customer Support Plans</p>	<p>due back NLT the end of August.</p> <p>Tim polled the council to see if the OMO and SMO CSPs had been promulgated. He advised the SMO CSP would be updated with some contract changes and there would be some additional reports they would be able to generate. The council responded they had received the plans. The OMO advised they are also posted on the web site.</p>	
<p>Transportable Deployment Dates</p>	<p>Mr. Chester Ince advised the council the Transportable would be set up at 5900 Tudor Road June 16 – 18 and to send an email to the OMO on whether you would like to stop by for a preview of the capabilities.</p> <p>It would also be deployed to Soldotna June 24 – 26 with it open for display on June 25.</p>	
<p>User Council Vacancies</p>	<p>Tim asked for an update on the status of filling the vacancies on the User Council, and what is the intended action with regard to getting the positions filled.</p> <p>Major Leveque stated he had received an email from someone in the Southeast who is trying to advance the process of filling that empty position but he was uncertain about the Central vacancy. He also stated he believed the initial intent was for the representatives of local government in those regions to propose someone to the council but due to the nature of the way the ALMR build out has occurred it has been somewhat unorganized.</p> <p>Brad stated he would re-engage Chief Jeff Tucker about recruiting representatives.</p>	
<p>Adjourn</p>	<p>A motion was made to adjourn the meeting by Ocie and seconded by Pete. The meeting was adjourned at 1439.</p>	