



I. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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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
P	Hooks	Wilbur	Mr.	Fed non-DoD, Primary, TSA
T	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	Murphy	Peter	Mr.	Fed Non-DOD, Primary, FBI
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Taylor	Marlon	MSgt	EAFB, Primary
T	Fenimore	Kyle	SSgt	Eielson AFB, Primary

Alternates

P	Blaine	Scott	TSgt	EAFB, Alternate
A	Borrego	Susan	Ms.	FBI, Alternate, Fed Non-DOD
A	Caldwell	Jim	Mr.	TSA, Alternate, Fed Non-DOD
T	Currier	Neal	TSgt	Eielson AFB, Alternate, 168 ARW
A	Hansen	Glenn	Mr.	SOA Other, Alternate
T	Henderson	Randy	Mr.	MOA, Central Rep, Alternate
A	Lewis	Mike	Mr.	DOI, Alternate, Fed Non-DOD
A	Patz	Greg	Mr.	SOA DOT, Alternate
T	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
A	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	Ince	Chester	Mr.	Program Control Officer
P	Kohler	James	Mr.	ETS Program Manager
P	Leber	Rich	Mr.	Operations Management Technical Advisor
T	Schaefer	Delmar	Mr.	Kulis ANG
P	Shafer	Sherry	Ms.	OMO Document Specialist



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T	Sinclair	Jack	Mr.	DNR - Parks
P	Sinclair	Kyle	Mr.	NLETC-NW
P	Smith	Del	Mr.	ALMR Operations Management Office
T	Wade	Maria	Ms.	DNR - Forestry

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Meeting called to order at 1330.	
Roll Call	Roll call was taken and quorum achieved.	
Minutes Approval	Minutes from July 11, 2007 were reviewed and approved. Motion made: Corey Poindexter; Seconded: Bryan Fisher. For the User Council the motion Carried.	
Review of I&R Log	Active Issues	
#32 – Customer Support Plan	Casey Borg briefed that the draft CSP was still under review by Tim Woodall.	1. SMO to deliver the CSP before the Annual Meeting.
#43 – Missing Audio	Del Smith briefed that Scott Krick had contacted the FCC and was awaiting feedback on the issues. There had been some email traffic with EFJ concerning the issue. Del briefed that the Motorola Systems Engineering letter (from Mr. Dave Layshock) stated their equipment was not the cause of the issue. TSgt Blaine requested to be updated and included in all traffic because EAFB is a heavy user of EFJ radios.	2. OMO to provide email traffic to TSgt Blaine.
#44 – Implement Regional ICS zones	<p>Del briefed that at the December ICS Zone meeting that a list of approved abbreviations was accepted. There is an outstanding issue between the SOA use of DYN for Dynamic Regrouping and the current accepted name DYN RGP that was approved by the ICS Zone meeting.</p> <p>Discussion ensued about the misunderstandings that might happen without a standardized format (i.e. what happened during AS/NE07 with the use of MGT).</p> <p>If either DYN or DYN RGP is adopted, those radios programmed with the opposite coded must be 'retouched' to rename the group.</p> <p>Casey stated that some of the older radios had fewer authorized characters allowed.</p> <p>Wilbur Hooks asked if we limited the use of other abbreviations, were we limiting/prohibiting using the radio to its fullest potential.</p>	3. UC to make a decision on how to finalize this issue. Change Request Form from SOA to be presented to the EC at the next meeting states DYN is the approved standard for all radios.



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	<p>Casey state the goal is a standard naming convention which is truncated.</p> <p>Bryan Fisher suggested that all the cached subscriber radios be standardized.</p> <p>Matt suggested the possibility of a creating a call list (i.e. DYN = DYN RGP) to help clarify this point for all the radios already programmed.</p>	
<p>#48 – EMS and Regional Support for smaller communities</p>	<p>Del briefed that Chester Ince is continuing to follow up on the calls to SE EMS and Fire agencies and assisting them with filling out the OMO Needs Assessment Questionnaire.</p> <p>He also discussed a letter received from Dr. O'Neill from ACEMS wanting to know how they are to become interoperable with ALMR users and why they were being forced to participate in ALMR.</p> <p>He noted for the good of the group that no one is mandated to participate in ALMR. Interoperability is the goal and ALMR is just one avenue. The OMO is committed to helping ACEMS figure out a way to make them interoperable (possibly through Motobridges). The OMO cannot answer where ALMR will be installed in the future. Del relayed Dr. O'Neil's request the User Council conduct a non-vendor, system-wide survey to help communities figure out where they are and what they plan to do to meet the FCC narrowband mandate.</p> <p>Matt thanked the OMO office for the tremendous outreach they have been conducting. He suggested a presentation at the Annual Meeting on PSIC by John Madden might be good to present the implications for Alaska and some of the funding sources. Part of the follow up for agencies/communities is "What is your funding plan?"</p> <p>Matt discussed the PSIC Grant from DMVA and the requirement for a statewide plan to tie it all together with reference to interoperability.</p>	
<p>#49 – Documentation Review Process</p>	<p>Del stated that the previous week's teleconference was not held due to scheduled participants being out of state. The OMO was reengaging on Friday, 3 Aug.</p>	<p>4. OMO to provide User Council Document Review Committees with document deliverables for comment.</p>
<p>#50 – Validation Process</p>	<p>Del Smith stated Kenwood testing with the representatives was complete and there were a few issues noted with the radios.</p>	



