

I. Attendance Roster

User Council Members and Alternates

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

A	Adams	Ocie	Mr.	AK DOT&PF, Primary
A	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
T	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)
P	Murphy	Peter	Mr.	Fed non-DOD, Primary, FBI
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Taylor	Marlon	MSgt	EAFB, Primary

**Alternate**

T	Blaine	Scott	TSgt	EAFB, Alternate
A	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DOD
P	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DOD
T	Hansen	Glenn	Mr.	SOA Other, Alternate
P	Henderson	Randy	Mr.	MOA, Central Rep, Alternate
A	Lewis	Mike	Mr.	DOI, Alternate, Fed non-DOD
A	Patz	Greg	Mr.	SOA DOT, Alternate
A	Poindexter	Corey	Mr.	US Army AK, Alternate
T	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
T	Hauck	Jeff	Mr.	59th Signal Battalion
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Quickel	Joe	Mr.	DOD Project Office
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 1:31p.m.	
Roll Call	Roll call was taken and quorum achieved.	
Minutes Approval	Minutes from October 4, 2007 were reviewed and approved. Motion made: Sgt Tod McGillivray Seconded: Mr. Pete Murphy The <b>motion carried</b> .	
Review of I&R Log	<b>Active Issues</b>	
#32 – Customer Support Plan	Mr. Del Smith stated the OMO CSP would be delivered to Mr. Woodall on Nov 9.  Mr. Casey Borg stated the SMO CSP would also be delivered to Mr. Woodall on Nov 9.  Both documents are in final review and will to the User Council for approval	1. OMO and SMO CSPs will go to the customer on Nov 9.
#43 – Missing Audio	Item was deferred until the OMO briefing portion of the agenda.	
#44 – Implement Regional ICS zones	Del briefed reference cards have been/and continue to be distributed. The information was also published in the October version of the ALMR <i>Insider</i> newsletter.  Mr. Woodall requested the cards be updated and the marine frequencies be removed and only the word "marine" be annotated in that area.	2. This item is complete and it will be closed per recommendation and concurrence of the User Council.
#48 – EMS and Regional Support for smaller communities	Del stated that he would be meeting with the EMS Symposium later this week. He also briefed at the NENA/APCO conference on Oct 24 and the OMO had traveled to Bear Creek for ALMR familiarization.	3. This item is complete and it will be closed per recommendation and concurrence of the User Council.
#49 – Documentation Review Process	Del stated the CSP will be the first document to be reviewed in this venue.	4. This item is complete and it will be closed per recommendation and concurrence of the User Council.
#50 – Validation Process	Del stated the Kenwood radios were taken through the ATP process and also used in the field. The radios passed all the ATP items except telephone interconnect. There were also issues with the antennas working themselves loose.  Casey stated there were also a couple audio issues. The two noted problems he saw were the interconnect issue and there is no OTAR capability. Originally, there were issues with battery life but a longer life battery was provided and there were no further battery problems. The site affiliation issues	5. This item is complete and it will be closed per recommendation and concurrence of the User Council.



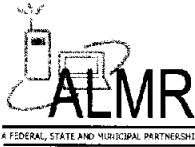
	<p>remained unresolved because Kenwood requested the return of the radios.</p> <p>Matt stated smaller communities have no way of discerning which radios work best on the system and the hope was that the OMO/SMO would publish a list the protocol used for radio testing, and provide this information to the user community.</p> <p>Brad asked if the OMO could publish a simple statement saying, based on the testing performed, they work on the system, but it is not a product certification.</p> <p>Del continued by saying if communities could borrow radios from a vendor for a test period, he would suggest that course of action.</p>	
#52 – Ester Dome Interference	Tim stated he received notice that the issue had been resolved.	6. This item is complete and it will be closed per recommendation and concurrence of the User Council.
#55 - Training	<p>Del stated the OMO is working with 5 Star to develop training for do other than day-to-day users.</p> <p>Tim stated he had received the report from the Air Force Operational Test &amp; Evaluation Center from AS/NE07. One of the issues they had identified was the third parties users who do not use radios day to day had a severe lack of knowledge concerning their operation. DOD has executed an AS/NE10 support contract with 5 Star. One of the tasks 5Star will address is a training process for these users. 5 Star will come up with a training process and solution. The UC will receive a briefing on it.</p>	7. This item is complete and it will be closed per recommendation and concurrence of the User Council.
	<b>Closed Issues</b>	
#51 – Southeast Build Out	The information was provided at Annual User Council meeting.	CLOSED
#53 – Buses	The SMO briefed on 1 Aug that they were unable to retrieve the specific data for the talk groups. Training to those not on the System day to day is one solution in eliminating some of the System buses.	CLOSED
#54 – Annual UC Meeting	The meeting was held on 18 – 19 September	CLOSED
	<b>Pending Issues</b>	
#2 – SATS Pricing	<p>Mr. Jim Kohler stated this is due at the end of October and he is pushing hard to meet that deadline.</p> <p>Matt stated the date is driven by the FY09 Budget.</p>	



