



I. Attendance Roster

User Council Members and Alternates

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

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

**Alternate**

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

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
P	Erickson	Trygve	Mr.	MOA ALMR Project Mgr
T	Hauck	Jeff	Mr.	USARAK
P	Handyside	Heather	Ms.	Asst City Mgr, MOA
P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Leber	Rich	Mr.	OMO Technical Advisor
P	O'Hare	Mike	Mr.	Department of Military and Veteran's Affairs
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Sinclair	Kyle	Mr.	Chenega Federal



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: March 5, 2008*

P	Smith	Del	Mr.	Operations Manager
T	Quickel	Joe	Mr.	DOD Project Office
T	Tucker	Jeff	Chief, North Star Fire Dept.	Executive Council – AML Representative
T	Wade	Maria		DNR Division of Forestry
P	Woodall	Tim	Mr.	DOD ALMR Project Manager

II. 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 quorum was not achieved.	
<b>Minutes Approval</b>	Minutes from February 6 were reviewed.  There were not enough UC members in attendance to provide a quorum. <b>The minutes were not approved.</b>	1. OMO would send the Feb 6 meeting minutes out for vote electronically.
<b>New Business</b>		
<b>AWARN</b>	Major Leveque asked the group to allow Ms. Heather Handyside and Mr. Trygve Erickson to give their briefing first due to another commitment by Ms. Handyside at 2:00 p.m. The UC had no objections.  Ms Handyside stated the Municipality has been working on the AWARN project and with ALMR for so long, they have assumed that the projects and how they coordinate together is transparent, which may not be the case. She stated the Municipality was pleased to have the opportunity to clarify any questions people may have by talking about the AWARN system.  Heather gave a little bit of background and talked about the operations of the system.  She stated five to ten years ago the Municipality realized their current system would soon be coming to a natural end of its life span. They had a problem where they were operating two separate systems for fire and police. Their plan all along had been to try to develop a system that would be useful to all Municipal users to be able to communicate with each other. When ALMR came along, they determined it would be a great way to integrate this concept of interoperability to the statewide level which they felt was a priority for them. The	2. The OMO will distribute the AWARN materials after the meeting.