	<p>Casey briefed the radios were not OTAR capable and they could not interconnect (phone calls). However, neither feature is required to operate on ALMR. Currently, it looks like they are good to operate on the System but there is additional testing ongoing with regard to roaming.</p> <p>Del stated at this time no other vendors had contacted OMO/SMO to bring/send radios to Alaska for testing on ALMR.</p>	
<p>#51 – Southeast Build Out</p>	<p>Matt stated he had had conversations with Tim Woodall, Del Smith, Jim Kohler, and Ocie Adams on this issue.</p> <p>Del stated that the OMO is working to put together a master site list. This has been complicated due to site name changes, expectations on combining two sites into one in SE AK, the status of TAN/TAS, etc. The goal is to show who owns what (i.e. equipment, shelter, land, etc.). This is to be presented at the Annual UC Meeting.</p> <p>Jim Kohler stated there is no predetermined finite limit of what the System needs to be. What the ultimate System needs to be (i.e. 110 – 150 sites), controls how ALMR grows/expands. A site master plan would show where we are, where we are going, but not necessarily will all be installed in the end. A master list creates a usable platform valuable to all agencies.</p> <p>Matt stated he had talked to Ocie about the SE build out and gotten some valuable information. He stated he would now not interfere with those lists of sites. Ocie has been asked to present a briefing on the SE build out at the Annual UC Meeting.</p> <p>Wilbur Hooks stated he was ignorant of the process of how site locations were determined and the priority for installation, and that presentation of that information would be valuable.</p>	<p>5. OMO to compile master site list for presentation at the Annual UC Meeting.</p> <p>6. SOA (Ocie Adams) to present briefing on SE site build out.</p>
<p>#52 – Ester Dome Interference</p>	<p>Covered under item #43.</p>	
<p>#53 – Buses</p>	<p>Casey stated that SMO was not able to pull specific data due to information is not available that far back. He did note that during the exercise there were both exercise and real world buses.</p> <p>Matt stated the issue of what constituted a busy came up at the Executive Council Meeting. A busy</p>	



	<p>could be ½ second or 30 seconds.</p> <p>Casey stated that SMO could pull out what the time frames were and percentage compilations such as maximum length and average length. This information is provided in a monthly report to OMO.</p> <p>Matt stated he talked to the AST about the busies and found no one had any real problems during that timeframe.</p> <p>Del stated a lot of the busies were caused by inexperienced radio users continuing to PTT when they received a busy tone – rather than waiting for the all clear tone. It's a matter of training the user who does not use a radio daily.</p> <p>Casey stated most busies day-to-day are acceptable.</p> <p>Brad Johnson stated one problem was not being able to get on the System due to it being maxed out.</p> <p>Tod McGillivray stated they had busies during the Kenai exercise but they were also mindful of the fact that the entire peninsula is on one talk group. This is something they need to visit down the road and resolve.</p>	
<p>#54 – Annual UC Meeting</p>	<p>Del stated the OMO had replies from everyone but Mike Lewis and Sheldon Schmidt at this time (Bev Fronterhouse confirmed Mike Lewis planned on attending).</p> <p>He went over some of the planned presentations (7.x upgrade, SIEC, DIACAP, emerging technologies). The planning team is still open to suggestions.</p> <p>Kyle Sinclair suggested inviting Robert Salmon from the US Coast Guard in Washington DC to speak. He sits on the FPIC and is interested in Alaska.</p>	<p>7. OMO to check into invite Robert Salmon to Annual UC Meeting.</p>
	<p>Closed Issues</p>	
<p>#13 – Firmware Upgrade</p>	<p>Schedule was provided to the UC.</p> <p>Tod McGillivray noted ProComm didn't deliver radios last week and he is not sure of the schedule to complete the delivery.</p> <p>Del asked that Tod and others let the OMO know when their firmware is upgraded for tracking purposes.</p>	<p>8. UC Secretary to remove from I&R log.</p>



