



**ALMR User Council
Meeting Minutes**

Date: July 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				
T	Atkinson	Ross	Mr.	Fed Non-DOD DOI, BLM-Alaska Fire Service
N/A	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Goggia-Cockrell	Tammy	Ms.	Municipalities Central
	VACANT			DOD US Army - Alaska
N/A	Hernandez	Brandon	SSgt	DOD USAF, Joint Base Elmendorf-Richardson
T	Kalwara	Erann	Ms.	Municipalities Southeast
N/A	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
U	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
	VACANT			SOA All Others, DNR Forestry

Alternate				
T	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Acone	Abigail	A1C	DOD USAF, JBER
N/A	De Hart	Kaitlyn	A1C	DOD USAF, JBER
T	Green	Kyle	Fire Marshal	Municipalities North, University Fire Department
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
N/A	Maley	Christopher	TSgt	DOD USAF, Eielson AFB
T	Nelsen	Scott	Mr.	SOA All Others, DMVA, Vice Chair
	VACANT			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
U	Carter	Bobby	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

T	Butcher	Joel	Mr.	Wasilla PD
P	Fahnestock	Nik	Mr.	System Manager
T	Hugi	Robert	Mr.	CISA
P	Nelson	Dan	Mr.	Operations Manager
P	Reed	David	Mr.	ALMR ISSM
T	Shafer	Sherry	Ms.	ALMR Document Specialist
P	Stormo	Scott	Mr.	APSCS
T	Thometz	Tim	Mr.	Icom America
T	Ulrich	Naomi	Ms.	Motorola Solutions
T	Wilhelm	Richard	Mr.	FEMA Region 10



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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. Robert Redington, Mr. Joel Butcher, Mr. Ross Atkinson, and Mr. Robert Hugi joined the meeting after the roll was taken/read.	
Introduction of Guests/Special Announcements	There were no special announcements or guests. John asked if there was a presentation this month and Mr. Dan Nelson stated there was not one for this month but there were presentations by Icom and Verizon scheduled for August and September respectively.	
Previous Meeting Minutes	John opened the floor for any comments, suggestions, changes to the June meeting minutes. Hearing none, John requested a motion to approve the meeting minutes. Motion: Approve the June meeting minutes as presented. Motion: Mr. Jim Goodman Second: Mr. Scott Nelsen There were no objections or further discussion. The motion passed.	
Issues & Risks Log	Updates	Action Items Assigned
	John asked Ms. Sherry Shafer if there were any updates. Sherry noted there were two items closed from the last meeting. Sherry then stated the DOT alternate representative, Ms. Jillian Nicolazzo, had stepped down and the appointment letter for her replacement, Mr. John Clendenin, was forthcoming.	
	Issues Closed at, or since, last meeting	
	N/A	
Action Items	Review	Resolution
	John requested Sherry provide any updates to the Action Items list and she stated there were no changes from the last meeting.	



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	NOTE: The meeting recording was not started until after this point.	
Operations Management Office	Mr. Dan Nelson, Operations Manager	Action Items Assigned
System Software Upgrade	1. Mr. Dan Nelson briefed the schedule had been provided for the upcoming system software upgrade and they were looking to minimize any changes or adds additions to the system going forward, if possible. He asked if any agencies had changes pending, we're going to try and get those done before September 12th so we can "freeze" the database and minimize manual re-input, but of course we can still do things after that date. Dan explained there are a lot of moving parts to these upgrades. He also noted we are also still working on TDMA, still working on backhaul, and still working on DOD-specific upgrades.	
Annual Inventory Confirmation	2. Dan advised the annual inventory was substantially done save for one agency, which he would address under New Business.	
Annual Membership Agreement Renewals	3. Dan pointed out the annual membership agreement renewals would have usually come out by now but were delayed due to the budget adoption from the state which has put us a little bit behind. He reminded everyone there was an e-mail here a couple weeks ago extending that time frame that current membership agreements out through the end of the month and the OMO was going to try and get the agreements turned around as quickly as possible and would certainly appreciate agencies signing them and getting them back, but we'll work through that timeline with flexibility. Dan noted the OMO was currently verifying agency points of contact and a prompt reply would be certainly appreciated.	
June Document Reviews	4. Dan stated there were no substantive changes to any of the reviewed documents. He noted the Risk Management Plan, the Technology Policy and Procedure, the Standard Channel Naming Convention Policy and Procedure, and the Operations and Maintenance Organizational Chart were all reviewed in June.	
June System Metrics	5. Dan noted the group and individual calls were 1,870k and change for the month of June, and push to talks were 2,956,769. He pointed out that since we started keeping charts in this format, which was 2017, we haven't found any higher traffic on the system, so very likely this is our highest month. Dan stated he did a little bit of just looking into what was driving it an there were a lot of exercises and a lot of DOD work. He added looking at some of the busiest talk groups based on airtime, it seems like it's normal operations just with quite a busy summer with AST, Forestry, and Elmendorf as the top groups. Dan stated there was not any	



