

Alaska Land Mobile Radio (ALMR)

User Council Charter

Meeting Minutes of Wednesday, October 26, 2005

Attendees

Attendees via Telecom

Frank Dannals, EAFB

George Kenney (Alt), City of Valdez

Heather Handyside, Homeland Security

Jeff Tucker, North Star Borough

George Kenney, City of Valdez

Brad Johnson, Fairbanks Deputy Chief

Matt Leveque, Major, AST Admin Cmdr

Chuck Kopp, Kenai Chief of Police

Craig Macdonald, Lieutenant

Gary Putman, St. Paul Island Chief of Police

Jeffrey Hanck, Army

Don Savage, Wasilla Chief of Police

Allen Storey, Capt. AK State Troopers Division Ops

Arlene Sward, State of Alaska

Jeff Fulton, 207 ING Captain

Jack Krill, Mat-su Borough Fire Chief

Milt Cornelius, Kulis Air Guard

Glenn Hansen, DMVA DHS and EM

Bruce Richter, NLECTC-NW Program Manager

Kyle Sinclair, NLECTC-NW Program Manager

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The meeting was informally called to order at 1pm. Captain Storey was performing as the interim chairperson, who agreed to accept this interim position at the previous meeting. Commissioner Tandeske named Major Leveque interim primary representative. Capt. Storey requested that all attendees confirm information contained in the member roster was correct, to make any necessary corrections to that information, and to indicate who was an alternate attendee. (Jeffery Hanck was an alternate at this meeting for Natalie Newman from Ft. Richardson.)

Capt. Storey advised that since the last meeting, an open invitation letter was sent out to a large number of people whom he and Kyle felt would be interested in becoming part of the User Council. This group included local police departments, local municipality agencies, and some military organizations so that there would be a broad-based input into the process. In this letter we described the process necessary to become appointed by an Executive Council member. There has been an increase in the number of people involved in the Users Council as a result of that invitation, and we may continue to get additional people who are interested.

Captain Storey emailed Don Savage's Charter comments to Brad Johnson who was communicating via telecom from Fairbanks. Kyle Sinclair distributed copies to all attendees. During this distribution process, Captain Storey took roll call. He also reiterated the voting process, that only designated members are able to vote on any Charter revisions.

Kyle Sinclair was introduced and described his position as being a facilitator for the ALMR Council and who was asked to participate under the direction of DoD. Kyle obtained the conference room, reference materials, and is making the Charter revisions as the meeting progressed. Marianne Pollak, CTSC employee, was appointed to take notes of this meeting.

Captain Storey inquired whether or not "there was anything to discuss regarding the Governance structure". The reply from Kyle was, "No; once we establish the draft charter and decide how we want to establish the Users Council, there will be a number of documents that will be presented to us for review for input/change to the Executive Council. I would like to introduce Major Leveque to the Executive Council (referring to an Executive Council meeting scheduled for the following day) as a representative or a chair person so they know who he is and get started on that process".

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The Charter was discussed at great length, with everyone contributing some well-founded comments. Specifically debated items were rewording of the following:

Mission Statement and ***Authority***. No changes were agreed upon.

Objectives/Duties #7 Reworded: Until beneficial use is obtained, the Users Council shall be responsible for recommending methods of funding, expenditures and of cost recovery for the system as provided in Article 10 and Article 12 of the Cooperative Agreement, and for recommending a budget process for the System, as provided in Article 11.

Membership, last sentence: Has been eliminated. Based on our previous meeting, anybody that's going to be a User of the ALMR system can be a member of the user's council. In order to have some control over who is coming on and allowing the council to more easily identify who is the primary person from each agency and who is the alternate person from each agency, and as a means of having some sort of administrative control, we are asking people to be nominated and approved by an executive council member. A discussion took place concerning the best method to be employed to remove a member of the User's Council if such a need developed. A final suggestion by Matt Leveque was: The Council may, under majority vote, recommend to the Executive Council that a User's agency be requested to replace a member with a more suitable member.

Organizational Procedures, Chair and Vice-Chair rewording: (Conceptual)
The Chair is the spokesperson for the group. The Vice-Chair will not be from the same User sector as the Chair. Each will serve for a period of one year. If a person is a Chair or Vice-Chair, they must be employed with an ALMR agency. If their employment ends then their involvement with the Users Council will also end. Another person from that agency would need to go through the nomination process. *(This statement may need to be reworked and inserted under the **Membership** section of the Charter.)*

Organizational Procedures, Meetings: No changes

Organizational Procedures, Attendance: Meetings may be attended by teleconference to facilitate statewide participation. *(After discussion, the remainder of this paragraph in the draft charter was deemed not necessary.)*

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Organizational Procedures, Quorum: A quorum for regularly scheduled meeting shall be one-half plus one of voting members present and appointed by the Executive Council.