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	Brad Johnson noted that Fairbanks Fire was added after the list was sent out.	
	Pending Issues	
#2 – SATS Pricing	Jim Kohler stated this is due at the end of October and he is pushing hard to meet that deadline. Matt stated the date is driven by the FY09 Budget.	
#42 – Emergency Notification	Wilbur stated the NOAA weather channel is programmed on TSA radios (more than one) to ensure everyone is aware. Casey stated VHF/wideband can get those channels but originally the requirement we had was more encompassing than just a weather report. Brad referenced the South Dakota solution if there was a major incident they could put out very specific data pertinent to that specific area of the incident. It doesn't sound like NOAA is going to be able to do that for us. Brian stated if today there was an extreme weather situation the discussion was for NOAA to launch the emergency warning. Wilbur asked if that wasn't already available. Matt stated you had to be tuned to the channel. He asked Brad if he had other ideas on what we might ask for or wanted, and to follow up and let us know.	9. OMO recommends closing this item.
Operations Management Office Status Update	Del Smith	
Busies on Site Summit	Del discussed the issue with the busies on Site Summit. Casey explained this had happened once before on release 7.X but not reported to Motorola Schaumburg operations. It was previously reported to Motorola on release 4.1. The System thinks all the channels are unusable but sounds no alarm. The Zone Controller only believes one channel is available. This caused a 40-second busy. We received calls from MATCOM on busies at Site Summit and Fairbanks PD on busies at Birch Hill. SMO left the System in this state for Motorola to collect data, determine the cause, and provide a fix. OMO/SMO has not received any information back from Motorola at this time but suggested to Motorola to install alarms to alert Schaumburg if this happens.	



<p>Birch Hill Router Failure</p>	<p>Del stated we had some information on the cause of the failure and asked Casey to give update on the situation.</p> <p>Casey briefed that Motorola has convened an FRB right now and are confident that the failure was due to a poor solder connection that failed on a daughter board. They are working on a plan but don't have the dates yet, but will replace all the boards in the 6000 routers.</p> <p>Del advised the group that unfortunately other routers may fail between now and the time the boards are replaced. If any routers fail it should trigger an alarm at Schaumburg, but don't hesitate to cal the Help Desk and notify us right away.</p>	
<p>Loaner Radios</p>	<p>Del stated that 74 Motorola radios had been provided to Fairbanks on loan. This was a joint effort by OMO, Kulis and AST. OMO is waiting to get information on whether this makes a difference relative to the on-going problems. He personally thanked Delmar Schaefer for all his hard work, as well as providing the radios.</p>	
<p>Periodic Maintenance Inspections (PMIs)</p>	<p>Del stated that the OMO is now monitoring PMIs by vendors. Chester Ince and Rich Leber will travel to sites twice a month to observe the PMI, note any discrepancies, and provide a copy to the site owner. Ensure the vendor is doing what he is being paid to do This will continue through September and start again in Feb 08.</p>	
<p>Kulis Visit</p>	<p>Del stated he had visited Kulis ANG with DPS and SOA ETS. DPS Deputy Commissioner Glass took the group to look at facilities for DPS use and a possible move of the Tudor Zone Controller and the OMO office. Will continue to look at. The ongoing System Design System Analysis paid for by DOD is also addressing the possibility of a move of the controller. No action will take place until 2011 or beyond. Mr. Darrell Davis also went.</p> <p>Matt stated this is a good opportunity to move the ALMR equipment to a safer, more secure location.</p>	
<p>System Management Office Status Update</p>	<p>Casey Borg, System Manager</p>	
<p>Zone Controller Switch</p>	<p>Casey advised the group that the Zone Controller would be switched on Friday at 2:00 a.m. This switch would cause two five-minute outages and the System would go into site trunking during the</p>	



