



I. Attendance Roster

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

E	Adams	Ocie	Mr.	AK DOT&PF, Primary
A	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
	Freed	Andrew	MSgt	EAFB, Primary
E	Fronterhouse	Bev	Ms	BLM, Primary, Fed non-DoD
A	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
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
A	Lewis	Mike	Mr.	BLM, Alternate, Fed non-DoD
A	MacDonald	Craig	LT	AST, DPS, Alternate
A	Mathey	Frank	Captain	EAFB, Alternate
XP	Patz	Greg	Mr.	AK DOT&PF, Alternate.
XP	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	Hansen	Glenn		SOA Other, Alternate (DMVA)
	Vacant			Fed non-Dod, Alternate
	Vacant			Fed non-Dod, Alternate

Other Attendees

X	Borg	Casey	Mr.	Motorola
X	Christensen	Mark	Mr.	Motorola Project Manager
X	Clifton	Kristine	Colonel	Department of Defense – ALCOM J6
X	Dixon	Toni	Ms..	DOD Project Office
XP	Gale	Kent		Alaska Fire Service
X	Mann	Ray	Mr.	Five STAR
X	Marshall	Melissa	Ms.	SOA ALMR Project Manager
X	Quickel	Joe	Mr.	DoD Project Office



X	Smith	Del	Mr.	Five STAR
X	Wheeler	Gina		Wasilla PD

II. Meeting Minutes and Action Items-

Matt – No 9 to dial

Agenda Item / Topic	Discussion	Action Items
Welcome / Roll Call	Roll Call was conducted and quorum has been achieved MAJ Leveque welcomed Colonel Kristine Clifton, Chair of the Executive Council (EC).	
Meeting called to order at:	1:33 p.m.	
Discuss / approve minutes from October 4 th User Council (UC) Meeting	Motion to accept the minutes made by Corey Poindexter, seconded by Todd McGillivray, and passed by the membership.	
Review Issues and Risks log	The Issues and Risks Log was reviewed and updated. See the attached document.	<ol style="list-style-type: none"> 1. Mr. Quickel to coordinate with EF Johnson re: December meeting 2. MAJ Leveque to deliver the UC Charter to the EC 3. MAJ Leveque to deliver the new Membership agreements to the EC 4. Ms. Dixon to research the status of the CSP 5. Ms. Dixon to contact 3 VFD's to determine status 6. Ms. Marshall to research future build plans 7. Mr. Quickel to complete efforts to schedule Gateway presentation. 8. MAJ Leveque to follow



		up with Dr. Jones re: In-building budget request.
7.X Update	<p>Mark Christensen reported on the 7.X Upgrade for Deb Dabrasky who was not available. Equipment is being prepared for installation and the Motorola project team will arrive and begin work this weekend (3-5 November).</p> <p>Casey Borg is coordinating this effort from Anchorage. Everything is going according to the Impact Time Line and the project will commence as planned.</p> <p>MAJ Leveque noted that is a 7.X Upgrade Newsletter that provided outage information. He wants to make sure everyone is getting the information they need.</p> <p>Chief Johnson wants to ensure that everyone will be notified prior to the system going to site trunking and for all outages. Notifications will be made the day of an outage and hour ahead of time so that members can switch to site trunking or conventional equipment.</p> <p>Casey Borg will call all the dispatch centers to keep them in the loop throughout the upgrade process.</p> <p>MAJ Leveque wants to make sure that Federal non-DoD and other State agencies have been notified. Mr. Borg said that the State DOT is the only group that may not have the latest information. MAJ Leveque will make sure DOT has the information.</p>	1. MAJ Leveque to discuss DOT upgrade issues with Greg Patz.



<p>TICP Update</p>	<p>Ray Mann provided an update on the TICP / CONOPS effort.</p> <p>The technical work group meetings start next week in Fairbanks. The policies and procedures already identified will be addressed. The work groups are being groomed for an on-going relationship with the User Council in the future. 5 Star has also conducted outreach efforts in the Southeast even though they are not currently on ALMR.</p> <p>Outreach and participation have been very good and enthusiasm for ALMR is extremely high.</p> <p>17 November is the target date for completing the CASM data entry. If there are groups that cannot enter their own data, they should bring it to the workshop and 5 Star will help load it into the system. On-site support is also available.</p> <p>A first draft of the Statewide CONOPS should be completed by 24 November. The document will be delivered to the DoD for review and then circulated as appropriate before issuance by the State DHS,.</p> <p>The document should be finalized by the end of December. Then finalize by the end of December. The 5 regional TICPs will be generated by the end of the year. The User Council will have access to drafts of those documents and will be asked to provide input.</p> <p>State and municipal data cannot be promulgated until DHS develops a policy</p>	
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	<p>governing sharing the data. Col Clifton noted that DoD is working with John Madden to make sure this effort moves smoothly and expeditiously.</p> <p>MAJ Leveque thanked the 5 Star team for their assistance with the AST CASM data.</p>	
<p>Interim Security Policy</p>	<p>Roger Hull, ALMR Security Manager, provided an overview of the Interim Security Policy and its relationship to the DIACAP effort.</p> <p>DIACAP is a process, not a set of requirements. It assures compliance and results in a set of controls that ensure acceptable risk. It applies only to DoD assets and users who must comply if they want to participate in ALMR. Therefore, for DoD to be an ALMR user, all System users must demonstrate compliance with the security controls. The Interim Security Policy is an example of a security control.</p> <p>Mr. Hull noted that currently, all user agencies demonstrate the minimum level of compliance required.</p> <p>The Interim Security Policy applies only to individuals who have access to consoles, not the users of the eight to ten thousand radios in use. The exception is the reporting of lost and stolen radios.</p> <p>Mr. Hull asked the User Council to review this document and forward any comments or suggestions to MAJ Leveque by 29 November 2006. MAJ Leveque will take it to the Executive Council for approval.</p>	<p>1. UC members to review the Interim Security Policy and send comments, revisions, etc. to MAJ Leveque by COB November 29. The intent is to endorse this document so that it may be forwarded to the EC for approval.</p>
<p>Confirm date for next meeting</p>	<p>The next meeting three meetings will be held 6 December 2006, 3 January 2007</p>	



<p>New Business</p>	<p>and 7 February 2007</p> <p>1. Chief Johnson shared what the State of South Dakota is doing in reference to providing emergency weather data or natural critical events over their digital trunked radio System. Everyone has access at intervals. Chief Johnson would like staff to research this further.</p> <p>2. Chief Johnson reported that MATCOM is having a significant problem - some radios hear and others do not. This is a System-wide issue. Mr. Borg has been continuing his efforts to investigate the problem. In order to narrow down the cause of this disruption, he needs specific information about the incidents. Mr. Borg and Mr. Quickel to work this issue.</p> <p>Ms. Dixon reported that Pete Murphy has been appointed by the FBI to serve as another Federal non-DoD rep on the User Council.</p> <p>Colonel Clifton is currently seeking a Federal non-DoD nominee for the Executive Council. Ms. Deborah Smith has accepted a Judgeship and will not be able to continue her participation.</p>	<p>1. Ms. Dixon and Mr. Quickel to research and report back</p> <p>2. Mr. Quickel and Mr. Borg to work the MATCOM issue.</p>
<p>Adjourn</p>	<p>Meeting was adjourned at 2:34 p.m.</p>	