Organizational Procedures, Voting: No change

Organizational Procedures, Committees: The Users Council will recommend an organizational structure for the operation of the system.

Reporting: No change

A motion was made by Bryan Fisher to adopt the Users Charter as amended; it was seconded by Brad Johnson. A vote was taken; all were ayes and 0 nay. The charter was passed without a roll call vote since there were no “nays”.

A subcommittee was formed to work on the charter for voting rights, fair representation, and for the removal of a member: The subcommittee will consist of 4 or 5 members representing the four sectors (DoD, Non-DoD Federal, State, and Municipal agencies):

- Brad John will represent local municipalities
- Frank Dannals will represent DoD
- No representative for Non-DoD
- Kyle Sinclair as facilitator
- Matt Leveque represent the State

A motion was made to authorize the voting rights subcommittee by Brad Johnson and seconded. A vote was taken; all were ayes and 0 nays. This motion was passed without a roll call vote since there were no nays.

It was discussed that the current leadership Chair and Vice-Chair continue on in the interim until such time as the Executive Council appoints them permanently. A motion was made to make the target date of January 1, 2006 the date to implement the Chair and Vice Chair permanently. It was made by Al Storey and seconded by Brad Johnson. A vote was taken; all were ayes.

The next meeting will be on Wednesday, November 16 from 1:30 to 3pm in the same conference room, 3000 C St., Suite N304, in Anchorage – with the same caller telecom number. If there are any questions with regard to this User Charter or anything

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else, please contact allen_storey@dps.state.ak.us; Kyle and Allen will work together to maintain an up-to-date email list and keep everyone in the loop.

Bruce Richter reported that there was currently a feasibility study in place on St. Paul Island, and that as additional information was received, it would be passed along to User members. A motion was made and seconded to adjourn the meeting at 3:30pm. A vote was taken; all were ayes and 0 nays.

Minutes submitted by Marianne Pollak on October 28, 2005 at 3:49pm. Changes incorporated from Capt. Storey on November 7, 2005 at 12:30pm.

FOOTNOTE:

On October 27th, Major Leveque and Captain Storey, in their capacities as the interim chairpersons, met with the Executive Council at a regularly scheduled Executive Council meeting.

The Executive Council thanked the Users Council for their work in getting the proposed charter to its current state. As members of the Executive Council wanted time to review the proposed charter, no action will be taken by the Executive Council until its next meeting. A target date of January 1st, 2006 was discussed as a "no later than" date for implementation of the charter if approved by the Executive Council. The Executive Council will discuss the proposed charter in greater detail at their next scheduled meeting.

Captain Storey will be on leave during the time frame of the next meeting. So if there are any questions, please address them to Major Leveque at:
Matthew_Leveque@dps.state.ak.us

Thanks

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LAST NAME	FIRST NAME	AFFILIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Carr	Paul	User Council member			Paul.carr@north-slope.org
Clemons	Tom	User Council member Seward Police Chief			spdchief@cityofseward.net
Cornelius	Milt	User Council member AK Air Guard, Kulis ANGB	5005 Raspberry Rd., Anc 99502	907-249-1468	Milton.cornelius@aknch.af.mil
Cummings	Warren	User Council member Fairbanks Fire Chief			
Dannals	Frank	User Council member SMSGT	10471-20 th St., EAFB 99506	552-1056 work 382-1112 cell	frank.dannals@elmendorf.af.mil
Fisher	Bryan	User Council member			b_fisher@ak-prepared.com

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LAST NAME	FIRST NAME	AFFILIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Griffiths	Bob	User Council member (TBD)			bob.griffiths@ctsc.net
Handyside	Heather	Not a member of User council EC Member			HandysideHM@ci.anchorage.ak.us
Ince	Chester	Not a member of User council			Chester_ince@admin.state.ak.us
Johnson <i>TELECOM</i>	Brad	User Council member Deputy Chief, Fairbanks			bejohnson@ci.fairbanks.ak.us
Jones	Benjamin	User Council member Major			Benjamin.jones@us.army.mil
Kopp <i>TELECOM</i>	Chuck	User Council member Chief of Police, Kenai			ckopp@ci.kenai.ak.us

