ALMR Users Council Meeting
Feb 8, 2006

Attendees

Milt Cornelius	MSgt William Mitchell, Eielson AFB
Gary Davis	Ruthi Muffler
SMSgt Frank Dannals	Natalie Newman
Toni Dixon	Leslie Pearson
Brian Fisher	Marianne Pollak, CTSC
Bev Fronterhouse	Gary Putman
Steve Gehring, NLECTC-NW	Joe Quickel
Jack Hauck	Bruce Richter, NLECTC-NW
Brad Johnson, Fairbanks	Don Savage, Anchorage
George Kenney	Kyle Sinclair, NLECTC-NW
Chuck Kopp, Kenai	Capt Allen Storey
Jack Krill, Matanuska-Susitna Borough	Sheila Squires
Dave Lawson	Arlene Sword
Matt Leveque, Interim Chair	Jeff Tucker, North Star
George Mayberry, HHS	Ernie Wisewicz
Tod McGillivray	Gina Wheeler, Wasilla PD
	Tim Woodall, DoD

Old Business

Since minutes from the December Alaska Land Mobile Radio (ALMR) User Council Meeting were late being distributed, it was agreed they would be reviewed during the next scheduled meeting; allowing everyone ample opportunity for review prior to approval.

The draft charter was agreed upon in early December, and was subsequently presented to the Executive Council. Matt Leveque noted Executive Council had concerns regarding what the scope of the User Council's responsibility ultimately will be, and requested language which would make that clearer – specifically, that we are an advisory body. The project team will be transitioned and replaced by a general manager, and staff. The User Council would interact with the general manager, and the general manager's staff. In other words, we were not tasked with developing particular policies or procedures, but would work with the general manager, making sure those policies and procures make sense.

Tim Woodall noted the Executive Council has approved the general manager position, and a request has been sent to the Department of Administration. Tim expects someone to be on staff by May, or June, working as a contractor for the State.

Guest Speaker and Discussion

Tim Woodall, Department of Defense (DoD) ALMR Program Manager, presented an ALMR orientation, highlighted below:

The Alaska Land Mobile Radio cooperative partnership is currently composed of two Memorandums of Agreements. The first, signed in 1999, was for Federal and State agencies to cooperate together in a Request for Information (RFI) to industry for a technical solution. A technology was selected, and a Memorandum of Agreement (MOA) signed stating that the agencies would then implement that technology.

Subsequently, the 1999 MOA was superseded by the 2002 MOA; stating that we would build the system that was designed. After system design analysis, it took approximately two years for the spectrum, taking us through to September, 2004.

The governance document provides for the Executive Council and a Joint Project Team to be in place during the implementation of the system. The Joint Project Team will slowly diminish over the next two years and is to be replaced by the User's Council. The governance also calls for a General Manager.

If you were to visualize the organizational structure: at the top of the organizational chart would be the Executive Council, below that is the User's Council, and beside that is the Joint Project Team, as co-equal. The Project Team is not above you or below you; they are co-equal to you. The User's Council has the operational side, and the Joint Project Team has the implementation side of the system. Then, below the User's Council is the general manager, and below the general manager is the Operations and Maintenance (O&M) servicing agency.

What is lacking at this point, is an MOA that moves the cooperative agencies in to an O&M relationship. The Executive Council is working on this now.

There are three main areas in our implementation process: implementation of the equipment itself, transition, and the cut-over phases. As new sites are implemented they will be transitioned, and thus the system, to the O&M agency. Part of that transition includes setting up a number of plans and operating instructions that the Project Team is currently developing in a straw-man fashion. These documents are then passed to the User's Council. The Users Council's job is to finalize these documents and submit them to the Executive Council.

Another area in which the Users Council is extremely important is the service level agreement. The Executive Council is working in terms of a cost-shared program. We have a single shared infrastructure. That means that the radio sites, whether they are being used by Federal, State, or local agencies, is really just one system. For the cooperative shared partnership, it is a single shared infrastructure. From that standpoint, it is a cost-share on that single shared infrastructure. This is a complex formula that will need to be worked out among the members.

The User community will need to define all components of the ALMR system, define the standards of service provided by the maintaining agency, and determine which parts of the system are cost-shared, and which part of the system are owner agency costs. Once these items are defined, we can then obtain a contract. The service level agreement is approximately half complete; all components have been defined, and they are currently working on the service

levels. "How much is this going to cost me?" -- is directly related to the level of service that the User community will define. Current costs (with 'Cadillac' services) are estimated at 5MM.

Within the next month, Mr. Woodall will forward the three key components of the service level agreement to the Council: the maintenance plan, the concept of operation, and the operations plan documents. Hopefully by the end of this month, they will provide the (85%) service level agreement, and the cost share models. The DoD program staff is available to help the Council through this process as much as possible.

Since the DoD budget has funding to support the Users Council, the Council will need to have some sort of operating capital. He requested the Council provide a stem plan regarding support requirements.

During discussion, Mr. Woodall was asked to provide an organization chart to the User's Council, along with the financial models the Executive Council is using.

A recommendation was made to coordinate an effort through Heather Handyside to educate State representatives on ALMR issues during the current legislative session. George Mayberry will work with Heather and the Fire Chiefs on this issue. Mr. Woodall also recommended any requirements and concerns be voiced to Heather so, as she looks at the model, she has a full understanding of what each of the communities require, and can be worked into the solution. He also reminded the council that by complying with the National Incident Management System (NIMS) that will help to secure funding.

Chuck Kopp recommended the Council ask for the service level agreement one section at a time, rather than receiving the document in its entirety.

User Council Structure
In accordance with the User Council Charter, members of the User Council were identified:
- Matt Leveque, primary / Al Storey, alternate / Craig Macdonald, alternate – State of Alaska
- Ocie Adams, primary / no alternates – State of Alaska
- Frank Dannals, primary / no alternates – Elmendorf AFB
- Natalie Newman, alternate – US Army Alaska

Two of the municipal regions held elections during the meeting. Elected were:
- Brad Johnson, primary / no alternates – Northern Region
- Tod McGillivray, primary / Jack Krill, alternate – Central Region

Nominations for positions of chair, vice chair and secretary were presented:
- Chair – Matt Leveque
- Vice Chair – Brad Johnson
- Secretary – Ocie Adams

Elections for these positions were not held, as a quoroum did not exist. Elections were to take place by email before the next meeting.

New Business
Matt Leveque asked any new participants at the meeting to please send Kyle Sinclair an email, to insure being added to the Council's distribution list. Kyle's email address is: kyle.sinclair@ctsc.net.

The ALMR User's Council meeting schedule was adjusted; the next meeting will be held on Wednesday, February 8, at 1:30 PM.

Minutes submitted by: June Wharam