

November 10, 2005

To: ALMR Users Council members
Potential ALMR Users Council members
Alaska Municipal League Membership Communities

From: Heather Handyside, Director of Emergency Management, Anchorage
Alaska Land Mobile Radio Executive Council Member, Local Representative

USERS COUNCIL – FIRST MEETING

The Users Council met on October 3, 2005. Attendees included State Troopers, Division of Homeland Security and Emergency Management, Department of Transportation, National Guard and Department of Defense. Several local representatives attended or called in. The purpose of the meeting was to develop a Users Council Charter. The charter will be the structure & guidelines that the Users Council Members will use to function and accomplish tasks. The group used a sample charter as a basis for the first discussion. The sample charter had been identified as a best practices document which has been adopted by other states that are implementing programs similar to ALMR.

In general, the group agreed with the majority of the language of the draft charter. Some exceptions included:

- The role of the Users Council vs. the role of the Executive Council
- The method & criteria by which members become uninvited
- Representation/number of votes each member/agency will have
- General responsibilities to "propose & produce" vs. "review and recommend"
- Membership criteria
- Chairmanship

What You Should Know – Key Issues

- Local Jurisdiction representatives will outnumber, by far, other agency representatives. This is an issue of concern to the larger membership of state, federal and DoD representatives. Ideally, a voting structure will be set up that provides equal representation for each sector.
- Captain Al Story has been elected Interim Chair. Al Story is from the State Troopers and, in my opinion, is doing a good job of leading the group through this process.
- The Users Council set a goal of finalizing the charter by the end of December with formal adoption of the charter in January. The charter must be approved by the ALMR Executive Council. In January, a chair and a vice chair will be formally elected. The chair & vice chair will each serve a term of one year. This term may be extended by vote of the Users Council.
- Beneficial use: You will find the term "beneficial use" mentioned often during ALMR-related discussions. In general "beneficial use" describes the point at which the system infrastructure is complete and operational and the infrastructure build-out and testing (as identified in the project design and build-out plan) is finalized.
- Each member to the Users Council may appoint an alternate. An agency may appoint as many alternates as necessary to ensure representation during meetings.

- It was determined that there are differing levels of understanding and knowledge about the ALMR system among users and potential users. Once the Users Council membership stabilizes, the Users Council will hold an informational meeting for all members to ensure that all participants have a basic level of understanding.
- It is recognized that the Users Council should include technical experts, radio users, and administrators who have the power to allocate resources.

Users Council membership – Local Representatives

The following individuals have been appointed to the Users Council as a representative or an alternate. Please note that each agency may only select ONE primary representative for the Users Council.

- | | |
|----------------------|----------------|
| 1. Dennis Brodigan | Mat-Su Borough |
| 2. Tom Clemons | Seward |
| 3. Brad Johnson | Fairbanks |
| 4. Warren Cummings | Fairbanks |
| 5. Mitch Flynn | Fairbanks |
| 6. George Keeney | Valdez |
| 7. John Kiewik | MOA |
| 8. Jack Krill | Mat-Su Borough |
| 9. Don McAllen | ML&P |
| 10. Ernie Misewicz | Fairbanks |
| 11. Gary Putman | Saint Paul |
| 12. Dave Squires | Seward |
| 13. Jeff Tucker | North Pole |
| 14. Don Savage | Wasilla |
| 15. Chuck Kopp | Kenai |
| 16. Vince McCoy | MOA |
| 17. John Debbaut | Ester |
| 18. Kyle Carrington | Ester |
| 19. Cameron Wohlford | Ester |
| 20. Sarah Hilton | Ester |
| 21. Gary Davis | Chugiak |
| 22. Bruce Bartley | Chugiak |

Local membership

If you would like to become a member of the Users Council, please contact Heather Handyside at 343-4546 or Handysidehm@muni.org. The best candidates for the Users Council are representatives from communities that are currently using the system or will soon begin using the system. Ideal representatives will be first responders, radio users and those with authority to direct community resources and investments.

You do not need to be a member to attend meetings or to listen into a conference call. I will continue to send you information about meetings, as well as agendas when they become available. Feel free to participate as an observer. Questions: contact me at: 343-1406

Next Users Council meeting:

The next Users Council meeting will be held on **Wednesday, November 16** at 1:30pm at the CTSC offices, 3000 C Street, Room #304, Anchorage, AK. For those who plan to call in, please use **907-569-6916**.

