



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
A	Fisher	Bryan	Mr.	SOA Other – DMVA (representing all other AK Agencies)
A	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	VACANT			Fed Non-DOD – TSA
A	Schmidt	Sheldon	Chief	Municipalities, Southeast Rep – Sitka PD
A	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
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
T	Newman	Natalie	Ms.	DOD – US Army Alaska
A	Shearer	James	TSgt	DOD – Elmendorf

Alternate

T	Blaine	Scott	TSgt	DOD - Elmendorf
P	Borrego	Susan	Ms.	Fed Non-DOD - FBI
A	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
A	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
A	Hansen	Glenn	Mr.	SOA Other - DMVA
A	Keeney	George	Chief	Municipalities, Central Rep – Valdez FD
T	Lewis	Mike	Mr.	Fed Non-DOD - DOI
A	Patz	Greg	Mr.	SOA - DOT
	VACANT			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

P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Leber	Rich	Mr.	OMO Technical Advisor
T	Pyne	Kathryn	Ms.	DNS Forestry
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Quickel	Joe	Mr.	DOD Project Office



P	Taylor	Shane	Mr.	Alaska Professional Volunteers
T	Tucker	Jeff	Chief	Executive Council - Municipalities
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 a quorum achieved.	
Previous Meeting Minutes Approval	<p>Minutes from August 6 meeting were reviewed.</p> <p>Chief Beals noted one item to be corrected in New Business. Item 5 references the Seward MotoBridge™ needs to be updated.</p> <p>Motion: Accept and approve the August 6, 2008, meeting minutes as modified.</p> <p>Motion: Mr. Ocie Adams Second: Mr. Pete Murphy</p> <p>The minutes were approved.</p>	1. OMO to make correction to New Business Item 5, remove 'which they had purchased it themselves with grant money' and finalize.
Review of I&R Log	Active Issues	
#57 – User Council Vacant Positions	The recently appointed User Council representatives are still awaiting approval by the Executive Council. The TSA primary representative and USARAK alternate representative remain vacant.	
	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	Major Leveque noted all Action Items from the August meeting were closed. Members had not additional questions/comments.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	
Document Backlog	1. Mr. Del Smith addressed the discussion of current backlogs of policies, procedures, and plans that took place at the Annual User Council Conference. Currently there are over 20 documents awaiting User Council review and vote of approval. Del suggested to the council that a group of six communities be established, which would include alternates, in order to resolve the backlog. The council agreed to this approach at the conference. Due to Deputy Chief Brad Johnson's absence for three months and the continued vacancy in the Primary TSA council position, the number of	



<p>OMO Metrics</p> <p>System Busies</p> <p>Membership Agreement</p>	<p>groups was collapsed to five. All members agreed to sending out the document with a suspense date for comment and then setting up a final teleconference to discuss the suggested changes among the group members.</p> <p>2. Del discussed the metrics for August. He pointed out that many of outstanding maintenance items that were identified during Quality Assurance inspections were over a year old. The State is supposed to have most of them resolved by the end of the construction season.</p> <p>3. Del discussed the provided document showing the System performance busy trends. The document reflects those sites that have exceeded the standard adopted by the User Council. Del asked if the council wanted to adjust the standard at this time. Ocie requested the OMO give the council three months of data to identify what the real trend is. Major Leveque also asked for a six-month overview to get the 'big picture.' Chief Mark Beals asked that the document be updated to reflect those sites that are being worked on. Major Leveque stated at least list those sites that are frequency/ channel conflicted should be noted so if channels are added in the future, the council can see if there is a drop in busies.</p> <p>4. Del advised the User Council that the Executive Council had approved the final Membership Agreement at their Aug 21 meeting. The OMO has begun contacting agencies and advising them to the fact, then sending them the final agreement for signature.</p>	<p>2. OMO add annotation of conflicted sites/ channels to the performance busy trend document.</p>
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	
	<p>Mr. Casey Borg was out of state and not present for the meeting. No update was presented.</p>	
<p>Joint Project Team Update</p>	<p>Mr. Tim Woodall, ALMR Project Manager</p>	
<p>Site Summit</p> <p>Cost Share</p>	<p>Mr. Joe Quickel presented on behalf of Mr. Woodall.</p> <p>1. The three-channel expansion at Site Summit has been awarded. This should hopefully alleviate the coverage issues in the Mat-Su Valley region. It should start sometime in mid October and be completed in November. Ms. Natalie Newman asked if the dates for installation had been provided to Range Control.</p> <p>2. The Cost Share Method and Approach was approved by the Executive Council at their Aug 21 meeting. A Cost Share Agreement is now in completion and is expected by the end of October.</p>	



