



I. Attendance Roster

Key: X = In attendance P = In attendance via telephone

User Council Members

P	Adams	Ocie	Mr.	AK DOT&PF, Primary
X	Freed	Andrew	MSgt	EAFB, Primary
P	Fronterhouse	Bev	Ms	BLM, Primary, Fed non-DoD
P	Hull	Dave	Chief	Southeast Rep, Primary
P	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, VChair

User Council Alternates

P	Fenimore	Kyle	SSgt	Eielson AFB, Alternate, 354 CS/SCMR
P	Krill	Jack	Mr.	Central Rep, Alternate, Central Mat-Su
X	Mathey	Frank	Captain	EAFB, Alternate
X	Poindexter	Corey	Mr.	US Army AK, Alternate
P	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire

Other Attendees

P	Debrawsky	Deb	Ms.	Motorola Project Manager
X	Dixon	Toni	Ms..	DOD Project Office
X	Griffiths	Bob	Mr.	NLECTC
X	Hauck	Jeff	Mr.	59th Signal Corp. Fort Richardson
P	Jones	Ken	Dr.	Department of Administration, SOA
P	Muffler	Ruthi	Ms.	DoD Project Office
X	Pannone	Julie	Ms.	DoD Project Office
X	Quickel	Joe	Mr.	DoD Project Office
X	Woodall	Tim	Mr.	DoD Project Manager



II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<p>Welcome / Roll Call / Introduction of Guests</p>	<p>The meeting called to order at:13:32</p> <p>Roll Call was completed and quorum was achieved. Eight voting members were present at the meeting.</p> <p>In MAJ Leveque’s absence, Chief Johnson led the meeting.</p>	
<p>Minutes Approval 8/2/2006</p>	<p>The motion to accept the minutes was made by Ms. Fronterhouse and seconded by MSgt Freed. Motion carried.</p>	
<p>Issues & Risks Log</p>	<p>The Issues and Risks log was reviewed and updated. See the attached document.</p>	<ol style="list-style-type: none"> 1. Ms. Dixon to resend In-building reminder. 2. Ms. Dixon to resend UC Charter with 27 September suspense date. 3. Dixon/Quickel to mail out draft New User materials by 9/15/06 to UC members for comment.
<p>Status Updates</p>		
<p>Dr. Jones</p>	<p>Dr. Jones reported that the SOA Budget process has been accelerated. He is required to have his request finalized by Friday, September 8th. Because of the quick turnaround, Dr. Jones stated he would use the amount DoD spent on DoD in-building and submit that amount as the budget request.</p> <p>The same issue applies to SATS pricing. A detailed analysis will be cut short by the budget deadline necessitating use of a “working number.”</p>	<p>Dr. Jones to provide SATS pricing and In Building budget request amounts at the October User Council Meeting.</p>



	<p>Both numbers will be available in time for presentation at the October User Council meeting.</p> <p>Dr. Jones noted that other than building sites, he is unaware of any issues of concern to the User Council.</p>	
<p>Mr. Woodall</p>	<p>Mr. Woodall clarified that non DoD agencies must determine what their issues are and forward them on so that they can be addressed. It is also important to know who the agencies need to talk to so those links can be part of the detailed system design for the Gateway SDA.</p> <p>The DoD contract for the Gateway SDA Statement of Work will be awarded soon and a build out schedule will be published. This work represents the fourth leg of the ALMR effort (The other three legs are the infrastructure, In building, and Transportables). A detailed system design will be developed based on who local and state agencies need to talk with that aren't currently on ALMR. We need to plan them into the system.</p> <p>Mr. Woodall provided overview of the Transportable OTE (Operational Test and Evaluation) process scheduled for September 18 – 22. A Joint Operations Center will be set up to include laptops, land lines, a Fox news feed for situational awareness and tests of other functionality including Air to Ground and Internet access. If any User Council member would like to test functionality, please provide your requirements. Send additional requests in to Dixon/Quickel by 9/6/06.</p> <p>Pending items:</p> <ol style="list-style-type: none"> 1.. The CONOPS/TICP scope is not ALMR centric as it involves documenting the 	



