I. Attendance Roster

P = On the phone
X = In person

User Council Members

X	Dannals	Frank	SMSgt	EAFB handing off to Freed
X	Freed	Andrew	MSgt	EAFB, Primary
P	Fronterhouse	Bev	Ms	BLM, Primary, Fed Non-DoD
P	Johnson, Vice Chair	Brad	Chief	Northern Rep, Primary, Fairbanks PD
X	Leveque	Matt	MAJ	AST, DPS, Primary
P	McGillivray	Todd	Sgt	Central Rep, Primary, Soldotna PD
P	Mitchell	William	MSgt	Eielson AFB, Primary
X	Poindexter	Corey	Mr.	US Army AK, Alternate, Representing Primary Natalie Newman

Alternates

P	Fenimore	Kyle	SrA	Eielson AFB, Alternate, 354 CS/SCMR
P	Krill	Jack	Mr.	Central Rep, Alternate, Central Mat-Su
P	Patz	Greg	Mr.	AK DOT&PF, Alternate
P	Tucker	Jeff	Chief	Northern Rep, Alternate North Pole Fire

Other Attendees

P	Borg	Casey	Mr.	Motorola
X	Dixon	Toni	Ms.	ALMR Program Management Office
X	Finch	Charlie	Mr.	Department of Corrections
P	Hansen	Glenn	Mr.	DMVA
P	Jones	Ken	Mr.	Division of Military and Veteran's Affairs
P	Phillips	Robb	Mr.	Motorola
X	Quickel	Joe	Mr.	ALMR Program Management Office
X	Shafer	Sherry	Ms.	ALMR Program Management Office
X	Stout	Jim	Mr.	ALMR General Manager
X	Woodall	Tim	Mr.	Program Manager, DoD

II. Meeting Minutes and Action Items

Agenda Item / Topic

	Discussion	Action Items
Roll Call	The roster above lists the meeting attendees.	
Meeting called to order at:	Meeting called to order 1:30 p.m.	
Welcome / Introductions	Welcome Andrew Freed, replacing Frank Dannals. Thank you for your valuable participation SMSgt Dannals.	
Approve Minutes 4/5/06 User Council meeting	Motion: Frank Dannals Second: Todd McGillivray Carried	
Accept SLA Version 6	Motion: Todd McGillivray "The User Council accepts the Service Level Agreement version 6.0 and directs the Chair to forward the document to the Executive Council for its consideration." Second: Corey Poindexter Carried	1. Matt Leveque to forward the Service Level Agreement to the Executive Council.
Question from the floor	With the acceptance of the SLA, when can the UC members expect a Service Level Pricing Quote? Tim Woodall advised that he expected a quote within 10 business days. The vendor has already	

	received the pricing request.	
Discussion: Restrict access to coverage maps	After a brief discussion, the members agreed that security labels will be affixed to all ALMR documentation to include coverage maps. There are many security labels currently in use including: "For Official Use Only", "Sensitive But Unclassified", "Law Enforcement Sensitive", "For Official Use Only - Confidential Record" etc.. Matt Leveque, Brad Johnson and Tim Woodall will create a draft labeling format and a motion. UC Members will be polled by e-mail for approval.	1. Matt Leveque, Brad Johnson and Tim Woodall to develop a security label for sensitive documents. 2. User Council members to send security label suggestions to Matt Leveque
Critical Radio Options	Joe Quickel provided an overview of the draft Critical Radio Options Information Bulletin. The four features covered in this bulletin are those that generate the majority of user questions. For the final version, the PMO team will add the options from the current manufacturers. It was agreed that UC members will provide feedback to Joe Quickel by May 24, 2006. Joe will refine the document and present it for approval at the June UC meeting. The UC will consider adopting these options as the preferred solution for first responders. It was noted that over time, additional informational bulletins will be released. Each UC member will have a tech bulletin binder so that information can be shared with regional representatives. It was noted that there are radios in use that are not ALMR compatible. They need to be identified. To that end, Tim Woodall shared that the DoD has let a contract to the Space and Naval Warfare Systems (SPAWAR) Center San Diego. SPAWAR is the U.S. Navy's research, development, test and evaluation, engineering and fleet support center for command, control and communication systems and ocean surveillance. SPAWAR is contracted to develop a Concept of Operations (CONOPS) and a Tactical Interoperable Communications Planning Guidance and Template (TCIP) for each trooper detachment area based on the 15 all-hazard scenarios. They will permit a scenario swap to meet individual needs of an area. The TCIP will explain factors that inhibit and/or facilitate interoperability. It will also outline the tactics, techniques and procedures to ensure interoperability. This information will be sensitive and therefore classified at the appropriate security rating. The CONOPS will address the Incident Command process at the local, state, and federal levels. It will describe how to transition between the levels of government. The CONOPS provides strategic view of that transition. The kick off is planned for early June and Tim Woodall advised that DoD would like UC involvement in the process.	1. User Council members to send changes to Critical Radio Options Bulletin to Joe Quickel by May 24. 2. Joe Quickel to finalize the Bulletin and present it at June User Council Meeting for approval. 3. Tim Woodall to advise User Council about SPAWAR kick off regarding CONOPS and TCIP development.
Status Updates Mr. Woodall, Mr. Stout, and Dr. Jones	**Tim Woodall:** A contract negotiation is underway for the 7.1 upgrade. A contract award is anticipated for mid May and the kickoff will be in June. The migration from 6.5 to 7.1 will happen in two steps. First, the	

