



Alaska Land Mobile Radio Communications System

Cooperative Agreement Appendix E

Membership Agreement



Access to the Alaska Land Mobile Radio (ALMR) Communications System provided through this Membership Agreement, and any amendment(s) thereto, is conditioned upon the approval of the terms and conditions of access as outlined in (the) ALMR Communications System Cooperative and Mutual Aid Agreement and approval by the Executive Council.

This Membership Agreement is for the period of July 1, 2024 to June 30, 2025, and entered into by and between (the Member aka User) (insert agency name here), whose address is (insert agency address here), and the Alaska Land Mobile Radio (ALMR) Executive Council, whose designated representative is the ALMR Operations Management Office, 5900 E. Tudor Road, Suite 121, Anchorage, AK 99507-1245.

I. PURPOSE

ALMR is a multi-site, dedicated public safety wireless communications system providing portable and mobile coverage to its Member agencies. Member agency benefits and services include, but are not limited to, a Project 25 compliant system, multiple system redundancies with backup power, a wide range of talkgroups, auto affiliation and de-affiliation, electronic identification on all transmissions, microwave system connectivity, encryption availability, emergency alert availability, private calling availability, system security, radio interoperability, system management, review of user agency radio code plug and subscriber unit familiarization, operations management support including, but not limited to those products and services listed in the Operations Management Office (OMO) and System Management Office (SMO) Customer Support Plans.

Every effort will be made to keep the ALMR system operational 24/7. However, both the member agency and ALMR acknowledge that there may be situations where planned and unplanned system outages may occur. ALMR will make every effort to avoid service disruptions, will promptly notify member agencies of disruptions, and will make every effort to respond and restore interrupted service in a timely manner. However, acknowledging that service disruptions are likely, ALMR system infrastructure owners will not be liable for any resulting impact from such disruptions.

II. DEFINITIONS

- A.** Abuse of User Privileges: repeated violation of system guidelines, procedures, protocols, or violation of the membership agreement may result in termination of the membership agreement subject to the review and direction of the Executive Council. A decision by the Executive Council is final and non-appealable.
- B.** Alaska Federal Executive Association (AFEA): Federal government entities, agencies, and organizations, other than the Department of Defense, that operate on the shared ALMR system infrastructure.
- C.** Alaska Land Mobile Radio (ALMR) Communications System: the ALMR Communications System, as established in the Cooperative and Mutual Aid Agreement
- D.** Alaska Municipal League: a voluntary non-profit organization in Alaska that represents 165 cities, boroughs, and unified municipalities.
- E.** Alaska Public Safety Communication Services (APSCS): a State of Alaska (SOA) office in the Department of Public Safety (DPS) that operates and maintains the SOA Telecommunications System (SATS) supporting ALMR and provides public safety communication services and support to state agencies.
- F.** Cooperative and Mutual Aid Agreement: the instrument that establishes ALMR and sets out the terms and conditions by which the system will be governed, managed, operated, and modified by the parties signing the agreement.
- G.** Department of Defense - Alaska: Alaskan Command, US Air Force and US Army component services operating under United States Pacific Command and United States Northern Command.
- H.** Department of Public Safety (DPS): a State of Alaska (SOA) department where the SOA Telecommunications System (SATS) and ALMR programs reside.
- I.** Emergency Alarm: a Project 25 feature, when enabled, allows a user to transmit an