Role and limitations

Please be aware that the Users Council is an advisory body only. The ALMR Executive Council retains decision-making authority and task management for all ALMR projects and policies.

Executive Council Update

The ALMR Executive Council met on Thursday, October 25, 2005. Several topics were addressed. For the purposes of this briefing, I will only include those that impact or are of interest to local users (or potential users).

Cost Sharing

The state project managers proposed a draft M&O budget. The proposal contained several assumptions and a few unsubstantiated scenarios. However, in general, the proposal was very favorable for local jurisdictions and included estimates for a local user fee of \$20 – \$40 **per year** per unit for local users. This proposal has a long way to go before adoption by the state, local, federal, and DoD partners. I will keep you posted on the status of this proposal.

Cooperative Agreement

The latest version of the Cooperative Agreement is scheduled to be finalized and signed by the Executive Council Members by November 30, 2005. I have reviewed this document with staff (including legal staff). The structure of this document will not have a negative impact or be restrictive to local user communities who sign onto the system in the future. If you have any concerns about the Cooperative Agreement, please contact me.

ALMR Radio Site Status as of October 27, 2005

Approximately 50 sites are in various stages of operation. Several remain offline due to frequency conflicts. For a complete list of sites and their specific status, please contact me.

The next ALMR Executive Council meeting will be held on Thursday, November 17 at 1:30pm. Please contact me if you have any concerns or issues that need to be addressed at this meeting.

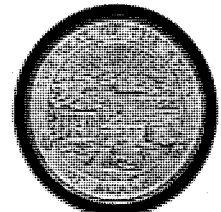
OTHER INFORMATION

ALMR website: <http://www.ak-prepared.com/almr/default.htm>

ALMR newsletter: <http://www.ak-prepared.com/almr/pdf/October--Newsletter%20Vol%201.pdf>



ALASKA LAND MOBILE RADIO USER COUNCIL
(A Federal, State and Municipal Partnership)



Users Council Orientation

October 3, 2005

Attendee Roster

#	Name	Organization	Appointed (Yes or No)	Email Address	Phone Number
✓ 01	Capt. Richard McMullen	3 rd CS	Yes	richard.mcmullen@cmdr.af.mil	552-3851
✓ 02	SMS Frank Dannals	3 rd CS	Yes	Frank.dannals@elmen.dia.af.mil	552-1056
✓ 03	Maj. Benjamin Jones	59 th SIG BN	Yes	BENJAMIN.JONES@us.army.mil	384-6117
✓ 04	Natalie Newman	59 th SIG BN	Yes	Natalie.Newman@richardson.army.mil	384-0018
05	Dean Brown	SOA DNR	Yes	Dean_brown@dnr.state.ak.us	
06	Jeff Hauck	59th Sig BN		Jeff.Hauck@us.army.mil	384-0280
07	JOE GURCKEL	Program Office	NO	joe-gurckel@admin.state.ak.us	289-8618
08	CHIEF RICHARD THOMPSON	DILLINGHAM	DPS NO	rj.thompson@ci.dillingham.ak.us	842-5354
09	Bill Rasmussen	DHS/EM	NO	bill_rasmussen@ak-prepared.com	428-7024
10	JOHN W. MADDEN	DHS/EM	NO	john_madden@ak-prepared.com	428-7062
11	Glenn H. Hansen	DHS/EM	NO	glenn-hansen@ak-prepared.com	
✓ 12	BRYAN J FISHER	SOA DHS/EM	YES	b-fisher@ak-prepared.com	428-7063
13	TONY VITA	PROGRAM OFFICE	NO	tony.vita@admr.state.ak.us	269-8618
14	CHESTER WILCOX	ALMR	NO	CHESTER.WILCOX@ADMIN.STATE.AK.US	269-6702
15	Melissa R. Marshall	ALMR	NO	melissa_marshall@admin.state.ak.us	269-8616
16	MICHAEL CALLAHAN	ALMR/DNA	NO	mike-callahan@AK-Prepared.Com	428-6866
17	RUTH MUFFLER	ALMR/PCO	NO	RUTH_MUFFLER@MAL-PMC.COM	269.5050
18	Kyle Sinclair	ALMR/CTSC	NO	Kyle.Sinclair@CTSC.NET	529-9302
19	DAVID SCHOENWALD	ALMR/EFT	NO	dschoenwald@efjohnson.com	360 2084
20	DAVE GROSS	MOTOROLA	NO	David.Gross@Motorola.com	808-838-8566
21	Jim Nicholl	Motorola	NO	Jim.nicholl@motorola.com	253-372-9400
22	KEN JONES	SOA PROG OFF	NO	kjonespld@gci.net	748-4294
23	Casey Borg	Motorola	NO	cjborg1@motorola.com	244-8498
24	Gina Wheeler	Mot. Com	NO	gwheeler@ci.wasilla.ak.us	352-5457
25	Don Saucio	MAT/WPD	NO	dsaucio@ci.wasilla.ak.us	352-5410
26	DENNIS BRODIGAN	MAT-SU	NO	dbrodigan@matsugov.us	373-8815
27	CHARLES HORTON	MOTOROLA	NO	cch76c@motorola.com	601-951-0716
28	Arlene W Sward	SOA DNR	Yes	arlene@dnr.state.ak.us	269-8471
29	BRAD JOHNSON	FBS PD	NO	bjohnson@ci.fairbanks.ak.us	(907)450-6515
30	Bob Griffiths	NIJ	NO	bob.griffiths@CTSC.NET	569-6931