MotoBridge™	3. Motorola® will begin installing the MotoBridges™ at a number of locations in Oct. These are 'cold' installs and they hope to turn them on in the latter part of the year.	
	Mr. Jim Kohler, SOA ETS Program Manager	
	Mr. Jim Kohler has been in Juneau every week, Monday – Thursday, and will continue to be for some time. No update was presented.	
Old Business	There were no items for this meeting.	
Next meeting	The next regularly scheduled meetings are Nov 5 & Dec 3.	
New Business		
Plain Language	<p>1. Del reminded the group that at the Annual UC Conference the group agreed to go forward and begin working on a plain language protocol to be used on ALMR. With the exception of the Anchorage Police Department (APD), the 10-codes used around the state are relatively the same. The use of APD 11 codes may be somewhat problematic as the council moves forward with devising and implementing one standard language.</p> <p>The list in the council's packages was something provided by Brad Johnson at the 2007 Annual User Council Conference and was somewhat of a clone of the Virginia State model. What the OMO is looking for from the council is a recommendation/policy statement for the use of plain language on ALMR. The council needs to discuss the change with their organizations and come back with recommendations for a final list by the Nov meeting and a vote of approval/acceptance by Dec.</p> <p>Ocie stated from the DOT perspective, they deal with just about every other agency at one time or another. Having different 10 codes makes it difficult to understand what the issue is without a lot of 'repeats.' He believes going to a plain talk system will help reduce the busies and help ALMR in that way.</p> <p>Major Leveque stated he had done some research and realized there was no national standard. As a state trooper, he is conceptually in favor of moving forward to a plain standard format, although he has gotten some pushback from his commanders. He realizes as we, (ALMR) work with other agencies that are brought on by MotoBridges™, this makes sense to do. He would like the council to come back to the Nov meeting and answer the question "do we move ahead?" Are we, and can the rest of us representing other agencies, able to invest the effort to make this happen? Otherwise, it will just be just an academic effort. Major Leveque asked if the members would be able to poll their respective organization /constituencies and report back by the Nov meeting.</p>	