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- emergency alarm to their dispatch center, or a dispatch center mutually agreed upon.
- J. Executive Council:** governing body made up of three primary members and two associate members representing the original four constituency groups: the State of Alaska, the Department of Defense, Federal Non-DOD agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).
 - K. Gateway:** a device that allows a disparate radio to communicate in real time, overcoming spectrum, formatting, and other technical challenges.
 - L. Information Assurance (IA):** information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.
 - M. Local Governments:** those Alaska political subdivisions defined as municipalities in AS 29.71.800(14).
 - N. Member:** a public safety agency including, but not limited to a general government agency (local, state, tribal, or federal), its authorized employees and personnel (paid or volunteer), and its service provider, participating in and using the system under a membership agreement.
 - O. Membership Agreement:** the agreement entered into between the ALMR Operations Management Office, as the designated agent for the Executive Council, and the user agency, which sets forth the terms and conditions under which the system provides services to the user agency and the user agency's responsibilities, while operating on the system. Also referred to as a user agreement.
 - P. Municipality of Anchorage (MOA):** the MOA covers 1,951 square miles with a population of over 290,000. The MOA stretches from Portage, at the southern border, to the Knik River at the northern border, and encompasses the communities of Girdwood, Indian, Anchorage, Eagle River, Chugiak/Birchwood, and the native village of Eklutna.
 - Q. Non-Proprietary Talkgroup:** a talkgroup assigned during a multi-agency operation, such as a central dispatch. Cooperatively shared by participating users, a non-proprietary talkgroup is not member exclusive.
 - R. Operations Manager (OM):** represents the User Council interests and makes decisions on issues related to the day-to-day operation of the system and any urgent or emergency system operational or repair decisions; establishes policies, procedures, contracts, organizations, and agreements that provide the service levels as defined in the ALMR Service Level Agreement in coordination with the User Council.
 - S. Operations Management Office (OMO):** develops recommendations for policies, procedures, and guidelines; identifies technologies and standards; and coordinates intergovernmental resources to facilitate communications interoperability with emphasis on improving public safety and emergency response communications.
 - T. Party/Parties:** one or more entities who have signed the Cooperative and Mutual Aid Agreement. The parties to the agreement are Department of Defense - Alaska, Alaska Federal Executive Association, and the State of Alaska, respectively or collectively.
 - U. P25 Standards:** the P25 suite of standards involves digital land mobile radio (LMR) services for local, state, tribal, and national (federal) public safety organizations and agencies. P25 is applicable to LMR equipment authorized or licensed, in the U.S., under the National Telecommunications and Information Administration (NTIA) or Federal Communications Commission (FCC) rules and regulations.
 - V. Proprietary Talkgroup:** an exclusive talkgroup assigned to a single, specific user group.
 - W. Radio –** either a Project 25 compliant control station, consolette, mobile, or portable radio, which has a unique identification number and is assigned to ALMR.
 - X. Radio Programming:** fleetmapping, template programming and reprogramming, and assignment of talkgroups within ALMR.
 - Y. State of Alaska (SOA):** the primary maintainer of the State's infrastructure system, and shared owner of the ALMR system. The State of Alaska sponsors local/municipal agencies onto the system.



- Z.** State of Alaska Telecommunications Systems (SATS): the State of Alaska telecommunications system microwave network, which is managed by APSCS.
- AA.** System Management: the responsibility residing with the Operations Manager/System Manager on behalf of all ALMR members that include, but are not limited to:
 - 1. Assign radio use priorities.
 - 2. Assign radio identification numbers.
 - 3. Manage talkgroups to assure appropriate use of ALMR.
 - 4. Set standards for the selection and supervision of ALMR personnel.
 - 5. Enforce guidelines, procedures, and protocols governing the operation of radios on ALMR.
 - 6. Generate and use statistical data and reports concerning member agency talkgroups, call duration, call types, busy signals, and other data analyses and reports; and
 - 7. Enforce termination of the membership agreement when a member agency's conduct or action(s) cause systemic and/or continuous ALMR operational problems.
- BB.** System Management Office (SMO): the team of specialists responsible for management of maintenance and operations of the system.
- CC.** Talkgroup: the electronic equivalent of a channel on a trunked system; a unique group of radio users that can communicate with each other.
- DD.** Codeplug: a radio's personality data that contains various programmable parameters, including frequencies, time-out-timers, and so on is stored. Codeplug files can be archived on the computer's hard drive for later use or cloned to other radios with identical model and manufacture feature sets.
- EE.** User: an agency, person, group, organization, or other entity which has an existing written membership agreement to operate on ALMR with one of the parties to the Cooperative and Mutual Aid Agreement. The terms user and member are synonymous and interchangeable. All terms and conditions of the Cooperative and Mutual Aid agreement defined apply to local/municipal government agencies that are sponsored/represented by the State of Alaska.
- FF.** User Council: governing body responsible for recommending all operational and maintenance decisions affecting the System. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management, oversight, and operation of the system. The User Council oversees the development of system operations plans, procedures, and policies.

