



I. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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Primary

T	Adams	Ocie	Mr.	AK DOT&PF, Primary
P	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
T	Fronterhouse	Bev	Ms	DOI, Primary, Fed non-DOD
	VACANT			Fed non-DOD, Primary, TSA
A	Hull	Dave	Chief	Southeast Rep, Primary
A	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
T	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
A	Mitchell	William	Mr.	EIE, Primary (Tentative until rcpt of appt ltr)
A	Murphy	Peter	Mr.	Fed non-DOD, Primary, FBI
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Taylor	Marlon	MSgt	EAFB, Primary

Alternate

P	Blaine	Scott	TSgt	EAFB, Alternate
T	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DOD
A	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DOD
T	Hansen	Glenn	Mr.	SOA Other, Alternate
A	Henderson	Randy	Mr.	MOA, Central Rep, Alternate
A	Lewis	Mike	Mr.	DOI, Alternate, Fed non-DOD
A	Patz	Greg	Mr.	SOA DOT, Alternate
P	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Royal	Ronald	Mr.	EIE, Alternate (Tentative until rcpt of appt ltr)
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
T	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
A	Wilson	Barry	LT	AST, DPS, Alternate

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Borriello	Jeff	2LT	SCF Flight Commander
T	Gibbs	Dave	Mr.	FNSB Emergency Manager
P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Kohler	Jim	Mr.	SOA ALMR Program Manager
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Quickel	Joe	Mr.	DOD Project Office



P	Winders	Pam	Ms.	PMO Document Specialist
P	Woodall	Tim	Mr.	DOD ALMR Project Manager

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque called the meeting to order at 1:30p.m.	
Roll Call	Roll call was taken and quorum achieved.	
Minutes Approval	Minutes from November 7, 2007 were reviewed and approved. Motion made: Sgt Tod McGillivray Seconded: Chief Jeff Tucker The motion carried .	
Review of I&R Log	Active Issues	
#32 – Customer Support Plan	Mr. Del Smith stated there was no change in the status of the OMO CSP. It was in review with the User Council Document Review Committee. Suspense updated to 31 Dec 07.	
#43 – Missing Audio	Item was deferred until the January meeting when Deputy Chief Brad Johnson would be available to discuss. Suspense was updated to 31 Jan 08.	
	Pending Issues	
#2 – SATS Pricing	Mr. Jim Kohler stated there were two piles of figures to look at – one on what the projected costs are from the State sides to operate SATS, and the second on what cost the State would bear because ALMR rides on SATS. He has promised the contractor on the TCO some preliminary numbers Suspense updated to Jan 31, 08.	
Action Items from Previous Meeting	<ol style="list-style-type: none"> 1. OMO CSP – accepted by DOD customer on Nov 21, the SMO CSP is expected to be delivered on Dec 14. 2. OMO will publish information based on radio ATPs on the ALMR website. This will be covered in the OMO update portion of the meeting. 3. UC to receive a briefing on how training for non day-to-day users will be addressed. This is to be provided at the February UC meeting. 4. OMO to develop processes and procedures for standardizing talk group sharing. This is to be 	



	accomplished NLT Jan 31, 08.	
Operations Management Office Status Update	Mr. Del Smith, Operations Manager	
	<p>1 – System Overview Update. Mr. Del Smith provided a system update briefing. He talked about the drop in busies but noted that was a normal trend during this time of year and summer would show an increase.</p> <p>He briefly touched on a few of the system service tickets that were addressed – Homer was having some problems with garbled transmissions; similar problems in Soldotna were brought to light at the NENA APCO meeting; Salcha issues were briefed to Del at the EMS meeting and SMO sent someone out to do some signal strength testing and we are working to resolve those issues. OMO is working to identify and resolve system issues as they are reported or discovered.</p> <p>2 – Master Controllers. Del briefed ALMR is still waiting the delivery of the fire-proof storage safe for Fairbanks but the Tudor Master Controller is done daily and secured. The Birch Hill Controller backups will be stored at Fairbanks Police even prior to the safe being delivered.</p> <p>3 – Coverage maps. Del briefed that the OMO continually receives requests for coverage maps but questions whether such maps should be out there because they do show some gaps. He asked the UC for guidance on distributing them when user asks for them. He recommended we do put them out with the caveat they are not to be distributed further.</p> <p>Major Leveque stated that historically the maps had not previously been released in an electronic format, but the argument boils down to security and that ALMR does not want to provide someone who wanted to do the System harm the information and opportunity.</p> <p>Mr. Tim Woodall stated there are always concerns with Operational Security (OPSEC). He suggested any requests should be vetted through the User Council to determine releasability.</p> <p>Major Leveque stated general coverage maps are releasable and Tim agreed, but said site-by-site</p>	