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UC Representative Updates	<p>real explanation for it besides the forest fires would have certainly contributed, but he just thought that was interesting how busy it was on the system.</p> <p>Dan continued with the busies noting there were a total of 1,160, which is far above our normal and about half of these were on one site and that was the Nenana site. He explained there is some forestry activity with some active fires and all of those radios are affiliating to that site and Nenana is kind of out there on its own and it is a three-channel site so that's what's cause was causing the majority of those busies. Dan stated he did talk to the Incident Management Team that was taking over and to their communications unit leader, and they've adjusted some of their traffic, so more of the traffic is going off ALMR and on to a conventional repeater. He noted a lot of that has now fallen off now and he certainly appreciates them implementing that part of their communications plan.</p> <p>Dan briefed as far as the other sites, kind of in the top sides of busies were Canyon Creek, Money Knob, and then also Fire Station 12 at Anchorage. So just like the other traffic analysis, he thought there may have been some incidents there, but he is certainly glad to see our system being utilized.</p> <p>Dan stated the system added 56 subscriber units for a total of 24,864 and continued with the sites below three nines pointing out that one of those was due to an antenna repair, a couple due to backhaul communication issues, and most of the others were due to preventative maintenance inspections.</p> <p>Dan noted the website had 251 sessions and 887 page views for the month of June, 57% of those being new visitors and the majority of those being on desktop devices as opposed to mobile.</p> <p>6. Dan offered the municipal representatives the opportunity to share what was going on in their areas starting in the central area.</p> <p>Ms. Tammy Goggia-Cockrell stated she had nothing to add.</p> <p>Next Dan asked if there was anything from our North representatives and Fire Marshal Kyle Green advised he had nothing from the northern reps.</p> <p>Lastly Dan asked if there was anything from southeast today.</p> <p>Lt. Erann Kalwara thanked him for his visit in May and stated it was very helpful to get to talk in person and go through</p>	
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	<p>some technical and operational things. She noted they are getting ready to host Ironman Alaska in Juneau in August, so they will be exercising on ALMR more than we ever have in the past and it will be a good event for them.</p> <p>Dan stated he was certainly looking forward to seeing how the even went for them and would look for a report on that once that event was over.</p>	
System Management Office	Mr. Nik Fahnestock, System Manager	Action Items Assigned
	Mr. Nik Fahnestock briefed they had some periodic maintenance inspections (PMIs) going on in the southeast. He also noted they were going to be doing that GTR upgrade for one of the sites down there.	
State of Alaska	Mr. Scott Stormo	Action Items Assigned
Move of Departments	Mr. Scott Stormo stated the Alaska Public Safety Communication Services (APSCS) had moved from the Department of Military and Veterans Affairs to the Department of Public Safety on July 1. He advised he did not expect that to cause any differences to how they support the system that other than we maybe have a more appropriate department to be advocating for the use of the system since they are obviously the majority user of the public safety communication system. Scott briefed it should also be a little easier to help explain to the Legislature administration the importance of ALMR and when upgrades are expansions are needed. He stated the thought it would be a good thing that we've been moved over to DPS.	
Department of Defense	Mr. Timothy Woodall	Action Items Assigned
	Mr. Timothy Woodall was not present for the meeting and there was nothing presented from the Army or Air Force representatives.	
New Business	Discussion	Action Items Assigned
Agency Non-compliance	<p>1. Dan advised the US Army Alaska was the only agency to not complete their annual inventory compliance and this would be referred to the Executive Council at their July meeting for any determination of actions to be taken.</p> <p>Mr. Rick Williams stated he would hate for us to become focused on the wrong thing, and I think that exactly the right thing is, you know, the Zone 2 controller and a quarter of your funding is at risk as opposed to compliance with a suggestion that you got from the legislature, so I mean we should probably consider which of those things we should have conversations about.</p>	



