



**ALMR User Council
Meeting Minutes**

Date: April 6, 2022

1. Attendance.

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

Primary				
U	Angell	James	SSgt	DOD USAF, JBER
U	Atkinson	Ross	Mr.	Fed Non-DOD DOI, BLM-Alaska Fire Service
E	Goggia-Cockrell	Tammy	Ms.	Municipalities Central
	VACANT			DOD US Army - Alaska
T	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Kalwara	Erann	Ms.	Municipalities Southeast
N/A	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
T	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Cole	Henry	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, Chair
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry

Alternate				
U	Boyce	Timothy	Mr.	Fed Non-DOD DOI, National Park Service
T	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
U	Carrier	Chasen	A1C	DOD USAF, JBER
N/A	Green	Kyle	Fire Marshal	Municipalities North, University Fire Department
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
T	Maley	Christopher	TSgt	DOD USAF, Eielson AFB
T	Nelsen	Scott	Mr.	SOA All Others, DMVA, Vice Chair
T	Nicolazzo	Jill	Ms.	SOA DOT
T	Reddington	Robert	Mr.	US Fish and Wildlife Service
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
T	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
T	Hugi	Robert	Mr.	DHS CISA
T	Leghorn	Mike	Mr.	Instant Connect
T	Lucas	Jeff	Mr.	Instant Connect
P	Nelson	Dan	Mr.	Operations Manager
T	Rogell	Pete	Mr.	BK Technologies
T	Rolfe	Adam	Mr.	SOA DOT
T	Shafer	Sherry	Ms.	ALMR Document Specialist
P	Stormo	Scott	Mr.	SOA APSCS SATS/ALMR Manager
T	Ulrich	Naomi	Ms.	Motorola Solutions
P	Woodall	Timothy	Mr.	ALCOM PM/COR



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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. Mr. Jim Goodman joined the meeting after the roll call was read.	
Introduction of Guests/Special Announcements	A presentation on the Instant Connect system was provided after the close of the normal business meeting.	
Previous Meeting Minutes	John opened the floor for any comments, suggestions, changes to the meaning to the March meeting minutes. Hearing none, John requested a motion to approve the meeting minutes. Motion: Approve the March meeting minutes as presented. Motion: Ms. Henry Cole Second: Mr. Scott Nelsen There were no objections. The motion passed.	
Issues & Risks Log	Updates	Action Items Assigned
	John asked Ms. Sherry Shafer if there were any updates to the Issues and Risks Log and she advised at the March meeting Mr. Mr. Henry Cole had notified the group that a letter was forthcoming, designating him as the primary and Miss Jill Nicolazzo as a new alternate for DOT.	
	Issues Closed at, or since, last meeting	
	N/A	
Action Items	Review	Resolution
	John asked Sherry if there were any updates to the Action Items list and she noted for the open item from December 2020 meeting, ALMR is putting together a timeline and that is currently being worked between the Operations Management Office (OMO), the System Management Office, and Mr. Scott Stormo and it would be further discussed under New Business.	
Operations Management Office	Mr. Dan Nelson, Operations Manager	Action Items Assigned



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<p>Annual Inventory Confirmation Forms</p>	<p>1. Mr. Dan Nelson stated as a reminder, the annual confirmation of our member agencies inventory as required by our legislative audit is underway and right now, we have about 57% of our agencies that have returned their forms. He noted those need to be into the OMO by April 29t, so the OMO is going to be sending reminders each week. Dan asked the representatives if their agency or representative agency areas have not returned those, to please do so as soon as possible so that task is completed.</p>	
<p>March Document Reviews</p>	<p>2. Dan advised in March the OMO did the annual document reviews for the System Management Office Customer Support Plan, the Virus Protection Policy, the System Backup and Recovery Policy and Procedure, as well as the System Key Usage Policy and Procedure without any substantive changes</p>	
<p>March System Metrics</p>	<p>3. Dan stated March was a very busy month most likely the result of the Arctic Edge exercise. He briefed there was quite an increase in the group and individual calls at 1,758,000 and change which was an increase of 671,000 from March of last year. Dan added the push to talks were proportionate with about 2,821,000 compared to 2,221,000 last year which is an increase of 859,101. He advised there were 969 busies on the system for the month, but if the main sites that were likely used for Arctic Edge - Birch Hill, Hill 3265 and Pole Hill – were taken into account, that amounted to 700 busies out of that 969 and that number is much more in line with our average.</p> <p>Dan stated there were a total 24,704 subscribers on the system at the end of March which was an additional 41 from last month.</p> <p>Dan briefed for the sites below three nines, there was a bit of a data gap in the metrics caused by a software failure in February, but for March there were only three sites under three nines.</p> <p>Dan advised there were 765 page views of the web site and 57 percent of those returning were repeat visitors. He also reminded folks the website is a is an excellent resource and the OMO is certainly happy to help anybody that needs some assistance with the navigation.</p>	
<p>IWCE</p>	<p>4. Dan briefed he had attended the International Wireless Communications Expo a few weeks ago and his impression was it was a bigger show than it was about six months ago. He noted there were a lot more vendors and more interaction with some of the different companies represented there.</p>	