Operations Management Office Status Update	Del Smith	
	<p>1 - Del provided a system update briefing. One of the main items of concern was the issue of the excessive number of MW bounces at the Kenai site which subsequently had to be shut down.</p> <p>Matt asked if ETS had been contacted and if there was something the UC could do to help with the issue.</p> <p>Casey stated the issue had been discussed with ETS (Dean Strid) on Nov 6 and that ETS has elected to leave the site turned off at this time and had no estimation of when the fix (taller tower) will be implemented.</p> <p>Matt stated he would follow up with Mr. Jim Kohler.</p> <p>2 – Del advised the UC that FNSB was preparing to return the loaner radios to the ANG by Nov 19.</p> <p>3 – Del advised the UC that the Cost Share White paper was in the fourth draft and he would provide it to Major Leveque and Deputy Chief Brad Johnson NLT Friday, Nov 9.</p> <p>4 – Del stated there had been some discussion of adding an IC Hail or separate maintenance talk group to the current line up. He asked the group if they had any interest in this or saw a need for it.</p> <p>Matt stated that the dispatchers really did not need another talk group to monitor 24/7.</p> <p>5 – Del stated, reference the radio testing in Fairbanks, that there were some software corrections being made and some of the previous issues may be resolved with the software upgrades.</p> <p>Casey stated the EFJ radios were not the same as the other radios with reference to site affiliation. The EFJ preferred function does not operate properly. It acts like 'always preferred' instead of 'most preferred' and will not switch to another site even if it loses signal and another site is reachable.</p> <p>Brad stated there was one other unresolved problem. There is a design problem on the channel selector knobs on the mobiles. He also stated there</p>	<p>5. OMO to gather information and develop white paper per discussion at Annual User Council meeting</p>



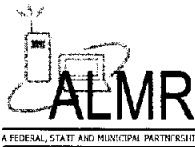
	<p>is a transmit power difference of 15 percent and this is critical in poor coverage areas. Fairbanks has not done their fleet reprogramming since the testing to see if performance improved.</p> <p>Ms. Bev Fronterhouse stated that DOI had reconfigured their EFJ radios and would continue to operate them side by side with Motorola radios. She said she would have more information to update the UC on whether or not performance improved at the next meeting.</p> <p>6 – For Outreach functions, Del reiterated that OMO had traveled to Bear Creek for training/outreach and he had attended and briefed at NENA/APCO. OMO would also have a table at the EMS Symposium starting Nov 8.</p>	
<p><b>System Management Office</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	
	<p>Casey stated 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><b>Joint Project Team Status Update</b></p>	<p><b>Mr. Tim Woodall, ALMR Project Manager</b></p>	
	<p>1 - Tim stated reference the Total Cost of Ownership (TCO), local agencies would be seeing some questionnaires requesting information (Mr. Joe Quickel will provide more information during New Business). The TCO and Business Case will help SOA and DOD work out the cost share.</p> <p>2 – A system design is being done by Motorola to demonstrate the cost of breaking the system apart. This is part of the Business Case and is prudent in showing the value added. It will demonstrate what is would cost to separate the existing shared system and implement two autonomous systems, one DOD and one SOA as two separate entities.</p> <p>3 – A System Design/System Analysis is underway for the Willow Creek/Houston area. Currently, there is no coverage at Houston. They can see the Site Summit site but it is also utilized by Elmendorf and Fort Richardson. There are two courses of action: installing a green site at Houston which would subject the site to the dangers of fires (such as the Miller's Reach fire), or adding three more channels at Site Summit (more cost effective).</p> <p>4 – The Fairbanks/North Pole SD/SA is also in</p>	



