



I. Attendance Roster

User Council Members

X = In attendance	XP = In attendance via telephone	A = Absent	E = Excused
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User Council Members

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

Alternates

XP	Fenimore	Kyle	SSgt	Eielson AFB, Alternate, 354 CS/SCMR
A	Jones	Robert	MAJ	US Army AK, Alternate
XP	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.
X	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
A	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
	Vacant			SOA DOT, Alternate
	Vacant			SOA Other, Alternate
	Vacant			Fed non-Dod, Alternate
	Vacant			Fed non-Dod, Alternate

Other Attendees

XP	Blaine	Scott	Sgt	
X	Borg	Casey	Mr.	Motorola
X	Dixon	Toni	Mr.	DOD Project Office
XP	Gale	Kent	Mr.	Alaska Fire Service



X	Gross	David	Mr.	Motorola
XP	Handyside	Heather	Ms.	Executive Council Member
X	Hauck	Jack	Mr.	59th Signal Corp. Fort Richardson
X	Jones	Ken	Mr.	Division of Military and Veteran's Affairs
Xp	Mann	Ray	Mr.	Five Star
X	Marshall	Melissa	Ms.	PMO
X	Pannone	Julie	Ms.	DoD Project Office
X	Quickel	Joe	Mr.	DOD Project Office
X	Smith	Del	Mr.	Five Star
XP	Smith	Felicity	Ms.	Motorola
X	Strid	Dean	Mr.	SOA ETS
XP	Tucker	Jeff	Mr.	North Star Borough
X	Wheeler	Gina	Ms.	NLECTC - NW
X	Woodall	Tim	Mr.	DoD Project Office

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Welcome / Roll Call / Introduction of Guests	MAJ Leveque welcomed the User Council members, took roll call and introduced the attendees at the Anchorage location. Quorum was achieved.	
Meeting called to order at:	The meeting was called to order at 1:30	
Approve Minutes	Because the User Council Members did not receive the minutes from the September 6, 2006 meeting until 10/4/2006, it was decided that members will review the minutes and send Ms. Dixon an e-mail of approval or adjustment no later than COB Tuesday, October 10. This date was pushed to October 12 due to illness.	1. UC Members will send an e-mail by Friday COB to approve or adjust minutes from 9/6/2006.
Issues and Risks Log	The issues and risks log was reviewed and updated. See the attached document.	1. Mr. Quickel to check with EF Johnson regarding attendance and presentation at the November meeting. 2. Ms. Dixon to send out



		BLM/ FWS Agreements in PDF format with changes highlighted for UC Review. 4. Ms. Dixon to follow up with Mckinley and Cantwell Fire Departments re membership agreements.
Motorola Customer Support Plan	<p>Dave Gross provided a brief overview of the ALMR support agreement:</p> <ul style="list-style-type: none"> • CSP will describe <i>how</i> things will be done, not <i>what</i> will be done. • The security Portion of the CSP will be expanded to coordinate with federal, state, and local agencies to identify the security contacts and the agency-specific protocols. • CSP will be region specific. 	1. Mr. Gross to provide UC with a final Customer Support Plan and overview in time for the November UC meeting.
TICP / COMOPS Update	<p>Ray Mann provided an update:</p> <ul style="list-style-type: none"> • Leadership briefings, educational workshops and CASM training have been well attended • Workshops are being scheduled for policy, procedure and protocol development. • The final review and acceptance of the Statewide TICP is scheduled for 2/28/2007. 	
7.x Upgrade	<ul style="list-style-type: none"> • All equip has been ordered and moved to staging where it will be installed and tested. • First outage is scheduled for November 4th • Five routers need to be replaced and will result in a 15 minute outage. Members will be notified. • The Project Plan and Implementation Time Line are currently under reviewed. • Mr. Woodall announced that a 7.x Newsletter will provide outage 	



	<p>information. The first Newsletter will be posted the week of October 16, 2006.</p>	
<p>Status Updates Dr. Jones and Mr. Woodall</p>	<p>Dr. Jones: Work force continues to be an issue. As a result of the Telecommunications Partnership Agreement with ACS, a number of ETS staff became ACS employees. When the contract was cancelled, the work returned to ETS but the staff did not return. Dr. Jones is currently writing a business plan for the SATS/ALMR system that includes staffing requirements on the state side. Dr. Jones is still working on the ALMR portion of the total SATS costs and will have it by the 11/1/06 User Council Meeting.</p> <p>Work is beginning for sites in Kodiak, Juneau, Haines, and Skagway.</p> <p>The State recently executed a contract with Motorola to put in the final nine sites for 2006.</p> <p>\$9 Million has been requested for capital projects that support SATS and ALMR including the Fairbanks Airport.</p> <p>\$6 Million has been requested to fund additional operations staff.</p> <p>Mr. Woodall: The draft of the letter that, when signed, covers the local costs for ALMR is at the senior level of the government for coordination and signature.</p> <p>The Cost Share Task Force will be forming in the near future. DoD plans to hire a retiring State Senator who will coordinate the review of all of the requirements and</p>	<p>1. Ms. Marshall to provide members with the list of the additional 9 sites for 2006.</p>



	<p>help develop the legislative language needed to describe a shared system.</p> <p>Each agency is currently coordinating their cost apportionment method to bring to the table to work out a apportionment and method to recommend to the Executive Council for approval. It is hoped this will be completed in the first quarter of 2007.</p> <p>DoD has awarded a contract to move the Delta site to Donnelly Dome and the Donnelly Dome site to Fort Greely. This will increase capacity and coverage at Fort Greely. The work will begin once the needed frequencies are approved by the FCC. The State needs to complete its paperwork before the project can move forward.</p> <p>The Maintenance Contract has been awarded.</p> <p>Mr. Woodall expressed his thanks to the User Council members (Lewis, Poindexter, Leveque Tucker) for their help with the RFP response for Operations Management. The contract was awarded to Wostmann & Associates in Juneau.</p> <p>There will be a DIACAP registration meeting on the 17th of October. The Security Managers and approving authorities of the User Council member agencies will be invited to help with this important phase of the effort. The registration meeting will lay the groundwork for how the process will move forward. DoD will be looking for additional participants, particularly representatives of the federal non-DoD user agencies.</p>	
Confirm next mtg	The next three meetings are scheduled as	



11/1/06	follows: Wednesday, November 1, 2006; Wednesday December 6, 2006 and January 3, 2007.	
New Business	<p>Ms. Dixon reported that the FBI, Fish and Wildlife and the ATF are completing membership materials. Staff is also working with the Joint Program Office that provides a technology umbrella for the Department of Justice, the Treasury and the Department of Homeland Security.</p> <p>MAJ Leveque reported that he made an ALMR presentation at Dave Hull's request to the EMS chiefs and program administrators from across the state. Twenty-five or thirty people participated and asked lots of questions.</p> <p>Casey Borg and MAJ Leveque also made presentations to the Alaska Fire Chiefs Association and its Board of Directors.</p> <p>MAJ Leveque noted that as members interact with their constituencies, if anyone isn't sure where to find information, please contact him.</p> <p>Mr. Woodall advised Mr. Lewis that membership applications will be approved by the Executive Council via e-mail eliminating the need to wait for the next scheduled Executive Council meeting.</p> <p>MAJ Leveque updated the group regarding implementation on the Kenai. There is a new building and dispatch operations between agencies will be consolidated. AST has units in place and will transition when the new site is ready sometime in early 2007.</p>	
Adjournment	The meeting was adjourned at 3:07 p.m.	