III. ALMR COMMUNICATIONS SERVICES

Services provided are listed in the Operations Management Office and System Management Office Customer Support Plans at <http://www.alaskalandmobileradio.org>.

IV. GENERAL PROVISIONS

- A.** ALMR Mobile Radio Coverage: ALMR provides portable and mobile radio communication coverage to the member subject to the member's responsibilities and compliance with recommended optimal performance standards for equipment, antenna installation, and maintenance. If the member agency detects possible ALMR network infrastructure malfunctions or radio communication coverage loss, the member should first contact the ALMR Help Desk and provide specific information regarding the problem, as requested. If the system is cleared as a probable cause, the agency should then contact its equipment service or maintenance provider for an evaluation of the problem. If the service provider determines the problem is not an equipment installation or maintenance problem, the member should promptly notify the Help Desk. The Help Desk will immediately notify the System Manager, or designated on-call technician, who will promptly investigate and take appropriate corrective action to alleviate the coverage loss or network infrastructure malfunction and report the corrective action to the member agency. Coverage is not guaranteed and will vary from location to location. The member agency is encouraged to conduct its own radio communications coverage test to determine the expected coverage level in its geographic jurisdiction.



- B. Private Calling Availability:** an agency may choose to avail itself of Private Calling. Private calling permits properly programmed mobile and portable radios in a talkgroup to enter into one-on-one conversations. Only the initiating and target radio(s) are able to communicate with each other. Private calling can tie-up ALMR system resources. Consequently, a determination of the need and potential impact on the system will be made by the System Management Office when such a request is received from Member agencies.
- C. Electronic and Infrastructure Maintenance:** ALMR provides complete monitoring, inspection, and maintenance programs for all Motorola P25 trunked ALMR radio frequency (RF) infrastructure in operation at its system sites through contracts and in accordance with the Service Level Agreement.
- D. System Redundancy and Security:** ALMR provides a system redundancy called fault tolerance. With fault tolerance, a single point of failure will generally not result in negative system wide performance. Many redundant and backup systems within ALMR are designed to eliminate complete system failure. Several levels of survivability are available.
- E. Performance Standards and Monitoring:** ALMR utilizes performance standards and diagnostic methods, which are monitored 24 hours a day. System management is maintained at the System Management Office and zone controllers on a daily basis. ALMR staff adhere to stringent quality standards of installation and maintenance through scheduled inspections of all sites, monitoring of member satisfaction on a regular basis, tracking of member problems and service requests, monitoring of scheduled and unscheduled system downtime, oversight of system traffic performance, drive testing within the system, collection and analysis of empirical data, and planned system upgrades and enhancements.
- F. Upgrades and Enhancements:** upgrades are changes made to ALMR infrastructure to assure compliance or to improve upon previously existing features and operations of ALMR. Some upgrades may be provided to all member agencies at no additional charge. Enhancements are modifications made to ALMR services or systems that add functions or features not originally part of ALMR or the services requested by the member agencies. Such enhancements made to the infrastructure may also require an upgrade or replacement of user subscriber assets. To access such enhancements and features, it is solely the responsibility of the user to upgrade their subscriber assets. Also, if applicable, enhancements may necessitate an adjustment in all member agencies fees.
- G. Gateway Use:** Gateways are options for members to use if they have a gateway device and obtain the required approval to use it on the system.
- H. Information Assurance:** as provided through the Department of Defense Information Assurance Risk Management Framework (DIARMF).
- I. OMO Standards Measurement and Trends:** as provided by the Operations Management Office Customer Support Plan and the Service Level Agreement.
- J. Service Level Agreement:** outlines the operations and maintenance services as required by the User Council for the sustainment and operations of the ALMR infrastructure. The performance metrics contained in the SLA describe the maintenance standards for the ALMR system infrastructure. ALMR cost share services are also outlined in the SLA.
- K. State-owned frequencies:** Subsequent to provisions of Federal Communications Commission (FCC) Regulation 47CFR90.421(b), the State of Alaska grants specific and limited permission as a part of ALMR membership to utilize the frequencies listed below under the terms and conditions of the State's FCC license(s). These frequencies are specifically set aside for public safety interoperability and used as part of the designated required interop zones for membership. Members shall immediately cease using any or all frequencies upon the request of the state, all channels will be named per state instructions.
- L. Interoperability Zone Conventional Channels:** State1, State2 and NSAR (National Search and Rescue, also called VSAR16 in the DHS NIFOG) are licensed to the State of Alaska, specifically the APSCS frequency manager. ALMR membership has authorization to use those three channels statewide for their intended purpose by the State. FCC call signs can be provided by contacting the APSCS office. VCall 10, VTAC 11-14, and 36 are authorized nationwide by the FCC for local interoperability use; rules are in the DHS NIFOG. Channels 8-16 in the three ALMR