	<p>progress and the Critical Design Review and technical proposal should be available by Dec 17.</p> <p>5 – The SD/SA for moving the Tudor Master Controller to Kulis ANGB is also under way. The reason it may need to move is for security reasons.</p> <p>6 – Preparation is underway for AS/NE 2010. The 5 Star team is doing a gap analysis of the weaknesses from AS/NE07 to fix them for the 2010 exercise.</p> <p>7 - A gateway solution will be implemented statewide. 5 Star, as part of the AS/NE10 contract task, is to take the CONOP and develop the processes and procedures. The gateway solution is dispatch centric and all additional tasks must be examined with regard to union implications. It should be implemented in the next six months.</p> <p>8 – The Cooperative Agreement language was worked to remove the AML as a party to the agreement, but not as a member to the Executive Council. Language was corrected as to not affiliate the roles and responsibilities of the “Parties” with those of the Executive Council.</p> <p>Tod asked if this would change the make up of the UC.</p> <p>Tim stated, “no it will not.”</p> <p>Tim stated the updated agreement is now in legal review at the State Assistant Attorney General’s office and the DOD Judge Advocate General’s office. It is anticipated that the agreement will be signed NLT Nov 15. Chief Jeff Tucker will be appointed by the AML as their representative on the Executive Council.</p> <p>Jeff stated he will resign his position on the UC as this will present a conflict of interest. Brad will seek a new alternate.</p>	
	<p><b>Mr. Jim Kohler, SOA ETS Program Manager</b></p> <p>No update – Mr. Kohler was out of town.</p>	
<p><b>Next meeting</b></p>	<p>Matt stated the next scheduled meeting will be December 5. Brad will be out of town at a COPS Grant meeting.</p> <p>There was some discussion on whether the January 2 meeting should be moved back a week due to</p>	



	<p>personnel returning from holiday. Brad stated his regional meeting was scheduled at the same time and it is difficult to get them together; he would rather keep the meeting on the 2nd. Everyone agreed to hold the January meeting as scheduled.</p>	
<p><b>New Business</b></p>		
<p><b>Talk group Sharing Agreements</b></p>	<p>Del stated he was seeking the council's concurrence with establishing a standard format and ensuring everyone uses it. The talk group sharing agreement does not necessarily have to be a filled out form, but it is submitted via email it must have all the same pertinent information that would be provided on the form. OMO will develop the processes and procedures and submit them to the UC for approval as per the Charter.</p>	
<p><b>Marine Frequencies</b></p>	<p>Tim stated an individual from the FCC had noticed the marine frequency listed on the ALMR regional ICS Zone cards at the NENA/APCO conference. The concern was that a marine frequency was operating on a land mobile radio system. Tim stated the frequencies were allowed to be utilized under FCC Part 90 during emergency situation and were only provided for that reason. Future cards will be updated to remove the marine frequency and only reflect "marine" in that section. Regional TICPs should have the frequency information available for emergencies.</p>	
<p><b>Acceptable System Busy Rates</b></p>	<p>Tim stated AFOTEC and the JITC had done an operational assessment from the land mobile radio perspective during AS/NE07. There was no standard for acceptable busy rates. ALMR needed to set an acceptable threshold. The UC needs to develop a standard policy on what they agree is an acceptable threshold. To do this they need to answer it twofold: what is acceptable for day-to-day operations and what is acceptable in an emergency. This way when the threshold is exceeded, minimize procedures will go into affect.</p> <p>Tod stated that during day-to-day operations a few busies were no big deal, but during a 'crap storm,' any busy was unacceptable.</p> <p>Mr. Randy Henderson pointed out that the UC needed to address "desired versus reality" with regard to busies. In reality, the busies will be higher during large scale emergencies, than during day-to-day operations. Everyone wants the busy rate during emergencies to be zero, and so do I, the</p>	



<p><b>Total Cost of Ownership</b></p>	<p>reality is that widespread emergencies generate lots of radio use, and the emergency threshold may need to be higher than the day-to-day threshold.</p> <p>Casey stated another option is to change priority levels during an emergency. Currently, all public safety agencies are at a 'high' level. During an emergency, the incident command can move agencies to lower levels of priority.</p> <p>Mr. Joe Quickel briefed the UC that he would be sending some questionnaires out to all the agencies on the system requesting their input on the cost of their subscriber equipment. This is to help complete the TCO. This information is relevant to what the system, as a whole, costs now. If it had to be replaced today, this is what could be expected. He stated exact figures were not necessary. He also stated if organizations elected not to participate, that they still respond with a negative so the TCO could reflect the information was not provided/available.</p>	
<p><b>Annual Elections</b></p>	<p>Matt stated he had reviewed past minutes and found no concrete procedures for the UC election process for the Chair and Vice Chair. He requested UC members come prepared to voice their nominations and vote at the January meeting.</p>	
<p><b>Adjourn</b></p>	<p><b>No official motion was made or seconded to adjourn the meeting.</b></p> <p>Tod, Bev and Mr. Pete Murphy agreed upon adjournment.</p> <p>Meeting was adjourned at 3:08 p.m.</p>	