



I. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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Primary

p	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			AML Southeast Rep
T	Johnson	Brad	Chief	AML Northern Rep - Fairbanks PD, Vice Chair
	Leveque	Matt	MAJ	SOA – DPS, Chair
	VACANT			AML Central Rep
	Mitchell	William	Mr.	DOD - Eielson
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
	Newman	Natalie	Ms.	DOD – US Army Alaska
T	Taylor	Marlon	MSgt	DOD – Elmendorf

Alternate

	Blaine	Scott	TSgt	DOD – Elmendorf
	Borrego	Susan	Ms.	Fed Non-DOD - FBI
	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
T	Fenimore	Kyle	SSgt	DOD - Eielson
T	Hansen	Glenn	Mr.	SOA Other - DMVA
P	Henderson	Randy	Mr.	AML Central Rep - MOA
	Lewis	Mike	Mr.	Fed Non-DOD - DOI
	Patz	Greg	Mr.	SOA - DOT
T	Poindexter	Corey	Mr.	DOD - US Army Alaska
	Schmitt	Sheldon	Chief	AML Southeast Rep – Sitka PD
	VACANT			AML Northern Rep
	Wilson	Barry	LT	SOA – DPS

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR Project Manager



II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Deputy Chief Brad Johnson called the meeting to order at 1:30 p.m.	
Roll Call	Roll call was taken and quorum was achieved.	
Minutes Approval	<p>Minutes from February 6 were reviewed and approved.</p> <p>Motion: Accept and approve the February 6, 2008, meeting minutes as written and presented.</p> <p>Motion made: Mr. Bryan Fisher Seconded: Mr. Pete Murphy The motion carried.</p> <p>Minutes from March 5 were reviewed and approved.</p> <p>Motion: Accept and approve the March 5, 2008, meeting minutes as written and presented.</p> <p>Motion made: Mr. Corey Poindexter Seconded: Mr. Randy Henderson The motion carried.</p>	
Review of I&R Log	Active Issues	
#56 – Busies	<p>Mr. Del Smith stated at the International Wireless Communications Expo he had spoken with several personnel from different states. The standard system availability was prevalent at 99 out of 100 attempts to transmit, or 1% should be an acceptable level. This was only a verbal response so Del stated he had done research to find source documents for these statistics, but there didn't seem to be any. He had also requested that NLETC, if they had any documentation on this, share it.</p> <p>Del stated there are currently sites on the System that exceed these percentages likely due to continued frequency conflicts with SOA.</p> <p>Mr. Tim Woodall reminded the User Council still needed to consider the two standards, one for day-to-day performance and one for emergency operations.</p> <p>Del stated once the conflicts are resolved, if we continue to bump above an established standard, this may be a justification in seeking funding to add capacity for sites.</p> <p>Brad stated that if we average 1% or less, maybe 1% is a reasonable standard and if these sites continue to exceed</p>	<p>1. OMO to move item #56 to Apr 30 and develop Decision Paper on acceptable standard for busies for day-to-day and emergency operations.</p>



	<p>that, he agreed this would give us cause to look at them and address the issue.</p> <p>It was discussed and agreed that the suspense for this item be moved to April 30 to allow for gathering of additional data from NLETC, and the OMO would develop a Decision Paper for a proposed standard to present to the User Council at the May meeting.</p>	
	Pending Issues	
#2 – SATS Pricing	<p>Mr. Jim Kohler was not present, but Mr. Tim Woodall stated his understanding was that the State of Alaska had reached some preliminary cost estimates. ALMR usage of SATS was approximately 6%. This would equate to an approximate annual cost of \$299,000 for FY08 and to increase to \$317,000 for FY09 because the state would be adding more sites.</p> <p>The DOD had previously looked at the bandwidth they used and rated that against the RCA rate that a commercial provide would charge, and SATS costs are in line with this pricing.</p> <p>Brad asked if the original intent was just to know this or was there a plan for the state to bill that back to ALMR as a recovered cost.</p> <p>Tim stated that is yet to be answered. This figure was submitted for the Total Cost of Ownership, which is examining all the costs of operations through its lifecycle. It is probable the state would submit that as a cost share amount, but the method of cost sharing that would be the more complex issue and is yet to be determined between now and June.</p> <p>Per the User Council, this item can be closed.</p>	2. OMO will close Item #2 on the Issues and Risks Log.
Review of Action Items from Previous Meeting	All were completed and closed. There were no questions.	
Operations Management Office Status Update	Mr. Del Smith, Operations Manager	
	<p>1. Del stated, reference the issue with the Gold Elite upgrades, when a new CEB is added to a trunked System like ALMR, all other CEB AIMI cards in the same Zone must be upgraded too. This has not been accomplished going back to the addition of the Soldotna dispatch and more recently the changes at Fairbanks PD.</p> <p>The question was asked by a vendor is there a policy on the part of ALMR about whether this is a mandatory</p>	3. OMO develop Decision Paper on System equipment upgrades/modifications.