	NAME	ORGANIZATION	APPOINT	Email	Phone
45					384-0018
✓ 46	Natalie Newman	59 Sig Bn	Yes	natalie.newman@richardson.army.mil	384-6117
✓ 47	Maj Benjamin Jones	59 Sig Bn	Yes	BENJAMIN.JONES@us.army.mil	377-4205
✓ 48	William Mitchell	354 CS	Yes	William.Mitchell@Eielson.AF.MN	450-6515
✓ 49	BRAD Johnson	FB&S PD	YES	brjohnson@ci.fairbanks.ak.us	269-5682
✓ 50	Al Storey	Troopers	Yes	Allen.Storey@DPS.State.ak.us	552-3851
✓ 51	Capt Rich McMullen	3 CS	Yes	richard.mcmullen@elendorf.af.mil	552-1056
✓ 52	SMSGT Frank Dannals	3 CS	YES	frank.dannals@elendorf.af.mil	478-7096
✓ 53	BRYAN FISHER	SOA DHSS EM	YES	b.fisher@ak-prepared.com	269847
✓ 54	Arlene W Sward	SOA DNR	Yes	arlene@dnr.state.ak.us	
✓ 55	DAVID DOUGLASS	WPD	TOO		
56					
57	JIM MCKIN				
58					
59					
60					

#	Name	Organization	Appointed (Yes or No)	Email Address	Phone Number
○ 31	George Maiberry	DHSS	No	George.Maiberry@AK-Prepared.com	428-7034
✓ 32	William Mitchell	354 CS Eielson	Yes	William.Mitchell@Eielson.AF.MN	377-4205
○ 33	Michael Donahoe	354 CS Eielson	Yes	Michael.Donahoe@Eielson.AF.MN	377-4205
34	Terry Callies	Motorola	No	Terry.Callies@motorola.com	345-8037
35	Dean Strand	SOA			
36	Steve Eason	SOA	No	Steve.Eason@admin.state.ak.us	465-1387
37	DEAN STRAND	SOA	No	DEANSTRAND@admin.state.ak.us	269-5764
✓ 38	Al Storey	Troopers	Yes	Allen.Storey@DPS.state.ak.us	2695682
39					
40					
41					
42					
43					
44					