<p>TAN Update</p>	<p>outages. If there is a critical situation before the scheduled outage, agencies are advised to call the phone numbers on the notification to halt the outage.</p> <p>Matt asked if there is a way to translate the system data (System Voice and Data Detail slide) into a graphic depiction for tracking over time (statistical data trend analysis). Del stated yes we could do this.</p> <p>Casey updated the group on the deployment of TAN. Initial deployment was at NorthStar VFD but was moved to North Pole FD due to obstruction by trees. It is under commercial power now provided by Fairbanks NorthStar Borough</p> <p>Bryan asked how long the TAN would stay up there. Casey stated it would be deployed through the end of September (90 days).</p> <p>Brad stated hopefully at that time there will be a long-term solution.</p> <p>Del stated the on-going SD/SA by Motorola is evaluating whether a site is needed there.</p> <p>Brad stated they are waiting for the results of the SD/SA to see if they should fund a repeater site if needed. FNSB has about \$ 35K they can put toward it, and there are other LETPP (Law Enforcement Terrorism Prevention Program) monies that they are looking at. Other monies from DMVA may be able to be reprogrammed, as well.</p>	
<p>Joint Project Team Status Update</p>	<p>Mr. Jim Kohler, SOA ETS Program Manager</p>	
	<p>Jim Kohler reminded everyone he was going to Fairbanks on August 8 to attend the Central UC Rep Meeting.</p> <p>He had no other specifics to bring to the group beyond what he provided at the last User Council meeting.</p> <p>He is focusing internally on trying to get decisions made and details together for the September Annual UC Meeting. He is working with Del, Tim, and Matt to make sure he is making good use of the UC time and providing them as much valuable information as possible.</p>	
<p>Next meeting</p>	<p>The September 5 meeting will be cancelled due to</p>	



	<p>the Annual UC Meeting on 18 & 19 September.</p> <p>The normal meetings following the Annual UC Meeting are Oct 3, Nov 7, and Dec 5. Will continue to look at the December date for possible conflicts with law enforcement.</p>	
<p>New Business</p>		
<p>PSIC Grant</p>	<p>Bryan Fisher provided update on the PSIC Grant. Alaska was awarded approximately \$7.25M. This is a one time shot and will be managed by the Federal Department of Homeland Security. With regard to restrictions, 80 percent will go to local jurisdictions and up to 20 percent of that could be allocated for training. They are required to develop a Statewide Interoperability Communications Plan (SICP). This money is not programmed for ALMR. Statewide the application is due middle of August to the Federal Government. Not later than November 1, the SICP and investment obligations are due. They will ask for project applications from local agencies and communities in November. The money is available through September 30, 2010.</p> <p>Matt stated he and Bryan had attended several informational meetings on the SICP and grant applications process.</p> <p>Bryan stated the follow up meetings would be held and expanded to include local jurisdictions.</p> <p>Dave Hull asked if money would be available to provide to local efforts to ensure compliance with the new statewide plan and inter-connectibility.</p> <p>Bryan stated yes; the money from the grants will cover planning, local equipment, training, and potential construction projects. The application process for local agencies and communities would start sending out grant guidance in the latter part of 07 or early 08.</p> <p>Del would like someone to talk about PSIC at the Annual UC meeting.</p>	<p>10. OMO to work with Bryan on individual to brief PSIC at Annual UC Meeting.</p>
<p>EC Meeting</p>	<p>Matt briefed that he had attended the Executive Council meeting on July 26. One of the topics of discussion was the Cooperative Agreement. Currently on Draft 7 and there has been tremendous progress made to get past the language by DOD, AML, SOA, and the Federal Non-DOD. He has great optimism that it will be signed in August. If it is</p>	



<p>User Survey</p> <p>Annual UC Meeting</p>	<p>signed it may be available for the September Annual UC meeting.</p> <p>The other issue from the EC meeting was that Colonel Clifton, the DOD representative, would like the UC and the OMO to identify what training needs exist. What might they envision out of the AAR from AS/NE07? How do we train people to operate these radios? Gain experience from this exercise and perhaps smaller tabletop exercises to assist in training those personnel who don't use radios on a day-to-day basis.</p> <p>The Department of Public Safety, in collaboration the State Fire Marshals and AST, is working to create some sort of train the trainer presentation or video. This way they don't have to have the OMO or a technician come out but will have something in hand that operators can use and digest and keep on the shelf. The objective is to have something by November that might be usual to agencies statewide. Any suggestions or formats that might be useful are welcome.</p> <p>Del stated that the OMO had sent out the Annual ALMR User Survey and requested the widest dissemination possible. We hope to have the results available for the Annual UC Meeting.</p> <p>Matt reiterated that we are open to suggestions or thoughts about issues/concerns to discuss for the second day, please provide to Del or Sherry.</p>	<p>11. UC and OMO to identify and implement training programs for other than day-to-day users.</p>
<p>Adjourn</p>	<p>Motion made to adjourn the meeting by Dave Hull. Seconded by Ocie Adams. For the User Council the motion carried.</p> <p>Meeting was adjourned at 1450.</p>	