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LAST NAME	FIRST NAME	AFFILIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Leipfert	Rich	User Council member			richl@city.ketchikan.ak.us
Leveque	Matthew	User Council member Major AST Admin. Commander	5700 E. Tudor, Anc 99507	269-5697	matthew_leveque@dps.state.ak.us
Macdonald	Craig	User Council Alternate member Lieutenant AST	5700 E. Tudor, Anc 99507	269-5645	craig_macdonald@dps.state.ak.us
Massay	Garth				Garth.massay@ngb.army.mil
Misewicz	Ernie	Alternat User Council member Deputy Fairbanks Fire Marshal			demisewicz@ci.fairbanks.ak.us
Fulton	Jeff	User Council member 207 INGr(Scout) S6 Cpt	HHC 207 INGr(Sct), Ft. Rich 99505	428-6542	Jeffrey.c.fulton@AK.Ngb.army.mil

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LAST NAME	FIRST NAME	AFFILIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Hansen	Glenn	User Council member DMVA DHS & EM	POB 5750, Ft. Rich 99505	428-7040	Glenn_hansen@ak- prepared.com
Keney	George	User Council member	City of Valdez		
Krill	Jack	User Council member Matsu Borough Fire Chief	101 W. Swanson Av., Wasilla 99654	373-8805	jkrilljr@matsugov.us
McMullen	Rich	User Council member Captain			richard.mcmullen@el mendorf.af.mil
Mitchell	William	User Council member			Will.mitchell@ielson. af.mil
Moates	Craig	User Council member Chief of Police Nome			cmoates@nomealaska. org

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LAST NAME	FIRST NAME	AFFILLIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Newman (MAIN) Hanck (ALT)	Natalie (MAIN) Jeffrey (ALT)	User Council member Army	59 th Sig BN, Ft. Rich 99505	384-0018 384-0280	Natalie.newman@richardson.army.mil
Ostrowski	Albert	User Council member			Albert.ostrowski@ak.ngb.army.mil
Putman TELECOM	Gary	User Council member Chief of Police, St. Paul Island			dir_spdps@yahoo.com
Richter	Bruce	Alternate User Council member (TBD) NLECTC-NW	3000 C St., N304, Anc 99503	569-6934	Bruce.richter@ctsc.net
Sanders	Woodrow	User Council member			Woodrow.sanders@akanch.ang.af.mil
Savage TELECOM	Don	User Council member Chief of Police, Wasilla			dsavage@ci.wasilla.ak.us

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LAST NAME	FIRST NAME	AFFILIATION and TITLE	MAILING ADDRESS	PHONE	EMAIL
Schmitt	Sheldon	User Council member			Sheldon@cityofsitka.com
Sinclair	Kyle	NLECTC-NW, ALMR Program Technical Officer	3000 C Street, Suite N 304 Anchorage, AK 99503	907-569-5640	kyle.sinclair@ctsc.net
Sizemore	Rick	User Council member			richard.sizemore@atf.gov
Storey	Allen	User Council member Capt. AST Division Ops.			allen_storey@dps.state.ak.us
Sward	Arlene	User Council member			arlenes@dnr.state.ak.us
Tucker	Jeff	User Council member Fire Chief	North Star Borough		jtucker@northstarfire.org



Alaska Land Mobile Radio

Users Council Charter

Draft 26 October 2005

Name

ALASKA LAND MOBILE RADIO COMMUNICATIONS SYSTEM USERS
COUNCIL

Mission Statement

The Council is responsible for recommending 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.

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 was 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 of the ALMR System, as determined and directed by the Executive Council.

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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 polices are subject to approval by the Executive Council.

Objectives / Duties

The objectives of the ALMR Users Council are 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. Until beneficial use has been attained, the Users Council shall be responsible for recommending methods of funding, expenditures and cost recovery for the System, as provided in Article 10 and Article 12 of the Cooperative Agreement, and for recommending 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

The Executive Council shall approve the appointment of members and their alternates to the Users Council. In the absence of the member, an alternate will have voting authority. Agencies may request multiple appointments of alternates.

Membership of the Users Council will be composed of twelve members who represent ALMR's four foundational entities (DOD, federal non-DOD, State of Alaska, municipalities). There are no other members of the Users Council. There is no distinction between voting and non-voting members, as there are only twelve members, each of

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whom has a vote. ALMR user agencies and prospective user agencies are represented by one of the members of the User Council as defined below:

DOD: 1 from the US Army
 1 from the US Air Force
 1 ALCOM J-6 representative

Federal Non-DOD: 1 from the US Department of the Interior
 1 representing US Departments of Justice and Homeland Security
 1 representing FAA and all other US non-DOD agencies

State of Alaska: 1 from Alaska Department of Transportation/ Public Facilities
 1 from Alaska Department of Public Safety
 1 representing all other State of Alaska agencies

Municipalities: 1 representing the Northern Region
 1 representing the Central Region
 1 representing the Southeast Region

The DOD, federal non-DOD, and State User Council members will be selected by their respective chains of command. In cases where a single representative must vote on behalf of multiple agencies; the leadership of those agencies must reach accord about who is their designee. Agencies and regions must submit new letters of appointment (including those for alternate members), in a format to be determined, to the interim chair of the User Council upon approval of this charter by the Executive Committee. Letters of appointment for members who will represent multiple agencies should have as many co-signatories as possible; so as to establish the veracity of the appointment.