	<p>Municipality considers AWARD a node or component of the system although they are 700 MHz versus ALMR being VHF. Anchorage has taken the responsibility for paying for the cost of infrastructure build out within the Municipality. (Maps of the system tower and repeater locations were provided.) The existing system the Municipality operates requires a staff of about 30 personnel and has an annual operating budget of about \$3 million. They expect the operating budget to change, but only slightly. When the operating budget for ALMR is discussed, the \$5.2 million, which does not include the money the Municipality, spends every year to maintain its own system. Anchorage feels very strongly that they need to continue to pay there own way and be responsible for their own system.</p> <p>Mr. Trygve Erickson spoke about the technical aspects of the AWARD system. He stated AWARD offers the same level of interoperability with AWARD to as ALMR. AWARD does not interface through a gateway. The interface with AWARD is exactly the same as it is with ALMR. It uses talk groups on the radios that goes on the control channel to the zone, or system controller, and then controller verifies the talk groups are authorized to talk on that channel, then alerts everyone on the system if they have the same talk group to go to a particular repeater in the area you are in. If you are on ALMR and you are trying to talk to someone on AWARD, the process is exactly the same. In this case, some of the repeaters are VHF and some are 700 MHz. AWARD is another zone of ALMR.</p> <p>Trygve then went on to talk about the build out. The Municipality had contracted for six (15-channel) simulcast sites. Simulcast sites are particularly well suited for an urban area and transmit the same frequency at the same time. Five of those sites are currently competed and the sixth site should be on the air sometime in April. They are in the process of contracting for the next six sites (a map will be sent out). These sites are more comparable to what ALMR uses. They are planning for another three sites for potential fill in areas. The municipality has purchased 800 of 3500 subscriber units they will need. The total budget at this time for infrastructure is \$17M of which \$6.2M has come from the tax payers in the form of bonds. The rest is largely federal dollars with the exception of \$4.1M in the</p>	
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	<p>form of a state grant. They should be on line in April and start moving to move the first Public Safety users on this fall (Fire Department).</p> <p>The need for Public Safety users to interoperate has been talked about for years. The system operators chose how to operate by telling the System owners (AWARN and ALMR). The radios are programmed to meet the operators' needs and the dispatchers are used as the gatekeepers. The AWARN radios will all be equipped with the same channelization for the interoperable channels as everyone else's radios.</p> <p>Heather also noted all AWARN radios will be programmed per ALMR guidelines.</p> <p>Major Leveque asked for clarification that if "the bad thing" occurred in Fairbanks, would the Anchorage radios be useless. Heather and Trygve responded that the AWARN system actually strengthens the ALMR system by providing redundant zone controllers. Also, the AWARN system is largely self-sufficient. If "the bad thing" occurs in Fairbanks, Anchorage radios would not be impacted at all and would still be completely operational. Heather also explained disaster scenarios by outlining the following:</p> <p>Heather said there are two scenarios.</p> <p>The first scenario would be outside agencies responding to the Anchorage area. If the Feds came to Anchorage or if FEMA came to help after the 'big earthquake,' their radios would operate just as Trygve had described. Even during daily operations, fed and state agencies operating in the Anchorage coverage area will have the same level of interoperability that they enjoy on the rest of the ALMR system. The second scenario would be Anchorage agencies responding to other Alaska cities. If the big quake happens in Fairbanks and Anchorage agencies must respond, the scenario would look a little different because AWARN radios will NOT operate throughout the entire ALMR system and would not operate in Fairbanks. When responding outside of the coverage area, the MOA would draw upon their cache of 75 ALMR radios for their response. This doesn't present an additional obstacle in Heather's opinion because any deployment outside normal coverage areas requires implementing MoUs, gathering gear, securing</p>	
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	<p>transportation, etc. In summary on this issue: There are some limitations such as just how far the AWARN radios will be compatible with the ALMR System as they spread out into the state. In the case of a deployment to Fairbanks, they would gather their equipment and gear first. The Municipality has a cache of 75 ALMR radios ready to be deployed in this case. In general, the AWARN radios will operate within the jurisdiction of Mat-Su and Kenai to the extent they go out there. If they deploy out further into the state they will have to take a cache of radios.</p> <p>Trygve stated there is no plan to put repeaters outside the general area of the Municipality. They do have two sites outside Anchorage, one in the Mat-Su and another in the Kenai Borough. They envision decent coverage from Willow, on into Anchorage, and out to about the Hope turn off. If the requirement for the MOA folks is better coverage in Kenai, Soldotna, Homer, Seward, and up into the Talkeetna area, they have had discussion with the state to place repeaters that could have reach back. They don't have that funded, but it could be looked at.</p> <p>Trygve stated all the sites are hardened. They have 72 hours of diesel fuel available and 4 hours of backup battery power. They are all designed to withstand a 9+ magnitude earthquake.</p> <p>The MOA practices extensively how they will react if the 'big one' happens. They have a Continuation of Operations plan in place.</p> <p>Heather stated they feel confident that even if some of the tower sites are unavailable, that it wouldn't be the catastrophic communications blackout that you saw in Hurricane Katrina. There would still be some level of communications</p> <p>Trygve clarified that AWARN not a simple link; it is a loop that travels either direction. If you lose one site, the signal simply travels back the other direction.</p> <p>Heather had to depart but wanted to clarify a few issues before she departed. She stated that right now the User Council and the Executive Council are currently looking at funding issues and procedural issues. While Anchorage wants to, and intends to,</p>	
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	<p>and always has coordinated with ALMR and the OMO, they don't consider themselves an OMO 'customer.' They consider themselves self-sufficient in that way. They plan to follow all the ALMR/OMO policies that make sense for interoperability in terms of procedures and technology and upgrades, but there will be some issues like governance that won't apply to AWARN like getting approval from the OMO to make certain changes their system. She didn't see the MOA doing that, but it's something they'd be willing to talk about. In terms of funding, if ALMR members are thinking of apportioning costs on a per radio basis, she understands that it would be very attractive to other users to include the number of radios Anchorage has in that mix. She thinks that Anchorage might be willing to make a 'token' payment because they realize they are the largest municipality and they are in a position to do so; however, they think because they pay their own operations and maintenance costs they should be considered distinct, and not included in the cost apportionment. They will still maintain their system to the level the Executive Council mandates.</p> <p>Ms Handyside stated the Municipality was pleased to have the opportunity to clarify any questions people may have by talking about the AWARN system.</p>	
<p><b>Review of I&amp;R Log</b></p>	<p><b>Active Issues</b></p>	
<p>#32 – SMO Customer Support Plan</p>	<p>Mr. Del Smith briefed that User Council had voted to approve the System Management Office (SMO) Customer Support Plan (CSP) and it was distributed. The item could be closed.</p>	<p>3. OMO will close Item 32 on the Issues and Risk Log.</p>
<p>#56 – Busies</p>	<p>Del stated that he had recently attended the International Wireless Communications Expo and spoken with several personnel from different states. The standard system availability was prevalent at 99 percent. Del stated he would try to document the sources for these statistics.</p> <p>Mr. Tim Woodall stated the User Council still needed to consider Mr. Randy Henderson's previous comments on standards for day-to-day performance versus emergency operations.</p>	
	<p><b>Pending Issues</b></p>	
<p>#2 – SATS Pricing</p>	<p>Mr. Jim Kohler stated he had been tardy in sending out information that the State of Alaska was to provide pertaining to the Total Cost of Ownership (TCO) Study. Once he had the information, he will provide it to the OMO for distribution.</p>	



