



DRAFT ALMR User Council Meeting Minutes

Date: 6 December 2006

I. Attendance Roster

User Council Members

X = In attendance XP = In attendance via telephone A = Absent

Primary

XP	Adams	Ocie	Mr.	AK DOT&PF, Primary
A	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
XP	Freed	Andrew	MSgt	EAFB, Primary
A	Fronterhouse	Bev	Ms	BLM, Primary, Fed non-DoD
XP	Hull	Dave	Chief	Southeast Rep, Primary
XP	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, VChair
X	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
XP	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
XP	Mitchell	William	MSgt	Eielson AFB, Primary
A	Newman	Natalie	Ms.	US Army AK, Primary
X	Hooks	Wilbur	Mr.	Fed non-DoD, Primary, TSA
X	Murphy	Peter	Mr.	Fed non-DoD, Primary, FBI

Alternate

A	Fenimore	Kyle	SSgt	Eielson AFB, Alternate, 354 CS/SCMR
A	Jones	Robert	MAJ	US Army AK, Alternate
A	Krill	Jack	Mr.	Central Rep, Alternate, Central Mat-Su
XP	Lewis	Mike	Mr.	BLM, Alternate, Fed non-DoD
A	MacDonald	Craig	LT	AST, DPS, Alternate
A	Mathey	Frank	Captain	EAFB, Alternate
A	Patz	Greg	Mr.	AK DOT&PF, Alternate.
A	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
XP	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
A	Patz	Greg		SOA DOT, Alternate
A	Hansen	Glenn		SOA Other, Alternate
A	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DoD
A	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DoD

Other Attendees

XP	Brodigan	Dennis	Mr.	EMS Director, Matsu Borough
X	Borg	Casey	Mr.	Motorola
X	Dixon	Toni	Ms..	DOD Project Office
XP	Erickson	Trygve	Mr.	MOA
X	Hauck	Jeff	Mr.	US Army AK



Alaska Land Mobile Radio

DRAFT ALMR User Council Meeting Minutes

Date: 6 December 2006

X	Jones	Ken	Dr.	Division of Military and Veteran's Affairs
X	Leber	Rich	Mr.	ALMR Technical Adviser
X	Marshall	Melissa	Ms.	SOA ALMR Project Manager
X	Otte	Ron	Mr.	ALMR Operations Manager
X	Paulson	Jenette	Ms.	Ops Mngr Bering Straits Info Technology
X	Quickel	Joe	Mr.	DoD Project Office
X	Smith	Del	Mr.	Five STAR
X	Stinson	Julie	Ms.	Five STAR
X	Wheeler	Gina	Ms	NLECTC-NW
XP	White	Sharon	Ms.	ETS SOA
X	Woodall	Tim	Mr.	DoD Project Manage

Special Guests:

From EF Johnson: Rick Felts, David Gertz
 From REVL Communications: Seth Burris
 From FPIC: Sandy McNulty, Jim Downes

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Meeting called to order at:	Major Leveque called the meeting to order at 13:32.	
Welcome & Introductions	Major Leveque introduced two new User Council members: Pete Murphy from the FBI and Wilbur Hooks from the TSA and then introduced other in person attendees.	
Discuss / Approve minutes from 1 Nov 2006 meeting	Sgt. Mcgillivray made a motion to accept the 1 Nov 2006 meeting minutes, Mr. Poindexter seconded the motion. Motion passed unanimously.	
Review Issues & Risk Log	See the attached Issues and Risks Log.	<ol style="list-style-type: none"> 1. Mr. Borg to gather firmware upgrade information (item 13) and provide Ms. Dixon for circulation to the UC. 2. Mr. Quickel to arrange Gateway presentation for January Meeting 3. Ms. Dixon to generate an e-mail on Dr. Jones behalf requesting information about in-building request. Suspense 15th or 20th ROM. 4. MAJ Leveque will move the