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<p>TDMA</p> <p>Next Generation Consoles</p>	<p>DOD facilities and then they would get another schedule once they do their site visits.</p> <p>Mr. Rick Williams noted if during the site visits for upgrades, if there are Amy sites included and there were any changes planned that he needed to be involved in that.</p> <p>Travis stated he would be talking to the project manager tomorrow to see what schedule he was proposing, and then he would get with Rick to go over the schedule.</p> <p>3. Travis briefed that he and Dan would be putting together a punch list for the TDMA transition on if you're buying new radios what you need to and how to work with the vendor on making sure you purchase everything you need when you get new radios. He added that it would be on the website shortly.</p> <p>4. Travis advised the Alaska State Troopers' Peger Road office in Fairbanks was adding four additional MCC 7500s and as part of that project there will be phase two to look at the new next Gen consoles. He added hopefully within the next two years after the upgrades they would be looking at the next Gen Motorola consoles and he wanted to let people know a little bit about that so there will be more in the future.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo</p>	<p>Action Items Assigned</p>
<p>Motorola Consoles</p> <p>MW Upgrades</p> <p>Flash Upgrades</p>	<p>1. Mr. Stormo stated the MCC 7500 is no longer for sale by Motorola for those that were not aware. He pointed out Motorola has the MCC 7500E, but you cannot mix the two in the same room because the sound is off by a little bit between them. He added in case agencies have dispatch centers and need to add consoles to be aware it would be challenging. Scott also noted the next generation console is not ready yet for ALMR.</p> <p>2. Scott briefed they were continuing the microwave equipment upgrades to get all the microwave standardized up in Fairbanks. He noted they were down in the Kenai Peninsula area this this weekend and had a freak snowstorm come through that impacted their effort but are still making fairly good progress on that. Scott stated they hoped to be done by the end of May with all the microwave equipment change outs.</p> <p>3. Scott advised as part of the \$24M Motorola project contract to refresh the RF sites and do the upgrade, Motorola would be providing a flash upgrade to make all APX radios current on the system TDMA capable. He stated they had taken a snapshot of how many State and local APX radios were on the system at that time of the contract and would be distributing the upgrade to all the different local agencies.</p>	



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	<p>Deputy Keith Berrian stated a letter went out to the users from the state of Alaska that caused some consternation with the agencies that I communicate with. He noted the letter basically left the impression that sometime in the next 12 – 18 months the state would be fully implementing TDMA and the agencies would all have to buy new radios in the next 12 months, when they thought they had several years. Deputy Chief Berrian noted he was hoping that this was just an error in how the message was communicated.</p> <p>Scott advised the system would be cutting over to TDMA later this fall as part of the upgrade. He explained that FDMA radios and the TDMA radios will continue to work on that system. Scott added the letter could probably have been a little clearer, but that a time deadline was being developed non-TDMA radios to be off the system.</p> <p>John briefed that this subject would be part of the discussion in just a few moments under new business and the User Council would ensure that the message does not get miscommunicated in the future regarding TDMA because we have to be sensitive to timetables and budgets whether we are talking about a large organization or a small one..</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
<p>XTS5000 Radio Turn In</p> <p>Fiduciary Responsibility Document</p>	<p>1. Mr. Timothy Woodall stated the DOD had about five thousand XTS5000s radios that they would be taking to the Defense Reutilization Management Office (DRMO) along with the microphones and cases and about a thousand batteries. He added that local, state, and other federal agencies can get them through the DRMO process. Mr. Woodall clarified that the radios are at end of life and are no longer supportable because you can't get them repaired and were being, for the most part, replaced by the APX 6000</p> <p>2. Mr. Woodall reminded everyone this item was provided via Executive Council direction and it involved the task to define the processes and procedures for ensuring that payments are made for maintenance and operations management contract actions that the state oversees. He advised an Interagency Service Agreement is going to be drawn up and a Judge Advocate General (JAG) officer will be assisting on the DOD side with putting their part together. Mr. Woodall also noted they would be working with the state to make sure the agreement ensures infrastructure owners that participate in contracting obligations with the State of Alaska fulfill their fiduciary obligations with regard to maintenance and operations management. He added the agreement would document the process procedures and agreements, as well as highlight requirements for on-time payment. Mr. Woodall stated if any of the agencies' financial</p>	