	<p>maps would be the greatest concern.</p> <p>TSgt Scott Blaine suggested providing users with 'bubble' maps which show the buffer zones areas.</p> <p>Mr. Corey Poindexter stated he had a copy of a 'bubble' map he could provide to the OMO.</p> <p>Major Leveque asked who could update the current map.</p> <p>Del state the OMO would update the map and bring it to the next meeting.</p> <p>4 – Red Cross ALMR use. The Red Cross has asked if they could access ALMR in emergency situations and how to access it if they could. Del initially advised them that if they were permitted to access ALMR, rather than spending funds on buying LMR radios, a Gateway solution might work better for them.</p> <p>Tim stated that Part 90 of FCC rules allows agencies to share frequencies in emergencies only but they could not use ALMR public safety frequencies for day-to-day use because they are a private sector agency not a public safety agency. He stated the Gateway was a good solution for the Red Cross or they could also consider having cached radios for emergency use.</p> <p>5 – Acceptance Test Procedures (ATPs). The UC had asked at the November meeting for something to be posted on the ALMR website. The OMO has developed a matrix to show the different makes and models and the criteria required to operate on ALMR. The information on the matrices is the minimum requirements to operate on ALMR. The OMO was seeking approval of the information to post on the website.</p> <p>Del stated OMO had also provided a separate sheet of additional options for agencies to consider along with the ATP matrix.</p> <p>Major Leveque asked to open this up for discussion and if there was any reason to not post this on the website.</p> <p>Tim offered that the test procedures used were the ones the government used with Motorola products,</p>	<ol style="list-style-type: none"> 1. Corey to send OMO a copy of the map to be updated. 2. OMO to update the map and provide at Jan 08 meeting.
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	<p>and did not represent P25 compliance necessarily. He suggested agencies purchasing radios execute a 'performance bond' with the company they purchase the radios from stating the product will operate per P25 standards. This would force a vendor to correct P25 non-compliance issues. It is also a good idea to request loaner radios prior to procuring them to test them on the system.</p> <p>Major Leveque noted smaller agencies who are only purchasing a few radios may have trouble getting vendors to loan them radios for testing, as well as confusion on current technologies.</p> <p>Del stated the OMO would be happy to represent agencies in requesting loaners and help agencies understand the technologies offered.</p> <p>Scott suggested an item to be added to the additional list would be 'availability of local repair providers.'</p> <p>Mr. Ocie Adams concurred that the smaller agencies needed help and the User Council had been involved in some of the testing at some point and could step in and help them avoid some of the 'chuck holes.'</p> <p>Major Leveque agreed and stated that at this point ALMR had collected a lot of information, and the SMO was becoming a one-stop-shop for much of the available information for new folks coming on the system.</p> <p>The UC approved the matrix and listed (once updated) to be posted on the website.</p> <p>OMO will add this to the list and post the information NLT Dec 6.</p> <p>Del also stated the OMO could help smaller agencies with performing ATP tests on their radios.</p>	<p>3. OMO to update 'additional options to consider' list and post it and ATP matrix to ALMR website.</p>
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	
	<p>Mr. Casey Borg stated the biggest issue the SMO was working on at the moment was Authority to Operate (ATO). Console users would be required to obtain log in accounts by Dec 31. Training would be provided.</p> <p>The SMO was still working on what constituted an</p>	