interop zones are the State of Alaska standard VHF interop channels as outlined in the TICP part of the SCIP.

V. MEMBERSHIP OBLIGATIONS

- A. Activation and Member Fees** – Not later than June 30 each year, the parties (signatories) to the Cooperative and Mutual Aid Agreement will determine the cost obligations of individual members, if applicable. Each party to the Cooperative and Mutual Agreement will be responsible for communicating any associated costs to the member agencies.
1. **State of Alaska** - For FY2025, the cost obligation for your agency is calculated at _____. The State of Alaska Department of Public Safety has funded your cost obligation in the amount of _____. Your final cost obligation due is _____.
 2. **Department of Defense** - For FY2025, the cost obligations for your agency is calculated at _____. Your final cost obligation due is _____. You will coordinate directly with the State of Alaska Department of Public Safety to fulfill your cost obligation.
 3. **Federal Non-DOD** - For FY2025, the cost obligations for your agency is calculated at _____. Your final cost obligation due is _____. You will coordinate directly with the State of Alaska Department of Public Safety to fulfill your cost obligation.
 4. **Municipalities/NGOs** - For FY2025, the cost obligations for your agency is calculated at _____. The State of Alaska Department of Public Safety has funded your cost obligation in the amount of _____. Your final cost obligation due is _____.
- B. Funding Obligation:** Individual member agencies operating on the system are responsible for requesting and obtaining sufficient funds to cover that member's annual cost obligation and shared system infrastructure costs, as applicable. Use of the State of Alaska Infrastructure Operations and Maintenance contract, requires timely payment of invoices. By using this contract vehicle, member agencies will abide by payment timelines and penalties as detailed: Payment of invoices is NET 30 Days; non-payment after 45 days may incur a penalty.
NOTE: The DOD member agency Contract Officer Representative (COR) will be responsible for assuring funds associated with their apportioned cost obligation, infrastructure, and Operations Management cost liability are provided and in place, as required, to ensure timely execution of contracts providing mutual services for the ALMR membership.
- C. Member Radio Equipment:** Member agencies may only use ALMR-approved radio equipment. Member agencies are responsible for acquiring and obtaining programming for their own equipment. A list of acceptable radio equipment is available on the ALMR website or from the System Management Office. This list will be updated as additional radios pass the acceptance test procedures (ATP). Member agencies are accountable for equipment used on the ALMR system and must report the lost, stolen, damaged, or destroyed equipment to the Help Desk immediately upon discovery. IAW the Asset Management Procedure 400-8, agencies should reconcile the annual subscriber audit report provided by the SMO against their records and forward any discrepancies via email or fax to the SMO.
- D. Radio Maintenance and Repair:** Each member agency is responsible for proper maintenance and repair of its radio subscriber equipment. This ensures that the member agency's radios are in optimal operating order and will not have an adverse impact on other members' use of ALMR.
- E. Personal Business:** No personal business may be conducted on ALMR by the member, its employees, or authorized agents, including volunteers and the member agency's service provider.
- F. Compliance with Federal, State and Local Laws:** Member agencies will comply with all current and future Federal, State, and local laws, rules, and regulations, as they relate to consolidated public safety and dispatching.
- G. Compliance with Guidelines, Procedures, and Protocols:** The member agencies will comply with all guidelines, policies, procedures, and protocols governing the operation and use of the ALMR system as established by the User Council, approved by the Executive Council, and enacted by the Operations Management or System Management Offices. Member agencies will comply with all directives of the Executive Council, including but not limited to those listed in this membership



agreement. Copies of policies and procedures are available to the member agencies through the Operations Management Office or at <http://www.alaskalandmobileradio.org>.

