



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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User Council Members

Primary				
T	Angell	James	SSgt	DOD USAF, JBER
N/A	Cicciarella	Bob	Chief	Municipalities Central
N/A	Eike	Erin	LTC	DOD US Army - Alaska
E	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
N/A	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Monteleone	Dan	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, Chair
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, Vice Chair
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Carrier	Chasen	A1C	DOD USAF, JBER
N/A	Cole	Henry	Mr.	SOA DOT
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD, DOI
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Nelsen	Scott	Mr.	SOA All Others, DMVA
N/A	Roberts	Rick	Captain	SOA DPS
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army - Alaska
N/A	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

T	Conant	Travis	Mr.	System Manager
T	Letterman	Chris	Mr.	Operations Manager
T	Reed	David	Mr.	Information Systems Security Manager
T	Shafer	Sherry	Ms.	Document Specialist
T	Stormo	Scott	Mr.	SOA APSCS
T	Ulrich	Naomi	Ms.	Motorola Solutions
T	Woodall	Tim	Mr.	ALCOM PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance. Ms. Erann Kalwara joined the call after the roll was read.	
Introduction of Guests/Special Announcements	There were no guests or special announcements.	
Previous Meeting Minutes	John asked if everyone had reviewed the November meeting minutes and if there were any requested changes. There were no responses and he asked for a motion to approve the previous minutes. Motion: Approve the November 4 meeting minutes as written. Motion: Mr. Dan Monteleone Second: SSgt James Angell There were no objections. The motion passed.	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John advised there were no updates to the Issues and Risk Log since the last meeting	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	John stated there was one Action Item regarding the Operations Management Office (OMO) distribution of the coverage survey to the User Council for comment, which was closed on November 5.	
Operations Management Office	Mr. Chris Letterman, Operations Manager	Action Items Assigned
Service Level Agreement	1. Chris briefed the council there had been a lot of input and he appreciate everyone who had helped in the review process. He added the document was still in the process of being signed.	
Interoperability Zones/Talkgroups	2. Chris stated the first meeting for the dispatchers was on November 10 and a follow-up meeting was held on November 24. He noted both the meetings were recorded and a web page had been created where the recordings and the questions and answers had been posted.	



