



**ALMR User Council
Meeting Minutes**

Date: September 7, 2022

1. Attendance.

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

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

Alternate				
T	Acone	Abigail	A1C	DOD USAF, JBER
N/A	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Carter	Bobby	Mr.	Federal Non-DOD All Others, TSA
E	Clenendin	John	Mr.	SOA DOT
N/A	De Hart	Kaitlyn	A1C	DOD USAF, JBER
E	Green	Kyle	Fire Marshal	Municipalities North, University Fire Department
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
U	Maley	Christopher	TSgt	DOD USAF, Eielson AFB
T	Nelsen	Scott	Mr.	SOA All Others, DMVA, Vice Chair
U	Reddington	Robert	Mr.	Federal Non-DOD DOI, US Fish and Wildlife Service
T	Roberts	Rick	Captain	SOA DPS
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army - Alaska

Supporting Staff and Guests:

T	Barela	George	Mr.	Verizon
T	Butcher	Joel	Mr.	MATCOM
T	Clark	Ciji	Ms.	Verizon
T	Clarke	Buckley	Mr.	APSCS
P	Fahnestock	Nik	Mr.	System Manager
T	Lemmer	Scott	Mr.	Verizon
P	Nelson	Dan	Mr.	Operations Manager
T	Patterson	David	Mr.	Motorola Solutions
P	Reed	David	Mr.	ALMR ISSM
T	Richter	Bruce	Mr.	DHS



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T	Rogell	Pete	Mr.	BK Technologies
T	Shafer	Sherry	Ms.	ALMR Document Specialist
T	Thometz	Tim	Mr.	Icom
T	Ulrich	Naomi	Ms.	Motorola Solutions
P	Woodall	Timothy	Mr.	ALCOM J6

2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:33 p.m.	
Roll Call	Roll call was taken, and a quorum of User Council (UC) members was in attendance. Mr. Nik Fahnestock, SSgt Brandon Hernandez, and Mr. Richard Roberts joined the meeting after the roll was taken/read.	
Introduction of Guests/Special Announcements	Mr. Dan Nelson reminded the group there were some representatives from Verizon and they would be doing a demonstration following the business meeting today. He noted he would introduce that group when the regular meeting concluded.	
Previous Meeting Minutes	John asked if everyone had the chance to read the August meeting minutes and if they had any changes. Hearing no response, John requested a motion to approve the meeting minutes. Motion: Approve the August meeting minutes as presented. Motion: Mr. Scott Nelson Second: Mr. Jon Kroona There were no objections or further discussion. The motion passed.	
Issues & Risks Log	Updates	Action Items Assigned
	John noted there were three updates to the Issues and Risks Log from the last meeting. He stated the nomination letter had been received by the User Council to fill the alternate DOT position and the Executive Council had approved the appointment. John advised the Clear and other DOD microwave hops were being updated.	
	Issues Closed at, or since, last meeting	
	N/A	
Action Items	Review	Resolution



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	John noted the action item was closed and that would be covered under the Operations Management Office overview.	
Operations Management Office	Mr. Dan Nelson, Operations Manager	Action Items Assigned
GTR Upgrade	<p>1. Mr. Dan Nelson briefed there was still one site remaining which is Sunny Hay and added the plan was to have some technicians down there to watch the mountain and hopefully they would get a possible weather break this weekend. He pointed out the helicopter had about six or seven hundred pounds to sling up the mountain, so it is not a quick trip and then once they start working on the site, it's a good eight-to-ten-hour outage. Dan advised that they obviously don't want to get up there and then start something and then have to be taken off the mountain due to weather and have the site down.</p>	
System Software Upgrade	<p>2. Dan advised there is a lot of the pre work that's been done including the dispatch centers who had their console upgrades occur in the last few weeks. He noted, as of the end of last week, Zone 4, which is the Municipality of Anchorage was completed and that pre work is done. Dan stated Nik would probably fill in anything he missed here. He briefed more upgrade prep work would be starting the week after next which will result in some impacts to users but during that time Motorola has a good high-level plan to ensure that the downtime stays at a minimum.</p> <p>Dan stated there were a couple things he wanted to make sure folks are aware of and the first was that on September 28 and 29, they will be doing the zone controller rollovers, which is the same process used during our maintenance cycle. He explained this will occur about 5:00 a.m. both days and usually takes a couple minutes or less and agencies might not even notice at all at all. He added the OMO and SMO will be checking with dispatch centers and making sure there's nothing that might cause an issue prior to the rollovers.</p> <p>Dan briefed October 4 and 5, Motorola will be doing the upgrades to the network transport equipment at the dispatch sites remotely. He explained this will take each dispatch center down for a few minutes per device, so total down time is dependent on the amount of equipment at each dispatch site. Dan advised during that time, backup radios will need to be used and the OMO is coordinating with all of the dispatch center owners to try and make sure it's not going to cause an issue. He reminded everyone if they had received a notice to be sure and respond and of course we'll be contacting them in real time just in case there are any events happening.</p>	