DRAFT ALMR User Council Meeting Minutes

Date: 6 December 2006

		Interim Security Policy to the Executive Council for approval. 5. Mr. Borg to ride with B Attachment and Fairbanks PD to identify the source of the missing audio problem.
TICP / CONOPS status – Del Smith	Mr. Del Smith provided a status update on the TICP CONOPS effort. Additional work group meetings were held in November. CASM data entry continues along with coordination with regional working groups on protocols and procedures. The draft CONOPS document was submitted 24 Nov 2006. Follow-up meetings will be scheduled as needed. Mr. Smith noted the need for COM Unit Leader nominations.	Mr. Quickel to post the Hurricane CONOPS on the ALMR website.
Motorola 7.1 upgrade status report –	The 7.1 upgrade has been completed with the exception of the consoles and the Key Management Facilities (KMF). Console upgrades are in progress and the KMF work is being scheduled.	
The Federal Partnership for Interoperable Communications (FPIC) and Project 25 Interop and Conformance Testing - Don Speights and Jim Downes, Wireless Management Office, Department of Homeland Security, Sandy McNulty	<p>FPIC is a self-chartered organization funded by DHS for purposes of contractor support, consisting of 44 agencies and representing over 160 participants. State and local members act as advisory members. FPIC sends comments out requesting feedback from the user community.</p> <p>Project 25 has grown as the number of vendors participating have increased. Standards and interoperability issues have emerged and FPIC wants ALMR's assistance identifying potential problems. FPIC wants to know how emerging equipment performs in the environment of a more mature Project 25 infrastructure such as ALMR. Mr. Downes shared that he has been told that there are questions to do with encryption certification process within the federal government – FPIC wants to help with that. If the group would like to identify a persons from the ALMR UC to act as FPIC liaison he would appreciate it..</p> <p>Deputy Chief Brad Johnson announced that he has been an FPIC member since August.</p> <p>Sgt. McGillivray made a motion to name Deputy Chief Brad Johnson the FPIC liaison. Major Leveque seconded the motion which was unanimously approved by the membership.</p>	
EF Johnson Customer Service	EF Johnson made a short presentation, providing contact information and verbalizing a commitment to ensuring their equipment works with the ALMR	



DRAFT ALMR User Council Meeting Minutes

Date: 6 December 2006

	System.	
Operations Management Services Overview – Ron Otte, Operations Manager & Rich Leber, Operations Management Services Technical Advisor	A high-level view of the emerging ALMR Operations And Management Services was provided by Ron Otte, the ALMR Operations Manager. Mr. Otte became familiar with ALMR previously as the Commissioner of Public Safety. He commended everyone for their efforts bringing the program this far and plans to be a valued member of the team. Major Leveque welcomed both Mr. Otte and Rich Leber the Operations Management Services Technical Advisor. Major Leveque noted that this is a landmark for continuing operations.	
Status updates from Mr. Woodall and Dr. Jones	<p>Dr. Jones:</p> <p>The state is continuing work on a site risk analysis. It is the most important thing on their agenda. The analysis looks at most the critical factors that will take a site off the air. They are correlating data by looking at not only who uses the System but how it is deployed in term of protecting critical infrastructure across the state.</p> <p>A request to the legislature for additional personnel is being prepared. It will show that to operate successfully, increased funding is required. –User community support will be needed to support the request.</p> <p>Tin response to a question about User Fees, Dr. Jones stated that the letter to Murkowski was never signed; it is waiting for Governor Palin.</p> <p>Dr. Jones noted that there is 6.2 million in the ETS budget for major initiatives, e.g., commercial power to four sites, remediation of Fairbanks Airport, and others.</p> <p>Dr. Jones added that the Pipeline will have a huge impact on ALMR and we need to be ready for it. That is why he needs user community help to push through the legislature. System is not self-maintaining.</p> <p>Mr. Woodall arrived later and had nothing to add.</p>	
Confirm date for next meeting: 3 January 2007	January 3 rd . February 7 th , March 7 th , April 4 th .	
New Business	1. Brad Johnson suggested that the UC consider the possibility of creating 5 regional ICS zones. Each region would use its zone for first response,	1. Ms. Dixon to get an approval letter to BLM/FWS so that they can turn up.



DRAFT ALMR User Council Meeting Minutes

Date: 6 December 2006

	<p>when and if State and Federal agencies become involved they would have the statewide ICS zone to themselves. This would be particularly useful in the event that there are multiple incidents. Another advantage is the region can manage its own ICS assets so that the Statewide vacuum for ICS doesn't exist</p> <p>A discussion followed and the UC is very interested in holding a special meeting to discuss this idea further. Other items for the agenda include governance issues, e.g., who is designated to control the ICS zone talkgroups and who gets assigned in the event of an incident?</p> <p>Major Leveque added that this dovetails with conversations at the State's TICP meeting.</p> <p>Ms. Dixon will poll the members for availability 14 December for a daylong ICS Zone discussion.</p> <p>2. Based on the extensive agenda at UC meetings, the UC decided to extend meeting its meeting time by one half hour to two hours.</p> <p>3. Ms. Dixon advised that a draft Training Plan will be circulated to UC members for their endorsement prior to moving it forward to the Executive Council for approval.</p> <p>MAJOR Leveque reminded everyone that nominations are due for the elections to be held in January.</p>	<p>1.. Ms. Dixon to poll UC members regarding availability 14 Dec 2006 for ICS Zone planning session. UC members to identify the stakeholders who will attend from that region (local state and federal reps).</p> <p>2. Ms Dixon to poll UC members re nominations for Chair, Co-Chair and Secretary positions.</p> <p>3. Ms. Dixon to adjust UC agendas to reflect 3:30 end time.</p> <p>4. Ms. Dixon to send the Training Plan to UC members for their review prior to the January UC meeting.</p>
Adjourn	@ Meeting adjourned at 3:09 p.m.	