<p>Logo Contest</p> <p>Training</p> <p>Outreach</p> <p>Membership Criteria</p>	<p>Chris briefed no one was openly concerned during the meetings when advised the consoles would be changed on January 20, 2021, to reflect the new Interoperability Zones.</p> <p>Chris advised one of the outstanding issues was regarding the use of the Interoperability Zones and how we could help in training on that use. He stated there would likely be a class sometime in the first quarter of 2021.</p> <p>3. Chris briefed the original suspense was extended until November 30 and there had been several submissions. He added that the OMO would send those to the Executive Council (EC) to review and make decision, then we would move forward with the new rendering.</p> <p>4. Chris advised the first virtual training class was held on November 18 with 51 registrants. He added 41 individuals attended the training which was around 35 minutes long. Chris stated about half of the attendees provided feedback and Mr. Joe Quickel, ALMR Training Coordinator, received 4.8 out of 5 stars on the presentation. Respondents felt the time allotment was perfect and provided details on what they would like to see next.</p> <p>Chris then briefed the next class would be ALMR 102, Knobology, to be held on December 15 at 9 a.m. and noted there were currently 31 individuals registered and the course would cover a walk around the radio, messages and symbols and knobs. He asked the council members to please pass the word on.</p> <p>5. Chris stated the coverage and site prioritization surveys which had previously been distributed to member agencies would be left open for input until the end of the year. He stated the OMO was dependent on member input to make the System better.</p> <p>Chris also reminded the council he had personally been contacting ALMR member agencies to introduce himself and as of today he had 12 local/municipal agencies left to contact and then he would begin working on the State agencies.</p> <p>6. Chris advised the change to the Department of Military and Veteran Affairs (DMVA) for the Alaska Public Safety Communications Service (APSCS) had prompted some internal discussions on how the criteria was set for membership. He covered the history from 2008 when the council had directed the OMO to come up with a checklist, and the internal discussions and interpretation of the FCC waiver had led to the incorrect determination that members needed to be non-profit agencies.</p>	
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<p>Website</p> <p>November Document Reviews</p> <p>November Metrics</p>	<p>Chris stated that after discussions with Mr. Tim Woodall, he learned that public safety entities in any respect are allowed on the System and that the OMO would be reaching back out to a few agencies previously not allowed to join and would also be modifying the checklist.</p> <p>7. Chris stated the redesign of the website was still being worked but we are hoping for a soft launch before the first of the year to allow the council to review the site and provide feedback. He added the new web site would be up in January for sure.</p> <p>8. Chris noted the OMO had reviewed the Emergency Button Activation Policy and Procedure 300-7, the Site Book Policy and Procedure 400-9, the Help Desk Policy and Procedure 400-13, the Subscriber Acceptance Testing Policy and Procedure 400-18, and the High Level Strategy during November.</p> <p>9. Chris briefed there were 1,500,726 group calls in November, which was about 6,000 less than 2019. He added there were approximately 1.8M push-to-talks which was an increase of approximately 10K, and 114 busies which was down from 2019 and significantly down from October. Chris noted there were 22,960 subscribers last month and November saw an increase of 60 added.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>GTR Upgrade</p>	<p>Mr. Travis Conant briefed Motorola was sending up two System Technologists next week for two weeks to continue the GTR upgrade and starting Tuesday they would be working in the Glennallen and Valdez areas. He noted the Help Desk would be sending out the notifications of service disruptions to the affected dispatch areas.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo</p>	<p>Action Items Assigned</p>
<p>TDMA Flash Upgrades</p>	<p>Mr. Scott Stormo reminded everyone they were working with the State and local agencies with Motorola radios to order the flash upgrades for TDMA.</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
<p>Motorola Security Patching</p> <p>DOD Invoices</p>	<p>1. Mr. Timothy Woodall briefed November 20, ALMR officially came to the end of it ability to get Motorola patches. He added Motorola will continue to provide patching due to the fact the System is slated for advance to the next System software update in 2021. Mr. Woodall advised the services to follow up to ensure they are getting their funding otherwise the System would slip into an Interim Authority to Operate and could eventually lose its certification completely.</p> <p>2. Mr. Woodall reminded the Department of Defense (DOD) members to ensure the invoices from the State for</p>	



<p>DOD TDMA Upgrades</p>	<p>infrastructure maintenance were paid when received. He added these were manual invoices and they should follow up with the fiscal managers to ensure they are paid. Mr. Woodall also stated he would send them more information after the meeting.</p> <p>3. Mr. Woodall stated the services need to be attentive to the tracking requirements for TDMA flash upgrades for the DOD APX radios and if they have any questions, they should ask now.</p>	
<p>New Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
<p>Annual Election for the Chair and Vice Chair</p> <p>TDMA Switchover Date</p>	<p>1. John asked Chris or Sherry to provide the results. Ms. Sherry Shafer stated that Mr. John Rockwell had been re-elected to the position of Chair and Mr. Scott Nelsen had been elected to the position of Vice Chair and offered congratulations to them.</p> <p>2. Chris stated during the interoperability calls with the dispatchers it came to light that although there was a firm date of January 20, 2021, to change the information in the consoles, we had purposely not drawn a line in the sand for the subscribers because they will continue to function, the nomenclature would just be different. He then asked what would be a suitable timeframe to expect the subscribers to be reprogrammed?</p> <p>Mr. Woodall asked if the dispatch consoles would have both the old and new zones in them or just the new.</p> <p>Travis advised it would be the new Interoperability Zones. He explained we were using the same IDs, it was just a name change and we are putting together a “cheat sheet” with the old and new that will be distributed.</p> <p>Mr. Woodall asked if there were talkgroups that were removed, and will they be identified.</p> <p>Travis responded yes, but both the agencies and dispatch centers will have the cheat sheet available for reference.</p> <p>Chris added that during the ALMR 101 training class, Mr. Joe Quickel had gone over the change.</p> <p>Scott suggested that maybe that part of the training video could be cut out and sent to member agencies to reemphasize the change. He also noted the band plan would be changing and that would also require radio reprogramming so it would be better to wait and address a reprogramming deadline when that was all sorted out.</p>	