<p><b>Review of Action Items from Previous Meeting</b></p>	<p>Closed items 1, 2, 4, 6, and 7 were not discussed.</p> <p>1. Item #3: SOA ETS to provide a specific schedule on resolution of conflicted sites by February meeting.</p> <p>2. SMO present briefing on what a zone is and system management issues.</p>	<p>4. Mr. Kohler to provide to the OMO after the meeting for distribution to the UC.</p> <p>5. Incorporated as part of AWARN briefing. <b>CLOSED</b></p>
<p><b>Operations Management Office Status Update</b></p>	<p><b>Mr. Del Smith, Operations Manager</b></p>	
	<p>1. Del stated there was still a requirement for additional members on the Document review committees due to User Council vacancies.</p> <p>2. Del stated the OMO would like to get an idea of the configuration of members for the makeup of the Change Control Board (CCB). He would like one person from each of the entities.</p> <p>Major Leveque informed the group if they were interested in being on the CCB to email Ms. Sherry Shafer.</p> <p>3. Del stated the timeframe for the metrics and trends had changed from mid month to mid month, to the first through month end. The report would be sent out electronically. The change was approved by Major Leveque and provides a more accurate picture of system statistics.</p> <p>4. Del stated that the OMO would need substantial involvement of the User Council in developing the policies and procedures for MotoBridge programming. The 5 Star Team would be providing some training in the future.</p> <p>5. Del stated there were still several vacancies on the User Council and it would be appreciated if those could be filled as soon as possible.</p> <p>Major Leveque stated he had spoke to Chief Tucker earlier in the week and would facilitate bringing on new primary and alternate members.</p> <p>Chief Jeff Tucker stated he would have some appointment letters shortly.</p> <p>6. Del stated the OMO is in the process of developing a budget document to be approved by the User Council. The current contracts in place for</p>	



	<p>the OMO and the SMO are being fully funded by the DOD. After July 1, 2008, they will be shared costs. Additional costs to be considered are national technology conferences, quality assurance oversight of periodic maintenance inspections, computer and office supplies, the <i>Insider</i> newsletter, a website, the User Council Annual Conference, outreach trips, catastrophic natural events kits for each site, and user familiarization training. As spelled out in the Cooperative Agreement, it is an OMO responsibility to submit a budget to the User Council for presentation to the Executive Council for approval.</p>	
<b>System Management Office</b>	<b>Mr. Casey Borg, System Manager</b>	
	<ol style="list-style-type: none"> <li>1. Casey stated most of the dispatchers are now logging on with their new IDs and they are working through any problems noted.</li> <li>2. Skagway is supposed to be the next site added.</li> <li>3. Kodiak sites were experiencing problems with the microwave.</li> <li>4. There was a recent change to the SSC. There would now be a live body on the other end of the line versus a recording. This should be fairly transparent to users.</li> </ol>	
<b>Joint Project Team Status Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
	<ol style="list-style-type: none"> <li>1. Jim stated that SOA was focusing on completing the next 3 – 4 sites. Honolulu had the tower up and they were awaiting the needed the paperwork. Skagway was not a challenge and was approximately ten days out from operations. Ketchikan site collocation with the FAA was currently in the works. Haines was being worked, but there were site placement issues.</li> <li>2. The Total Cost of Ownership (TCO) was coming to fruition in the next 30 days. Then there were several critical decisions that would follow in 60 days of the TCO.</li> <li>3. Concerning the SOA, Commissioner Kreitzer had established an ALMR Advisory Group made up of non-SOA industry representatives to ensure SOA is working on a logical path with good industry decisions reference spending.</li> </ol> <p>Mr. Randy Henderson asked if the committee</p>	