	<p>requirement upgrade to Gold Elite consoles. We need a policy going forward and Del will prepare a decision paper for the next meeting.</p> <p>Brad asked if one center makes a change, do all centers need to make the change.</p> <p>Mr. Casey Borg stated that the global features are the ones affected by these types of changes (like intercom). The changes are localized by Zone.</p> <p>Tim stated when ALMR implements the Motobridge gateway; it will provide a redundant dispatch and intercom capability. He also stated that in terms of conflict management, it might be better that when consoles are brought onto ALMR, their configurations are recorded and kept at the OMO/SMO. Therefore, in an emergency situation, the configuration management information is up to date.</p> <p>Brad recommended a policy be established for all existing dispatch centers.</p> <p>Motion: Require all ALMR member dispatch centers to provide their console configurations, both current and future, to the OMO.</p> <p>Motion made: Deputy Chief Brad Johnson Seconded: Mr. Pete Murphy The motion carried.</p> <p>2. Del discussed the copy of the draft final Membership Agreement (in packages) and asked that the UC members take a look at it and provide feedback to the OMO. Brad asked that the OMO resend the document to the UC with a suspense of Wednesday, April 9.</p> <p>3. Del stated the final SD/SA for North Pole had been provided to Fairbanks.</p> <p>Ms. Bev Fronterhouse asked for a copy.</p> <p>4. Del stated he had requested nominations for the Florida Interoperability Network (FIN) trip from DOD and had received a name from Corey (USARAK). The Air Force was requested to provide names as soon as possible.</p>	<p>4. OMO to resend draft final Membership Agreement to the UC members.</p> <p>5. OMO to send copy of SD/SA to DOI and post on ALMR website.</p>
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	
	<p>1. The SMO and the Security Manager are finishing the implementation of the logons and are assisting agencies</p>	



	<p>with any issues they are experiencing and answering questions.</p> <p>2. The SMO is working with Motorola to finish the 7.1 upgrade project.</p>	
<p>Joint Project Team Status Update</p>		
	<p>Mr. Tim Woodall, ALMR Project Manager</p> <p>1. Tim stated DOD is finalizing the SDA for Site Summit. There will be a three-channel increase which will expand the capacity in the Houston area. The current issue is that DOD has only found 2 channels that are free and the third is in conflict with DOC. The SDA will be executed as is but the third channel will be turned off until the conflict is resolved. The contract should be awarded in the May timeframe and the site should be turned on at the end of the summer or in early fall.</p> <p>2. The TCO is being finalized. Non-DOD federal agencies have developed a cost share approach and method. DOD is going to Hawaii to work on a consolidated DOD position with the Air Force and the Army. Tim stated he believes SOA is working with Chief Tucker, AML representative, to develop a consolidated State/local position.</p> <p>3. The Business Case is still being put together. It should state 3 – 5 key issues that each stakeholder needs addressed in making a business case decision. It is in the final stages and then will be presented to the Executive Council. By June, DOD and SOA should have a Cost Share Agreement Signed and final Membership Agreements will be sent out for signature. The SOA signed a contract for their portion of the cost share for FY10.</p> <p>4. The Kulis Master Controller move SD/SA is finalized and has been presented to Commissioner Monegan and Maj Gen Campbell. The SDA was completed and a cost basis provided. This is the end action for DOD on this issue.</p> <p>5. The contract for the Motobridge has been awarded. Currently, the ALMR Project Office is developing Memoranda of Agreement for locations where the equipment will be located and they will begin site walks later this month. POCs at the agencies are being confirmed. All maintenance and installation should be provided; the agencies need only provide the space. Some locations have changed. Procedures, processes, and protocols will need to be developed to ensure this</p>	



	<p>remains a 'dispatch centric' operation. This will ensure ALMR repeater assets are not overloaded and bridges are executed using a 'patch-type' function.</p> <p>Randy stated some of the local communities had been asking for the list.</p> <p>6. NE10 planning is underway from an ALMR perspective. The 2005 After Action Review is being reviewed for Lessons Learned and a Gap Analysis is being performed. They are working to integrate the MotoBridge and TICPs will be updated to include the gateways. There will be a push for COML training to create a contingent of qualified individuals; an emergency POC is need for ALMR to work with.</p>	<p>6. OMO will send the preliminary list to Randy.</p>
	<p>Mr. Jim Kohler, SOA ETS Program Manager</p>	
	<p>Mr. Kohler was on leave and, therefore, not present for the meeting.</p> <p>Bryan provided some updates for SOA.</p> <p>The applications for the PSIC are due by Apr 4, 11:59pm. Although he has only seen a few, the quality is 100 fold better than previous Homeland Security grants. Ms. Kathy Day is coordinating the grants for DMVA. The external review committee should meet the first week or two in June and then it will be 60 days from then to award. Bryan requested either the UC Chair or Vice Chair sit on the committee since their were some ALMR requests.</p>	
Next meeting	<p>Brad stated the next scheduled meetings are May 7 and June 4.</p>	
New Business	<p>There was no new business presented.</p>	
Adjourn	<p>A motion was made to adjourn the meeting by Pete and seconded by Bryan.</p> <p>The meeting was adjourned at 1438.</p>	