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<p>Annual Membership Agreements</p>	<p>3. Dan stated the annual membership agreement renewal is a little bit behind schedule, but 121 agencies have returned their agreements. He added he had been calling and leaving some messages and trying to connect with some of those folks who haven't responded, so if anyone still has not returned their membership agreement, please do so and we can get that checked off our list.</p>	
<p>August Document Reviews</p>	<p>4. Dan advised for the August document reviews there were no substantive changes to the Cybersecurity Policy and Procedure, the Privileged User Acceptable Use Policy and Procedure, or the Spectrum Licensing and Management Policy and Procedure. He noted there were some minor administrative updates made to the Cooperative and Mutual Aid Agreement.</p>	
<p>August System Metrics</p>	<p>5. Dan noted there were 1,479,000 group and individual calls which translated into 2,459,897 push to talks. He stated we had quite a decrease from last month, but it is still fairly high versus last August with an increase of 248,000 push to talks, so it is good that we're still seeing system utilization increase. Dan briefed there was a decrease in busies this month; they were down 172 from last month to 599, so that's always good to see.</p> <p>Dan stated we ended the month of August with 24,931 subscriber units, which was an increase of nine from July.</p> <p>Dan noted there were ten sites under three nines with the majority of those being optimization at the DOD sites.</p>	
<p>TDMA Transition Policy</p>	<p>6. Dan stated the website will continue to have updates on the TDMA transition and it will also be published in the newsletter, but last week he started making some phone calls to agencies and setting up individual meetings. He noted he was trying to block out 30 minutes of time with the point of contact and anybody else the point of contact wants to invite to that discussion to look at their inventory and at the flash upgrades. Dan advised they will have the chance to talk about any concerns and make sure their information is accurate. He explained the reasoning is we have seen some misconceptions about TDMA, misconceptions about what agencies need to do, and this gives us time to talk about individual use cases that are not appropriate for larger meetings. Dan briefed he is starting with some of the smaller agencies and will be working his way up, but it's fairly random so agencies can expect to be getting a probably an invitation and he will probably be doing this for a month or two to get through all 135 agencies. He requested the representatives let their affiliate members know that they might be getting that invitation and to please accept it and</p>	



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<p>Other Items of Interest</p> <p>UC Representative Update</p>	<p>pick a time and date that works for them to have a discussion about their situation.</p> <p>7. Dan advised he had attended the APCO meeting and the Motorola Trunk User Group (MTUG) meeting about a month ago and there were some very, very good discussions and he learned some things about the technology side and some of those things from the Motorola user group community. He added he had a couple different impressions which were obviously a lot of the tie in of LP and broadband and some of these technologies, but there were also some interesting conversations about the broader spectrum of things like NG 9-1-1 and other things that that kind of tie in that maybe have some relevance there. Dan pointed out one of the big discussion topics of course was a supply chain issues and especially on the Motorola side and being able to fulfill orders, but it was good to meet some of the people and some of the other system managers and owners and it was certainly a very worthwhile endeavor.</p> <p>8. Dan requested updates from the User Council representatives if they had anything to weigh in. He started with the central municipalities and asked if they had anything to report. Hearing no response, he moved to the north and asked if there was anything from north today. There was no response, so Dan moved to the southeast. Ms. Erann Kalwara stated she had nothing for today.</p>	
<p>System Management Office</p>	<p>Mr. Nik Fahnestock, System Manager</p>	<p>Action Items Assigned</p>
<p>Periodic Maintenance Inspections</p> <p>Antenna Issues</p> <p>Console Upgrades</p>	<p>1. Mr. Nik Fahnestock briefed they are reengaging the periodic maintenance (PM) process now that they are almost completed with the GTR installs. He noted they had completed Tok and Cathedral Rapids, and Black Rapids was currently in progress with upcoming inspections at Trims and Delta in the immediate future and those would be listed in the Daily System Status Report.</p> <p>2. Nik stated there are antenna issues out there that they have been actively identifying and fixing. He added some of them are still in the engineering phase of how they're going to be fixed due to structural reasons, weight reasons, etc. Nik advised if agencies are experiencing any kind of issues out there, to please let the System Management Office (SMO) know at the Help Desk and they would look more into determining if it is an antenna issue or something else.</p> <p>3. Nik stated the console upgrades were completed.as Dan had briefed, and he had talked with the project manager who stated everything went really well. He did note there were a few little issues that did come up but were fixed on spot or the very next day and everyone seemed to be very happy with the outcome of that.</p>	



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<p>State Representative Updates</p>	<p>4. John asked for any updates from the state representatives starting with DOT. Ms Shafer advised John both representatives were out today.</p> <p>With that John moved on to DPS, and he advised they got the approval for a purchase order for 330 portable radios and 330 mobiles, which was approximately a \$3.7 million purchase and that should be sent to Motorola today.</p> <p>John asked the All Others representative, Mr. Scott Nelson, if he had anything to bring up and Scott replied he had nothing.</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
<p>ALMR/joint service-related matters</p> <p>DOD Representative Updates</p>	<p>1. Mr. Timothy Woodall stated he had nothing at this time for the group.</p> <p>2. John asked for any updates from the DOD representatives starting with Mr. Rick Williams for the Army.</p> <p>Rick advised they have cleared legal, budgetary and operational hurdles and are now at the command level for the decision on participating in TDMA upgrades, more to follow.</p> <p>John next asked SSgt Brandon Hernandez if he had any updates for JBER and Brandon stated they had no updates, nothing pressing.</p> <p>Lastly, John asked for updates from Eielson and there was no response.</p>	
<p>New Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
	<p>John asked if anyone had any New Business and there were no responses for New Business items.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>John stated the next meetings were October 5 and November 2.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<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 September monthly User Council meeting.</p> <p>Motion: Mr. John Rockwell Second: Mr. Scott Nelsen</p> <p>There were no objections. The motion passed and the meeting adjourned at 1:56 p.m.</p>	