	<p>'acceptable busy' and would seek the User Council's input. As previously briefed by Del, there is always a downward trend in the winter and busies should start to go up right around April.</p> <p>Additionally, Palmer, Wasilla, and MatSu will be coming on the first quarter of next year and increasing system traffic.</p> <p>Tim noted that the JITC AAR filed to Congress had noted that a standard and metric for acceptable busies had not been determined. The OMO should work with the UC to define the standards for the operational system and then to develop a measure and then track the trends. Proper trend analysis should bring needed attention to the busy issue when it exceeds the established standard and corrective action can be taken.</p> <p>Major Leveque stated that as we define the standard, we need to also define a 'trigger' over the next couple weeks the SMO would be implementing more security procedures. There would be some new log on IDs and some required training in December.</p> <p>He has been in discussions with the SMO on the position the SOA is taking regarding the difference between the number of ALMR users on the system versus the number of user IDs.</p> <p>Concern is the number of IDs associated with consoles that are not 'on' the system. Collectively, we need to define 'what is an ALMR user.'</p> <p>Mr. Corey Poindexter stated that users must be noted by IDs because anyone on line that has a push to talk (PTT) can activate that radio at any time.</p> <p>Major Leveque stated that four consoles at 200 IDs each don't add to traffic at sites.</p> <p>Jim stated 'but there is a system impact.'</p> <p>Major Leveque suggested that the OMO/SMO do a break out as to what is are subscriber units and what are consoles.</p> <p>Corey stated he didn't know if others kept that detailed of information.</p>	
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	Casey stated the SMO is structuring the system to show IDs.	
Joint Project Team Status Update	Mr. Jim Kohler, SOA ETS Program Manager	
	<p>Mr. Jim Kohler stated the SOA is excited about the progress on the Cooperative Agreement. He noted that he understood how frustrating it was to the UC and the SOA as well, but there were issues the SOA must get their arms around before ALMR can be fully operational.</p> <p>He also stated he is busy working on correcting and resolving frequency confliction issues and there had been an internal staff restructuring which should expedite the resolution of some of the issues by the next meeting.</p> <p>Jim stated he had been in several conversations with the SMO and the State feels there is a difference in number of ALMR users on the System versus the number of IDs. What he feels is important is collectively, we define 'what is an ALMR user,' so we are all sharing the same information.</p> <p>Casey stated consoles don't really add to the system.</p> <p>Major Leveque stated maybe we can break this out between OMO and SMO between subscriber units and consoles (i.e. the maximum number of individuals who could be pressing PTT at one time).</p> <p>Tim stated perhaps stating it in terms of registered subscribers hitting which resources would help provide information on why busies are occurring and possible redirection of some subscribers to other sites. This would help balance out the System.</p>	<p>4. SMO and UC to define what is an acceptable number of/and length of busies. OMO to benchmark the information by contacting other states with trunked radio systems and see what standards they are using.</p>
	Mr. Tim Woodall, ALMR Project Manager	
	<p>Tim stated for the DOD everything is pretty much status quo. Still working on the TCO.</p> <p>The system design Critical Design Review (CDR) is scheduled for Dec 18 and the OMO will publish information for members to call in to listen to the portions they want to attend.</p>	<p>5. OMO to provided information on CDR to the User Council.</p>
Next meeting	Major Leveque stated the next scheduled meeting on Jan 2, 08 is a go. The February meeting is scheduled for the 6th and the March meeting is	



	scheduled on the 5th.	
New Business		
Elections	Nominations should be sent to Sherry NLT Dec 10, and she will get out the ballot. Voting should be completed by Dec 21 so the results can be briefed at the Jan 2, 08 meeting.	6. OMO (Sherry) will send out email soliciting nominations for the Chair and Vice Chair positions.
Alaska Shield/ Northern Edge 2010	Mr. Joe Quickel stated the TCO questionnaire was sent out and thanked everyone who had returned that. For those agencies still working on it, if there were any questions, please contact him. Joe stated the After Action Review had been prepared for the Annual User Council meeting. He requested the UC Chair solicit review and comments from a sampling of the council members and a final would be distributed to the entire council. Joe presented an overview of AS/NE 2010. One of the key issues to revisit in 2010 were the issues noted in the JTIC/AFOTEC reports on interoperability noted during AS/NE 2007. ALMR must revisit and resolves identified gaps. He stated the UC must look at establishing repeatable processes for all exercises (templates).	7. OMO (Sherry) to distribute a copy of the briefing to the UC members.
PSIC Grant Process	Mr. Bryan Fisher stated that the State application had been submitted on Monday (12/3). One of the requirements for the grant process was to develop a Statewide Communications Interoperability Plan (SCIP). The plan is completed and will be given to Sherry to distribute after the meeting. The plan is subject to change after the reviews of DHS, NTIA, and the Department of Commerce. Bryan stated the second piece was the investment portion of the grant which had to be broken out into a spending/investment plan. DMV is working on a grant application template/guidance for agencies to apply for projects, specifically through training and exercises for interoperable communications (NIMS, ICS, COMM Unit, and All Hazards exercises). The toolkit is expected to be out in January 08. He will have much more detailed information in January. March 1 is considered the realistic deadline for receiving the approvals back from review process.	8. Bryan to get SCIP to Sherry who will distribute to the UC members.
Kudos	Major Leveque took a moment to recognize all the people working to make the System a success (OMO, SMO, ALMR technicians, the SATS personnel, and the military personnel) maintaining	



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: December 5, 2007

	the sites and systems.	
Adjourn	A motion was made to adjourn the meeting by Ocie and seconded by Corey. The meeting was adjourned at 1500.	