	<p>Mr. Woodall asked if it was possible to get a timeline when they must be done and can an end point be set then.</p> <p>Scott stated there was no end point because the FDMA radios would still work on the TDMA system.</p> <p>Tim then asked if two end dates could be set – one for the Interoperability Zones implementation and one for the TDMA implementation.</p> <p>SSgt James Angell briefed they still had EFJohnson and XTS5000 radios that were still operational and would they be required to buy new radios for this change.</p> <p>Chief Pete Mlynarik also interjected he had just purchased 6000s and asked if they were TDMA capable.</p> <p>Mr. Chris Martin stated he didn't understand why we are pushing this just yet when the busies aren't bad.</p> <p>Mr. Woodall advised we need to think about this some more and come up with an appropriate timeline.</p> <p>Scott stated anything less than two years is not feasible and asked what everyone thought about 36 months.</p> <p>Tim stated this would allow them to get their unfunded requirements in and three to five years is typical for this type of change.</p> <p>Chris advised that in his correspondence with one agency, they stated having a mandate made it easier for them to work backwards and set a budget. He added he would like to see it set at five years.</p> <p>Scott briefed the XTS5000s have been out of depot/parts support for two years and asked what would be the best way to present this to the Executive Council.</p> <p>Mr. Woodall stated this could be done during the briefing on lifecycle management and the discussion would be a good place to recommend the timeline.</p> <p>Scott noted the budget, from the State of Alaska (SOA) perspective, keeps sliding to the right so this might be helpful.</p> <p>Mr. Woodall added he would check with the DOD and come to the table with a five-year requirement but what we ought to do is think about law enforcement (LE), emergency medical services (EMS), and fire department (FD) fire responders</p>	
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	<p>converting first and then a timeline for the other non-critical agencies.</p> <p>Scott stated they would try to fund the Department of Public Safety (DPS) first and work down from there.</p> <p>Mr. Woodall advised the DOD would plan to phase in over three to five years and the purchases could be phased in using a tiered approach.</p> <p>Mr. Rick Williams added once Mr. Woodall had Colonel Davis' guidance, the Army would fall in line.</p> <p>Chris asked if there were any initial thoughts from others who were not with the DOD or SOA.</p> <p>John asked Mr. Jim Goodman what his thoughts were and Jim stated they were already actively moving in this direction.</p> <p>John asked if there were any grants anyone was aware of to assist the volunteer agencies who had no funding.</p> <p>Deputy Chief Keith Berrian stated in their area they were trying for regional grants because their radios were not TDMA capable and five years would be way better for them.</p> <p>John briefed he appreciated all the discussion and agreed a drop-dead date was necessary, but we still needed to look at other avenues. He added he did not think there needed to be a vote and the stipulations and cautions could be presented to the EC for their decision.</p> <p>Scott asked if we needed a policy and John agreed this was an excellent action item.</p> <p>Mr. Woodall added that after the lifecycle briefing, we can point out/layout the need for the transition to TDMA along with the cost projections and timelines and that should get heads shaking up and down, then we could come back to the User Council for the policy.</p>	<p>1. UC to develop a transition policy regarding the timeline for replacement of non-TDMA radios after the lifecycle briefing to the EC.</p>
Next meeting	Discussion	
	John reminded everyone the next meetings were on and January 6 and February 3, 2021.	
Adjournment	Discussion	
	<p>John asked if there was any other discussion and hearing no response, he requested for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the December monthly User Council meeting.</p> <p>Motion: Mr. Scott Nelsen</p>	



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: December 2, 2020

	<p>Second: Deputy Chief Keith Berrian</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:32 p.m.</p>	
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