ALMR Users Council Contacts

* Indicates Members

First Name	Last Name	Agency	Job Title	Contact #	Email
Barry	Jennings	Fairbanks North Star Borough	Emergency Services Mgr	907-459-1481	bjennings@co.fairbanks.ak.us
Bob	Haskell	Whittier Police Department	?	907-472-2340	bhaskell@ci.whittier.ak.us
*Brad	Johnson	Fairbanks Police Department	Deputy Chief	907-450-6515	bejohnson@ci.fairbanks.ak.us
*Bruce	Bartley	Chugiak Volunteer Fire Dept	Fire Chief	907-6882686	bartleybm@muni.org
*Cameron	Wohlford	Ester Volunteer Fire Dept	Assistant Chief	907-479-6858	cameron@esterfire.org
Charlie	Fannon	Wasilla Police Department	Communications	907-352-5420	cfannon@ci.wasilla.ak.us
*Chuck	Kopp	Kenai Police Department	Chief of Police	907-283-7879	ckopp@ci.kenai.ak.us
Clint	Vardeman	Mat-Su Borough	Deputy Director, Emerg Svcs	907-373-8804	cwardenman@matsugov.us
Dan	Hoffman	Fairbanks Police Department	Chief of Police	907-450-6515	dphoffman@ci.fairbanks.ak.us
Dave	Lawson	Valdez Police Department	?	907-835-4560	dlawson@ci.valdez.ak.us
Dave	Sexton	Whittier Police Department	Chief of Police	907-472-2340	policechief@ci.whittier.ak.us
*Dave	Squires	Seward Fire Department	Fire Chief	907-224-3445	dsquires@cityofseward.net
David	Gibbs	Kenai Peninsula Borough	Emergency Manager	907-262-4910	david_gibbs@ak-prepared.com
*Dennis	Brodigan	Mat-Su Borough	Director, Emergency Svcs	907-373-8815	dennis.brodigan@matsugov.us
*Don	Savage	Wasilla Police Department	Chief of Police	907-352-5401	dsavage@ci.wasilla.ak.us
*Don	McAllen	Municipal Light & Power	Radio Shop Foreman	907-263-5333	mcallenda@muni.org
Doug	Robinson	Municipal Light & Power	Radio Shop Supervisor	907-263-5359	robinsonda@muni.org
*Edith	Curry	University Fire Department	Fire Chief	907-474-7681	fneic@uaf.edu
*Ernie	Misewicz	Fairbanks Fire Department	Deputy Fire Marshal	907-450-6600	edmisewicz@ci.fairbanks.ak.us
*Gary	Putman	St Paul Dept of Public Safety	Director	907-546-3171	dir_spdps@yahoo.com
*Gary	Davis	Chugiak Volunteer Fire Dept	Senior Captain	907-688-2686	gsdavis@matonline.net
*George	Keeney	Valdez Fire Department	Fire Chief	907-835-4560	gkeeney@ci.valdez.ak.us
George	Thaggard	MOA Communications Shop	Sr. Electronics Leadman	907-343-8375	thaggardga@muni.org
Gina	Wheeler	Wasilla Police Department	Records & Comms Manager	907-352-5457	gwheeler@ci.wasilla.ak.us
Harold	Heidersdorf	Juneau Police Department	Administrative Manager	907-586-0684	harold_heidersdorf@ci.juneau.ak.us
*Heather	Handyside	Municipality of Anchorage	Emergency Mgmt Director	907-343-1446	handysidehm@muni.org
*Jack	Krill	Central Mat-Su Fire Dept	District Fire Chief	907-373-8805	jack.krilljr@matsugov.us
*Jeff	Tucker	North Star Fire Department	Fire Chief	907-488-3400	jtucker@northstarfire.org
Jerry	Wilson	MOA Communications Shop	Communications Foreman	907-343-8365	wilsonjl@muni.org
Jody	Towsley	Wasilla Police Department	Dispatch Shift Supervisor	907-352-5457	jtowsley@ci.wasilla.ak.us
*John	Debbaut	Ester Volunteer Fire Dept	Fire Chief	907-479-6858	chief@esterfire.org
*John	Kiewik	Anchorage Fire Department	Deputy Chief, Support Svcs	907-267-5064	kiewikg@muni.org
Karen	Ripley	Palmer Police Department	Dispatch Comms Supervisor	907-745-4811	kripley@palmerpolice.com

ALMR Users Council Contacts (continued)
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* Indicates Members