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	management folks wanted to get involved, they could contact him, but he would be coordinating all this with them regardless.	
New Business	Discussion	Action Items Assigned
TDMA Transition Timeline	<p>1. Dan reminded the group this was a continuation of the discussion from the last meeting. He noted this transition to TDMA with all the operational prerequisites is certainly something that's very, very complicated and requires a lot of attention. Dan briefed there have been some very good discussions between the state, the two LMR offices, John Rockwell, and internally looking at what is the best way to roll this out that is sensitive to all member agency needs, while still being able to look at what we need to do to move forward and be able to take advantage of some things that are that are potentially coming down the pike.</p> <p>Dan stated there were previous discussions on what the correct timeline should be after doing several different iterations of that timeline. He added the TDMA memo about the transition was sent out in the meeting email packet and that goes through a lot of discussion and technical information in there. Dan reminded the group, from a system and from a user standpoint we double the capacity of the system without additional hardware upgrades, so it's a much more efficient use of the radio spectrum.</p> <p>Dan advised the timeline really begins with the GTR upgrade that started last year, then there will be software upgrades that are scheduled for core in the fall and then the TDMA turn up, which is currently scheduled for December. He noted the goal is to provide some tools for our agencies to go through their respective budget processes, their legislative process, again 130 agencies with 130 different processes, and make sure that those older FDMA subscriber units can get replaced, if at all possible. Dan reminded those agencies utilizing Motorola XTS 5000s or 1500s that those units have been out of support for several years now and are encouraging those fleets to be refreshed.</p> <p>Dan stated the timeline was put together as a proposal for discussion by the User Council and then that will go forward to the Executive Council, upon final decision of the User Council. He pointed out it is a four-year timeline with the goal to ensure all those old radios are replaced with TDMA whether that's APX or something different.</p> <p>Dan also noted ALMR is encouraging vendors to get their TDMA capable radios to the SMO/OMO so it can go through acceptance testing and be available for evaluation by the individual member agencies.</p>	