	<p>Chief Tucker stated he could not think of a fire department in the nation that uses 10-codes any more. This is really a law enforcement issue. Fire departments dropped 10 codes almost 10 years ago.</p> <p>Major Leveque agreed it truly was a law enforcement problem but less of a problem in Alaska because the vast majority of agencies use the same 10 codes and there have never been interoperability issues to this point. He agreed that Del's statement of bringing APD on board would present all sorts of opportunities for interoperability to go a rye. Even if a large agency chose not to transition, we would still have half the equation solved.</p> <p>Del stated he had not approached APD yet but wanted to get a sense of the council's position. He advised APD would not be coming onto ALMR until late next year but there is time to work with them and socialize the idea.</p> <p>Ocie stated there have been multiple incidents in the lower 48 where the interoperability breakdown was due to the inability of groups to understand each other because of different languages. Having a common phraseology would increase communications between everybody, as well as preventing the need to repeat the transmissions and tie up the channels even more.</p> <p>Major Leveque agreed asked the council to independently do some research and see if there are any involving standard. He also asked the OMO to spend some additional time researching so we (ALMR) don't adopt a standard we agree upon, only to have to change in to another model.</p> <p>Del stated he will contact International Association of Chiefs of Police (IACP), and he is planning on attending the Chief's meeting at IACP in early Nov. He will talk to APD, as well.</p> <p>Mr. Chester Ince asked if we were including the use of acronyms in this conversion because the different services may use the same acronym but it might mean something different to each one.</p> <p>TSgt Scott Blaine stated the DOD and the military police would always use some type of code for security-related issues, but if we at least have the same codes state wide for interoperable incidents, that is a step in the right direction.</p> <p>Major Leveque stated the council would never be able to devise codes for every acronym, but the goal is to come up with common terms that make sense or we spell them out.</p>	<p>3. OMO to do additional research on any other states using plain language models.</p>
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<p>Alaska Professional Volunteers (APV)</p>	<p>2. Del stated the APV had expressed an interest in purchasing ALMR radios and coming on to the System, but before they did that, they wanted to ensure there were not any reasons preventing them from joining. They are a licensed ambulance service and have a search group affiliated with AST. They have used loaner ALMR radios in the past two years to support the Fireweed 400 and the Ride for Life. Del stated he believes they meet the criteria and that it is entirely appropriate they be allowed to join.</p> <p>Mr. Shane Taylor, APV, advised the group that almost every weekend they provided ambulance services to some event and they are a State-licensed ambulance provider.</p> <p>Ocie stated they are a valid organization with a valid need. Major Leveque stated AST has worked with them on many events over the years and they have been great. AST would absolutely endorse them coming on. Mark stated he could verify they have worked at events on the 4th of July such as the Mount Marathon run.</p> <p>Natalie noted that APV only benefits the public but as more users come on it affects all users making it possible for more busies on the System. She suggested that this should be addressed in the future as to agencies like this absorbing greater cost per radio/per month. Pete noted that in the past, the UC has discussed a hierarchy for the System during emergencies where certain users can be given priority use.</p> <p>There were no dissenting parties as to the validity of the group as a Public Safety responder.</p> <p>Chief Jeff Tucker asked the council whom this group would fall under since they were not a town/borough with regard to current representation on the UC and EC.</p> <p>Pete suggested that the council wait and vote on allowing APV to join ALMR at the Nov 5 meeting or by email</p> <p>Major Leveque stated APV fell in the category as a lot of the other non-governmental EMS outfits. He had long ago had the same discussion on how ALMR would bring organizations such as this on board and how would they interact when they didn't 'fit' into the current UC represented categories. He asked is their a need to delay acceptance of adding the group to ALMR.</p> <p>Both Ocie and Pete agreed APV meets the criteria and should be allowed on the System.</p>	<p>4. OMO to send Chief Tucker the information on the OMO affirming there is nothing in the Cooperative Agreement or either of the prospective charters prohibiting APV from coming onto ALMR.</p>
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	<p>Major Leveque asked that the OMO check to ensure there was nothing in the Cooperative Agreement of the respective charters prohibiting them from joining and</p>	
Economic Analysis	<p>3. Del stated the OMO was assisting the Project Team with an Economic Analysis of ALMR as contracted by the DOD. Starting mid Oct executive-level interviews will be conducted and a survey completed.</p>	
E Buttons	<p>4. The issue of E Button programming is still unresolved. There are multiple ways to program E Buttons. Ultimately, the OMO would like to get a policy from the UC on what the E Button programming will be. The three letter codes the OMO has been working on for the agencies on the System has not been as easy to develop as initially anticipated.</p> <p>It was discussed at the annual meeting that all E Button activation go to one organization. That was not well received but we (ALMR) need to agree on a standardized procedure as to how these will be handled. Del asked the council to bring back some recommendations to the Nov meeting.</p>	
UC Elections	<p>5. Del advised the council elections would be conducted in the November/December period for the Chair and Vice Chair positions. Council members will be asked to make recommendations or self-nominations. Major Leveque and Brad have been proud to serve the past two years, but it is time for someone new to take the helm.</p>	
System Key Programming	<p>6. Pete asked if the issue of system key programming could be addressed. Currently, they bring them in as needed but, during their last update, there were issues with the system key programming and other agencies needed to understand that you cannot reprogram a radio with a system key.</p> <p>Chester stated that the system key is a software file and the Advance System Key (ASK) is hardware used to make changes to ALMR trunked radios. Once you program a radio with an ASK, it must always be programmed with the ASK. In order to reprogram with the ASK, the radio has to be returned to the factory and flashed.</p> <p>Pete asked if ALMR could use a non-write protect system key or a generic system key.</p> <p>Chester stated the issue with using a generic/non-write system key is that if a radio is programmed for ALMR, and the user leaves the system, how do we address this to</p>	<p>5. OMO work with SMO to come up with the limitations and some suggested solutions.</p>



	<p>protect ALMR information (i.e. talkgroups, codeplugs, etc.).</p> <p>Major Leveque stated this seemed to be a technical issue to be resolved and asked Chester and Pete to get together and come up with a suggestion. He also asked the council if ALMR needed a policy regarding this.</p> <p>Mr. Mike Lewis stated that there ought to be a statement to System users so they realize this limitation if they take radios out of state and if outside agencies bring radios in state and they are programmed for ALMR.</p> <p>Major Leveque asked Chester to look into if there is a solution, and what are the ramifications of ALMR programming.</p>	
Adjourn	<p>A motion was made to adjourn the meeting by Natalie and seconded by TSgt Scott Blaine.</p> <p>The meeting was adjourned at 1500.</p>	