	<p>members who might have a vested interest in their industry getting contracts to work on/with ALMR might have a conflict of interest.</p> <p>Jim stated the idea with the Advisory Group was to ensure all types of industry was given an opportunity to participate (everyone was collectively at the table at the same time). They were only being asked to look at SOA decisions for logic and supportability.</p>	
	<p><b>Mr. Tim Woodall, ALMR Project Manager</b></p>	
	<ol style="list-style-type: none"> <li>1. Tim stated he had just attended the International Wireless Communications Expo (IWCE) and one of the biggest things that he had come away with was that ALMR is light years ahead with regard to governance models and the cooperative approach.</li> <li>2. The SDA for Site Summit is in final review; OMO/SMO is reviewing it. Site Summit was moved up in the list of priorities. There are two proposals for Site Summit: one is a three-channel increase and the other is a green site (new site to be built). The Houston area coverage issues need to be resolved before Mat-Su comes on. The preference is to add three channels to Site Summit.</li> <li>3. The SDA for North Pole will be sent to local government to review. It is intended that North Pole be funded by local government.</li> <li>4. The Federal Partnership for Interoperable Communications (FPIC) was asked to assist federal agencies with developing their cost share position. DOD is working with Mr. Hans Neidig, Non-DOD Federal representative and Mr. Jim Downes, FPIC. They will be doing analyses of best practice of other states.</li> <li>5. Tim noted the DOD had awarded the contract for the MotoBridge. The kick off meeting will be April 14. DOD brought on 5 Star Team to work the MotoBridge processes and procedures for NE2010. We are in contact with Florida who has an extensive MotoBridge network. The Joint Project Team would like to send ten local dispatchers to meet with the Florida dispatchers who work with MotoBridge day to day. Florida has excellent training and processes and protocols and we would like to understand them and see if they could or would apply to gateway operations in Alaska. We must establish the policies, plans, procedures and protocols for</li> </ol>	



	<p>standardized gateway operations across Alaska. The User Council, with the assistance of the OMO, will be key players in the establishment of the processes to set up/knock down bridges.</p> <p>Tim asked the User Council to identify personnel, including the MOA, within the next 3 – 4 weeks that could participate in the Florida trip. He also asked that agencies identify their training need for gateway operations in the next 3 – 4 weeks, as well.</p> <p>The Joint Project Team must execute memorandums of understanding with each location where a MotoBridge will be installed. Installation will be preceded by a letter from the Project Office to each proposed site/POC discussing this. Part 90 agreements must also be executed between the agencies that will access a disparate radio system from the gateway. This is necessary for agencies to operate on the frequencies and the signed agreement must then be filed with the FCC.</p> <p>Randy asked if there was a list of the proposed locations. Tim stated the list had not been finalized yet.</p> <p>Jim stated that SOA was re-examining the list for more beneficial locations.</p>	
<b>Next meeting</b>	<p>Major Leveque stated the next scheduled meetings are scheduled for Apr 2, May 7, and June 4. He asked if anyone had any problems with those dates.</p> <p>There were no objections to the dates.</p>	
<b>New Business (cont) Outreach</b>	<p>1. Del stated OMO is continuing their outreach assistance and is scheduled to travel to Seldovia to assist them with their fleet mapping and provide ALMR familiarization.</p> <p>Randy asked if Seward had requested any assistance from the OMO. Del stated they had not.</p> <p>2. Tim stated the User Council should be prioritizing local area needs and taking advantage of grants at every opportunity. ALMR is in 100 percent compliant as a candidate for funds.</p>	
<b>IC Hail</b>	<p>Major Leveque stated he had encountered a problem over the weekend. Someone had activated the 'Emergency' button on a portable radio on the IC Hail channel. After extensive research and phone calls, AST narrowed it down to an organization that was assisting with the Iditarod. The response from</p>	



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	<p>the organization when asked about using IC Hail as an Admin Channel was that 'ALMR should have better control over their system.'</p> <p>Major Leveque's concern about issues such as this is that the User Council and the OMO/SMO should look at, work through, and rectify: 1) how do we get access lists; 2) how do we get in contact with these agencies who have radios on the System but are not engaged in learning how to correctly use them; and 3) should we have an open mic system. This type of problem needs to be addressed from a policy perspective and System perspective.</p>	
<p><b>Adjourn</b></p>	<p>No motion was made to adjourn the meeting due to a lack of a quorum.</p> <p><b>The meeting was adjourned at 1518.</b></p>	