Replacement of User Council members is expected as members get transferred, promoted, separated, etc. It is the responsibility of agencies and municipal regions to anticipate these changes and to provide updated appointment letters. Individuals will not be accorded voting rights without letters of appointment.

Boundaries of municipal regions are:

-Northern Region includes all agencies which lay north of a line that extends west-southwest from the Alaska Highway's crossing of the border with Canada, to Skwentla (but not including same), and then running northwest to Unalakleet (and including same).

-Southern Region includes all agencies with lay south of a line that extends southwest from the Alaska Highway's crossing of the border with Canada, to McCarthy (but not including same), to the northern tip of Afognak Island, and then running northwest to Egegik (including same) and then extending to the northern tip of St. Matthew Island.

-Central Region is comprised of all agencies not falling into either the northern or southern region.

It is the responsibility of the three municipal voting members to establish methods whereby the needs and preferences of the region they represent can be established. This may be through regularly scheduled teleconferences, meetings, or other arrangements. Minutes from regional meetings should be kept, distributed to regional member agencies and to the User Council Secretary, and be maintained by the regional representatives and transferred as the regional members change over time.

In the event that users feel their perspectives are not being given sufficient consideration by other members of a region, (or in the case of non-municipal agencies) users may provide written petitions or letters to the User Council chair for consideration at the Council's next scheduled meeting.

While it may be desirable; it is not necessary, among municipal agencies, that the regional member be from the largest agency.

Because, user agencies who are not User Council members are represented by their regional or agency-specific member, they may observe User Council meetings, but may not participate without specific permission of the User Council chair. Each regular User Council meeting will have a limited period of time set aside for the Chair to recognize individuals who may have dissenting viewpoints, or for those who feel they have information that may have been overlooked.

In order for the User Council to become operational as rapidly as possible, members from municipal regions will be elected at the first User Council meeting following approval of this charter by the Executive Committee, unless regions have taken other organizational steps already.

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."

The chair, vice chair and secretary positions will be elected annually, in whatever month is eleven months following their accession to office. They will assume their duties at the first meeting following their election.

Chair

A chair will be elected from among the twelve members of the User Council to be responsible for coordinating and facilitating the User Council meetings and agenda items. The chair will represent the User Council at Executive Council meetings. The chair shall serve for a period of one year, beginning at the start of the first scheduled meeting following their election.

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Vice Chair

A vice chair will be elected with responsibilities as defined by the Users Council, but primarily will serve as a partner to the chair, and will assume the responsibilities of the chair in their absence. The vice-chair will not be from the same user sector as the chair. The vice-chair shall serve for a period of one year, beginning at the start of the first scheduled meeting following their election.

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Secretary

A Secretary will be elected with responsibilities as defined by the Users Council, but will serve as principal record keeper and paperwork manager for the User Council. The secretary shall serve for a period of one year, beginning at the start of the first scheduled meeting following their election.

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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.

Unless urgent circumstances dictate otherwise, at least five working days notice shall be given to User Council members before a User Council meeting. The chair may call a non-scheduled User Council meeting if urgent business makes it necessary.

Attendance

Meetings may be attended in person or by teleconference to facilitate statewide participation.

Quorum

A quorum for User Council meetings shall exist when one-half, plus one, of members are present or are participating via teleconference.

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Voting

Only the twelve members, or their alternates, in the event of the primary appointee's absence, who have valid letters of appointment shall have voting authority to decide matters brought forth for adoption and recommendation to the Executive Council. Matters brought before the Users Council may be approved by simple majority of those members in attendance at any scheduled meeting, during which a quorum exists.

Committees

The Users Council shall recommend 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.

Committees may be composed of User Council members only. This does not restrict committees from obtaining advice or testimony from other ALMR users or prospective users, or from technical experts who are not ALMR users.

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

Amendments to the Charter

It is anticipated that this document will require amendments over time. No later than six months after approval of the charter by the Executive Council, and at any time the User Council may determine, the User Council shall review the charter and consider changes that will enhance transparency and efficiency of the User Council's deliberations and functioning.

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.