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	<p>John stated he appreciated the overview of the document and he hoped people had a chance to preview the document in a little more detail, but the bottom line is the goal is to continue to move forward with modern technology to refresh the existing radio fleet that is no longer serviceable nor supported. He briefed, with those two things in mind, the target date for the replacement of the radios is March 31, 2026, even though we are at the very, very, early stages of this document and of the project, we do want to make sure that we talk openly and honestly about what we're trying to accomplish, and make sure that we do not leave anybody out of the discussions.</p> <p>Mr. Woodall also pointed out that within the timeline the licenses for the frequencies have to be updated with the NTIA and the FCC, on the state side, to authorize the TDMA missions one the current spectrum.</p> <p>John opened the floor at this point for any questions or discussion points regarding the TDMA upgrade, and that's both on the system side as well as the subscriber unit side.</p> <p>Mr. Chris Martin reminded everyone that previously the discussions had mentioned up to five years for the transition and the latest date on the policy paper is now at four years. He requested to change that date to December 2026 if there was a consensus among the council members for a few more months.</p> <p>John stated this up as a straw man and he didn't believe that would be a problem at this point.</p> <p>Mr. Woodall agreed with Mr. Martin because the DOD typically has a five-year budget cycle requirement and with the amount of money that is being discussed for upgrading radios or flashing the current radios, a five-year timeframe is probably appropriate.</p> <p>Keith stated from a fire perspective, if we're going to set a date at some point in the future, a hard drop dead date for FDMA units, we would want to probably make sure that we're not doing that during the summer months during the fire season. He noted that's one of their biggest times of the year for interoperability and to have some of our smaller agencies along the roadways drop out of the system would be probably not the best thing. Keith stated a December date would be much better.</p> <p>There was some additional discussion that there is no intent to kick FDMA radios off the system even after the proposed changeover date.</p>	
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	<p>Henry pointed out that his understanding is that what we're looking at is a goal and as a framework rather than a dropdead deadline, and if we change that March 31, 2026, to December 31 it is all very reasonable and very doable. He stated he appreciated Dan bringing it forward and would support it and suggest that the User Council adopt it if for no other reason then it'll make getting funding for user agencies much easier with a firmer timeline in front of them.</p> <p>John asked Dan if the OMO was asking the User Council to approve this draft to be moved forward to the Executive Council and Dan stated if it's the consensus of the council that this is a reasonable time frame, that a motion can be made with the requested change to the that date. Dan added the Executive Council would be meeting in just a few weeks and the timeline could be brought up to them for final approval, so if there is the will to make a motion and directly move it forward, the council should do so.</p> <p>Ms. Erann Kalwara had a follow-up question and asked if it would it be reasonable or appropriate to state that it is not the intention to force people off the system as long as the technology and Motorola will support non-TDMA radios. She requested because this had already been verbally communicated that that verbiage is also passed along with this draft document because it was not clear to her when she initially read the document.</p> <p>There was further discussion on the intent and the timing of the presentation of the document to the council to ensure it was presented in a timely manner with regard to the budget cycle.</p> <p>Henry stated he would move the User Council adopt the transition policy document subject to the changing of the target date for TDMA only to December 2026 and that no non-TDMA radios in use be terminated from the system.</p> <p>Motion: Approve the proposed TDMA timeline with the suggested change to the end target date for presentation to the Executive Council and it is the goal of the User Council that no radios be terminated from the System.</p> <p>Motion: Ms. Henry Cole Second: Deputy Chief Keith Berrian</p> <p>John opened the floor for any further discussion and there was none. A yay-nay vote was taken on the motion, and it was unanimous for the yays.</p>	
Site Prioritization	<p>2. Dan briefed in the past the User Council had identified certain areas that may be priority for coverage, expansion, or</p>	



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	<p>capacity expansion throughout the state and the last time we did this formally was in 2016. He noted there is a lot of informal discussions that happen throughout the year but formally it had been four or five years since the User Council had acted. Dan noted the purpose of this document is to have something that can be used to answer some of those questions from elected officials and others and to get an agreed upon current list of prioritized locations.</p> <p>Dan explained the history behind the two annual surveys, one on general customer satisfaction and the other on site prioritization when we ask members to identify areas where they may be having issues. He pointed out the 2016 priority sites from there is 6 sites listed there and I'll note that there were areas in Delta and that some coverage expansion had already been done and fell off the list. Dan noted the results of the surveys from 2020 and 2021 were provide for reference and he had combined areas that were duplicates. He pointed out there was a response for some areas of Western Alaska that currently aren't in the coverage area but he wanted to provide this information and also ask the council representatives to investigate with the members in their area if they have any other feedback to take into consideration. Dan stated once that is completed, we can potentially recommend some priorities.</p> <p>John reiterated the goal is to ensure the document is as accurate and complete as possible in the event we can get funding to either build new sites or enhance existing sites.</p> <p>Henry stated it looked like some of the sites from 2020 and 2021 were missing and Dan clarified that all the previous sites are still valid but the list he was showing was from the most recent survey.</p> <p>Dan requested if anyone had any additional comments to get them to him within the next couple of weeks so he could edit the master list.</p> <p>John asked if there was any further discussion and there were not responses from the council members.</p>	
Next meeting	Discussion	
	John reminded everyone the next meetings are scheduled for May 4 and June 1.	
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 April monthly User Council meeting.</p> <p>Motion: Mr. Nate Skinner</p>	



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	<p>Second: Mr. Chris Martin</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:41 p.m.</p>	
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