First Name	Last Name	Agency	Job Title	Contact #	Email
*Kyle	Carrington	Ester Volunteer Fire Dept	Assistant Chief	907-479-6858	kyle@esterfire.org
Lee	Gattenby	Kenai Police Department	Dispatch Supervisor	907-283-7879	lgattenby@ci.kenai.ak.us
*Mitch	Flynn	Steese Volunteer Fire Dept	Fire Chief	907-457-1508	mitch.flynn@steesefire.org
Richard	Gummow	Juneau Police Department	Chief of Police	907-586-0600	richard_gummow@ci.juneau.ak.us
Richard	Hittle	Municipal Light & Power	Radio Technician	907-263-5350	hittlerg@muni.org
Rob	Heun	Anchorage Police Department	Deputy Chief	907-786-8553	rheun@ci.anchorage.ak.us
*Sarah	Hilton	Ester Volunteer Fire Dept	Station Manager	907-479-6858	sarahhilton@esterfire.org
Sheila	Squires	Seward Police Department	Dispatch Supervisor	907-224-3338	ssquires@cityofseward.net
Thomas	Remaley	Palmer Police Department	Lieutenant, Firearms Instruct	907-745-4811	tdremaley@palmerpolice.com
*Tom	Clemons	Seward Police Department	Chief of Police	907-224-3338	spdchief@cityofseward.net
Tracy	Matthews	Providence Hosp Anchorage	Emergency Program Mgr	907-261-3661	tmatthew@provak.org
Trygve	Erickson	MOA Communications Shop	Wireless Comms Director	907-343-7910	ericksonij@muni.org
*Vince	McCoy	Municipality of Anchorage	Emergency Coordination Mgr	907-343-1403	mccooyvg@muni.org
*Warren	Cummings	Fairbanks Fire Department	Fire Chief	907-450-6604	wbcummings@ci.fairbanks.ak.us



Alaska Land Mobile Radio

Users Council Charter

(Discussion Draft 03 October 2005)

Name

ALASKA LAND MOBILE RADIO COMMUNICATIONS SYSTEM USERS COUNCIL

Mission Statement

The Council is responsible for making all operational and maintenance decisions affecting the ALMR Communications System (the "System"). This responsibility is derived from the delegated authority of the ALMR Executive Council and is subject to their review and approval.

Authority

The authority for the creation and operation of the ALMR Users Council derives from Article Nine (9) of the Alaska Land Mobile Radio System Cooperative Agreement. The Users Council will function under the guidance and oversight of the Executive Council and the Joint Project Team.

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CWP*

For the purpose of assisting and advising the Joint Project Team on transition, operations, maintenance and management of operational portions of the System during the implementation phases of the System build out, the Users Council may be established by motion and vote of the Executive Council prior to the total completion of all tasks and responsibilities for implementing the Alaska Land Mobile Radio System; and/or the entire system having been committed to sustained operations and maintenance solely by the users.

Goals

The Users Council will adopt a written charter stating its purposes, goals, objectives, duties and responsibilities in managing, operating, and maintaining the System. The Users Council will also adopt written operating procedures and administrative procedures, pursuant to the charter.

The ALMR Users Council, under the direction and supervision of the Executive Council, shall assume the responsibility for management oversight and operations of the ALMR

System from the Joint Project Team upon declaration of beneficial use sustained operation of the ALMR System, as determined and directed by the Executive Council. The ALMR Users Council shall oversee the development of System operations plans, procedures, and policies, under the direction and guidance of the Executive Council. Adoption of the Users Council's Charter, its operating and administrative procedures, System plans, procedures, and policies are subject to approval by the Executive Council.

Objectives / Duties

The objectives of the ALMR Users Council is to create and maintain a collaborative user-based management system to establish policy and operational procedures, and to operate and maintain the ALMR System, under the oversight of the ALMR Executive Council. These objectives and duties include, but are not limited to:

1. The Users Council shall be responsible for providing recommendations to the Executive Council regarding approval of the System design and approval of all proposed modifications to the System design, including defining performance standards, modifications to approved performance standards, extensions and expansions of the System, addition of users to the System, and addition of new parties to this agreement.
2. The Users Council shall provide recommendations to the Executive Council regarding the adoption of System operation and maintenance standards, which at a minimum shall include: identification of minimum technical standards for System equipment and subscriber units; identification of protocols for the modification of talk group assignments and their usage; identification of minimum periodic maintenance standards and schedules for System equipment; and identification of problem reporting and resolution practices for System equipment.
3. The Users Council shall provide recommendations to the Executive Council regarding approval of the terms and conditions of access of users of the System, and the approval of user agreements.
4. The Users Council is responsible for conducting the dispute resolution process set out in the ALMR Cooperative Agreement, and for providing recommendations to the Executive Council regarding the final resolution of disputes.
5. The Users Council is responsible for investigating any allegation of breach of the Cooperative Agreement, formulating proposed remedies in instances of alleged breach, and providing recommendations to the Executive Council regarding the final disposition of alleged instances of breach.
6. The Users Council shall receive and review quarterly progress reports and modifications to System implementation schedules from each responsible Party and shall use such reports and schedules as one basis to determine whether Parties