	migration from 6.5 to 6.8 will be completed by the end of October. Second, the migration from 6.8 to 7.1 begins in the November/December timeframe will be completed by the end of January, 2007. No changes to subscriber units are required but all consoles will need upgrades. Hardware and software upgrades are required for 7.1, Tim Woodall will invite Duane Sakamoto from Motorola to a future meeting to discuss specifics and answer questions. To encrypt on Gold elite, a minor Software upgrade to the console is required. Members advised they did not budget for these upgrades. Tim Woodall will gather some pricing for all of the consoles that are part of the system. Tim Woodall described the O&M organization and pointed out that Jim Stout is an independent entity, working for neither the State nor the DoD. The General Manager is here to support the users, without bias. The General Manager will attend every UC meeting and can be considered the UC's Single Point of Contact (SPOC) for operations. **Jim Stout:** Monday, May 1 was Jim Stout's first day as ALMR General Manager. Jim is working to scope out the ALMR Operations Organization staffing requirements. He is working closely with Ken Jones, who is the Maintenance Manager for the State. **Dr. Jones:** Ken Jones advised Charlie Finch that they would meet to discuss DOC issues. Dr. Jones announced that there is a solution for the R1N frequency conflict, they have selected a frequency and the engineers will perform testing to ensure the frequency is the best choice. The frequency deconfliction at Fairbanks Airport will make the cutover date and there will be full capability in the Fairbanks area. Dr. Jones is assisting with the training videos that will be produced on May 10 and available in mid June.	1. User Council members to send their console types and locations to Matt Leveque. 2. Tim Woodall to get pricing for console upgrades. 3. Tim Woodall to get pricing for Encryption feature. 4. Tim Woodall to look into spare DoD bulk encryptors 5. Tim Woodall will invite Duane Sakamoto from Motorola to a future meeting to discuss specifics and answer questions. 6. Ken Jones will meet with Charlie Finch to discuss DOC frequencies.
Confirm next meeting date, place and bridge	June 7, 2006, 3000 C Street, 3rd floor NLECTC/Chenega Conference Room. Toll-free: 866-569-6916, or 907-569-6916. (Confirmed 05/08/2006)	
New Business	The Talkgroup Sharing template requested at the last meeting has not been sent to the members. Joe Quickel advised he would finalize the draft and send it for review. Tod McGillivray advised that four agencies bought Gold Elite upgrades at a cost of $53K per console. He shared his concern that there would be additional hidden costs before the System is operational.	1. Joe Quickel to send out current version of Talkgroup template 2. Brad Johnson and Matt Leveque to discuss Fleetmap 3. Tim Woodall to work with Ken Johns and John

	Tim Woodall apologized for the breakdown in communication. The Executive Council approved the upgrade to 7.1 before the User Council was operational. The EC believed that the information had been vetted by the municipalities.

Tim Woodall explained that there will be no unexpected expenditures in the future. The General Manager will receive all of the requests for changes to the System from the Maintenance and System Managers. The GM must present information to the User Council and obtain approval before changes can be made.

Further, the Department of Defense requires a DoD Information Technology Security Certification & Accreditation Process (DITSCAP) be completed for the ALMR Enterprise Network. This certification requires that all subscribers be included in discussions that affect the operations of the System. | Madden to discuss potential for COPS and ODP grants to assist with upgrade costs.

4. User Council members, particularly municipal members, to keep your ears open for conventional radio operators who have concerns about connectivity with ALMR. Refer them to Matt Leveque for more information. |
| Adjourn | Motion: Tod McGillivray
Second: Brad Johnson

Adjourn: 2:28 p.m. | |