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	<p>John advised he didn't disagree and moving this forward is advantageous because it opens up that discussion to talk about what is important to focus on.</p> <p>Scott requested clarification and noted he was trying to make sure he understood, but that it sounded like Rick was talking about two completely different things, but the acknowledgement is that you have a commitment for accountability. He stated it should be pretty easy because in the Air Force he had annual inventories that had to be done and he assumed the Army does something similar to keep track of all their products. Scott briefed as long as the Army is doing their normal inventory of equipment like the radios, he thought it would be safe for Rick to sign off that memo stating that you. He clarified that the accounting doesn't necessarily mean you have to go rerun an accountability process just specifically for this but basically, he would be acknowledging that he is accounting for Army property.</p> <p>Scott stated the second thing Rick was talking about, unless he was missing something, sounded more like new business, and asked if the Army may not sign a membership agreement for the next year, but would for this current year.</p> <p>Rick advised they were looking at all of their options and noted USARK is a very small organization at this point, but the Airborne Division, which was just flagged, is a much more developed organization with a great deal more headquarters and that is where his focus has been. He stated he had several million dollars that he was looking at with the Army trying to put into some of our programs, some of which touch ALMR in an ancillary manner and the focus of his headquarters being towards that effort.</p> <p>Rick briefed there hasn't been an airborne division flag since 1943, so this is a this is a new thing and there are some profound changes in the army structure, and it may affect how their partnership looks with ALMR. He advised he really didn't want to get focused too much on handheld inventories but wanted to see whether or not they were going to remain part of the cooperative, which is very much in question. Rick stated until he got funding and until he got the assurance that they were going to do continue in the fiscal partnership, these other things are ancillary to the conversation that we probably ought to have.</p> <p>Scott noted that this is more of a new business topic and the easy way forward on the annual inventory might be just have the POC sign it and return it assuming that the Army is has their own processes to keep track of their equipment, and that's probably the easy button for that one.</p>	
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<p>FEMA RECCWG and COMMEX</p>	<p>Scott stated he did want to make sure Rick knew the State had executed the option year in the contract with the understanding from the DOD that all the DOD were on board with this next year of the contract, and asked Rick again if he was saying the Army may not have funding to pay the bill for this coming fiscal year.</p> <p>Rick stated he was the upgrade and the Army being excluded from the upgrade may break the requirement that the Army has, but he was continuing to move forward optimistically with funding requests, but he did not have those funds, and this isn't really new news, but news from last October when he first got the proposal. He emphasized he wanted to not lose that there are lots of things on the table here that normally are not on the table, so when the UC goes to talk to the Executive Council, it should be, hey, this system is useless if the Army can't get the funding and the Army's not interested in participating in something useless or for paying for something that they're not getting. Rick advised everyone knows what the Army options are and, in the meantime, he would continue as he has since last October to try to get funding for the specific amounts that were identified for the upgrade.</p> <p>John told Rick he appreciated it and knows it puts him in a hard position and that he doesn't want to make a promise he cannot keep if he doesn't have the funding. John noted Rick had been very open and also had said that he supported the upgrade, but until the Army has the money it's difficult to say he was 100 percent on board.</p> <p>John pointed out the discussion was twofold – the non-compliance issue which can have some serious ramifications, and the second half that was brought up regarding the funding of the upgrade. John requested that the second half be moved into an offline discussion regarding what can we do if push comes to shove and also that they should set up some additional meetings between the State of Alaska and DOD and bring in the Municipality of Anchorage because they would be impacted although to a lesser degree.</p> <p>2. Mr. Richard Wilhelm reminded the group that the FEMA Region 10 Regional Emergency Communication Coordination Working Group (RECCWG) was being held on July 13 in Anchorage, followed by a communications exercise (COMMEX) on July 14. He asked that his email be posted in the chat in case anyone wanted to contact him to attend, and Dan posted it, as requested.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>John reminded everyone the next meetings are scheduled for August 3 and September 7</p>	



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Adjournment	Discussion	
	<p>John asked if there was any other discussion and hearing no response, he made the motion to adjourn the meeting.</p> <p>Motion: Adjourn the July monthly User Council meeting.</p> <p>Motion: Mr. Jim Goodman Second: Mr. Henry Cole</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:03 p.m.</p>	