- are meeting their obligations as set forth in this agreement. Upon completion of such a review, the Users Council may make recommendations as necessary to the Executive Council regarding actions or decisions needed from the Executive Council.
7. The Users Council shall be responsible for monitoring funding, expenditures and cost recovery for the System, as provided in Article 10 and Article 12 of the Cooperative Agreement , and for developing a budget process for the System, as provided in Article 11.
 8. Subject to the approval of the Executive Council, and to the extent permitted under federal, state and local laws, the Users Council may designate a consenting Party or consenting Parties to act as the User Council's agent to procure and install the System's common network controller equipment. . Such procurement and installation shall be:
 - a. consistent with the System's design as approved by the Executive Council;
 - b. subject to User Council supervision and oversight; and,
 - c. subject to the record-keeping, audit and reporting requirements established by the User Council, as provided in the Cooperative Agreement.
 9. Subject to the approval of the Executive Council, and to the extent permitted under federal, state and local laws, the User Council may designate a consenting Party or consenting Parties to act as the User Council's agent to operate and maintain the System's common network controller equipment or to negotiate, execute and oversee an operation and maintenance agreement with a private or public entity to operate and maintain the System's common network controller equipment in accordance with standards of operation and maintenance approved by the Executive Council; provided further that, said agreement shall contain adequate provisions for emergency repair or replacement of the System's common network controller equipment.

Membership

Membership of the Users Council will consist of one representative from each agency or organizational entity participating in, or using the services of, the ALMR System, plus one or more at large members, as determined by the Executive Council. The Executive Council shall nominate, and approve the appointment of members to the Users Council. Members shall serve at the pleasure of the Executive Council and may be removed or replaced at the Council's discretion.

Organizational Procedures

The Users Council will provide a fundamental organizational structure for the management and operations of the System, via the development of a committee structure. Committee functionality is discussed more fully in a subsequent ~~section labeled~~ "Committees."

Chair

A chair will be elected to be responsible for coordinating and facilitating the User Council meetings and agenda items.

Co-Chair

A Co-Chair may also be elected with responsibilities as defined by the Users Council.

Meetings

Regular meetings will be established and shall be composed of action items as well as new business introduced by members. Written notes shall be kept from all meetings and distributed to User Council members and the Executive Council, at a minimum.

Attendance

Meetings may be attended by teleconference to facilitate statewide participation. Members not able to attend a regularly scheduled meeting may designate a representative from their agency to represent and cast the agency's vote in matters before the Council, provided that advance notification is made to the Council Chair prior to the meeting.

Quorum

A quorum for regularly scheduled meeting shall be one-half, plus one, of members appointed by the Executive Council.

Voting

Only members appointed by the Executive Council shall have a vote to decide matters brought forth for adoption and recommendation to the Executive Council. Matters brought forth before the Users Council may be approved by simple majority of those member in attendance at any regularly scheduled meeting.

Committees

The Users Council will provide an organizational structure for the management and operations of the System, including the development of a committee structure for receiving advisory input on executive matters, management matters, operating matters, technical matters, user concerns, concerns of local disaster response groups and other matters as deemed necessary by the Users Council. Ad hoc committees and subcommittees may be formed as deemed necessary by the Users Council.

Appointed committees shall provide reports and recommended action to the Users Council at each regularly scheduled meeting.

Reporting

The Users Council shall develop a reporting system to meet the System's various reporting requirements. The reporting system will encompass reporting requirements which arise from federal, state and local laws and regulations, from policies of the Users Council, from contracts and agreements, and from policies and decisions of the Executive Council. Areas of reporting, as determined by the Users Council, may include management, budgeting, administration, finance, communications, outreach, and other areas deemed necessary.