	<p>operations requirements around the Incident Command System (ICS) for all responding agencies. ICS shows the relationship between Incident/On-Scene Commanders and the responding forces. NIMS (National Incident Management System) is more administrative. The communications protocols will be built from the TICP. Mr. Woodall added that DoD will bring up an advisory group (SAFECOM and other SME's) to help Alaska work with us through this process. Mr. Woodall stated that we (Alaska) don't want to be out of scope with DHS future expectations. He added that DoD is waiting for John Madden (DMVA/DHS) to authorize release of the Municipality of Anchorage data that is in the CASM tool (CASM is the SPAWARS Database that contains infrastructure information regarding the MOA System.</p> <p>2. The 7.x upgrade is moving forward, A very specific project plan is in process. The government responsibilities will be added to the Motorola project plan so that dependencies and scheduling issues can easily be identified. This upgrade will require a huge equipment swap out and will require asset tracking and management.</p> <p>3. The Statement of Work for the Operations Office has been let out for bid and a response is expected in the next 10-15 days. The Ops Manager who is hired will have a Public Safety background and better able to look out for the majority of the user base.</p> <p>4. State and local agencies cannot use the Transportables for an emergency without an order from the President. Once the National Guard accepts the Transportables, state and local requests can be sent directly to the National Guard for consideration.</p>	
<p>Motorola 7.x upgrade report</p>	<p>Deb Debrawsky from Motorola presented a slide show outlining the impact of the 7.x</p>	



	<p>upgrade on the System. Mr. Woodall noted that a project plan with an accurate schedule will be incorporated into an overall project schedule so that impacts and dependencies are visible to local and state agencies. A 7.x Newsletter will keep users up to date on potential impacts to their operations.</p>	
User Council Charter	<p>September 27th is the suspense date for sending User Council Charter comments and suggestions to Dixon/Quickel.</p>	<p>UC Members to review document and send comments to Ms. Dixon by 9/27/06</p>
Confirm next meeting date October 4, 2006	<p>Next meeting to be held October 4, 2006, same location and conference bridge number. The November meeting is scheduled for November 1st.</p>	
New Business	<p>1. Chief Johnson noted that Valley Hospital wants to join ALMR. Deborah Reese is working with Dr. Jones. Fairbanks Memorial is also going to come on and they have requested a base station from the Borough. More hospitals will express interest as we move forward. The UC should look at the potential within the state wide EMS system. Dr. Jones noted that Talkgroup Sharing Requests are very important when adding medical members.</p> <p>Mr. Woodall noted that Hospitals are not allowed to use the Public Service spectrum for day-to-day operations. Hospitals that use a base station within their emergency room are covered by FCC Part 90 operations that clearly identifies the base station use for emergency coordination and response. He noted it is important to mention "FCC Part 90" when discussing emergency rooms.</p> <p>Chief Johnson noted that the encryption issue continues. The 2006 DHS grants came out and state DHS disallowed all requested OTAR upgrades, placing a disclaimer on notices of award. Most agencies do not have OTAR capability and will have to perform manual key loads in order to communicate with AST. This</p>	<p>1. Ms. Dixon to send out most current Talk Group sharing agreement to UC members.</p> <p>2. Mr. Quickel to call Mr. Fisher re: UC Charter review.</p> <p>3. Ms. Dixon to send Ms. Fronterhouse a CD containing the Cooperative Agreement and attachments for her review as Ms. Smith (EC member) may have direct questions to Ms. Fronterhouse</p>



	<p>will have a big impact on State and Local agencies as it will prevent OTAR upgrades.</p> <p>Ms. Fronterhouse announced that DOI. is ready to enter into a membership agreement provided that two paragraphs of verbiage specific to DOI can be added. The DOI Solicitor requested the addition of these paragraphs (essentially disclaimers). Mr. Woodall noted that the legal departments of each agency may have language they are required to include in their agreements. This is acceptable. Ms. Dixon will make the additions.</p> <p>DOI is also trying to determine if the agreement should be between the Executive Council and the whole of DOI or the EC and separate bureaus within the DOI. That decision will be made shortly.</p> <p>A Final Draft Cooperative Agreement was sent to the Parties that make up the ALMR Consortium: DoD, Federal Non-DoD, State of Alaska and the Alaska Municipal League. These documents spell out the roles and responsibilities for the parties and member agencies. Attached to that document is the final draft Membership Agreement and SLA, along with a System Description. The TICP team is in Fairbanks providing CASM training.</p>	
Adjourn	Meeting was adjourned at 14:40	