- H. Member Agency POC: Each member agency will identify a central point of contact (POC) to serve as its liaison to the ALMR System Management Office. The POC will be responsible for authorization of codeplug modifications, coordination of new radios onto ALMR, providing fleetmapping data for record keeping purposes, providing after-hour emergency telephone numbers for member-owned infrastructure as outlined in the ALMR Service Level Agreement, and attending meetings necessary for the safe and efficient operation of ALMR. Member agencies are responsible for notifying the ALMR Help Desk/OMO immediately upon changes to their POCs.
- I. Security: All management console or dispatch console operators shall complete the required ALMR IA Training prior to obtaining ALMR system user credentials. All system users shall comply with the timely application of security patches/updates when notified of their availability by the SMO. No agency shall allow the connection of unauthorized components to the System or to any port on the system at any time. Agencies shall ensure no non-standard, unapproved applications are loaded on ALMR computers, servers, or routers at any time. Agencies shall ensure no unauthorized personnel are allowed access to system management components (e.g., management consoles) at any time. Member agencies shall ensure encryption is used, whenever appropriate. Agencies shall comply will all Information Assurance controls, policies, procedures, and processes.
- J. Corrective Action: In order to protect the integrity, security, safety, and efficient operation of ALMR for all its member agencies, member agencies will take appropriate corrective action against any of its employees who violate ALMR guidelines, procedures, or protocols including those set out in this membership agreement.
- K. System Management: Member agencies will comply with System Management direction in order to ensure the safe and efficient operation of ALMR for all members.
- L. Trained Personnel: Member agencies are responsible for providing training to their personnel and will not permit any employee or other personnel, including volunteers, to use ALMR until such individual(s) have received proper/appropriate radio use and security training.
- M. Contracting Responsibilities for DOD member agencies/organizations: DOD member agencies/organizations will nominate a Contracting Officer Representative (COR) through the ALMR Contract Functional Commander (ALCOM J6) to 673rd Contracting for appointment. DOD member agencies/organizations will maintain a COR at all times. CORs will execute the contract administration related to requirements that agencies/organizations execute through the associated ALMR contracts from which they obtain services.

VI. DISPUTE RESOLUTION

If any issue of ALMR non-performance arises under this membership agreement, the parties to the Cooperative and Mutual Aid Agreement agree to resolve the issue at the lowest management level of each party. In the event the issue remains unresolved, the parties agree to immediately escalate the issue to upper-level management for their consideration. They will consider the details of the non-performance issue, assess whether there have been past issues of non-performance, determine how long the non-performance has been continuing, determine the seriousness of the non-performance, and negotiate, in good faith, a mutually agreeable solution. In the event all parties cannot agree on a solution, the non-performance issue shall be directed to the Executive Council who will consult with, and seek advice from, the User Council on resolution of the non-performance issue. A decision by the Executive Council is final and non-appealable.

VII. GOVERNANCE

- A. Executive Council: The Executive Council provides direction for the administration and operation of ALMR. The Executive Council is charged with responsibility to review and approve recommendations regarding future ALMR system features and enhancements, review and advise



on customer service complaints, non-performance issues and potential Member agency termination due to abuse of user privileges. The Executive Council takes advice from the User Council and other committees, working groups, and advisory panels set up by the Executive Council to assist them in making determinations on policy and direction. (Members of the Executive Council are listed at www.alaskalandmobileradio.org)

- B. User Council:** The User Council establishes policies and procedures regarding the operation of ALMR. The User Council is responsible for all operational and maintenance decisions affecting the system. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management oversight and operations of the system. The User Council, through the OMO, oversees the development of System operations plans, procedures, and policies under the direction and guidance of the Executive Council. (Members of the User Council are listed at www.alaskalandmobileradio.org)

VIII. DURATION, CANCELLATION, & TERMINATION OF MEMBERSHIP

Agency membership on ALMR will remain in effect until canceled or terminated by the member agency upon one-year written notice. The membership agreement, between the member agency and the Executive Council, may also be terminated for violation(s) of the terms and conditions of the Cooperative and Mutual Aid Agreement (inclusive of its appendices) upon one-year written notice to the member agency. Termination for cause, or departure at the request of the agency, does not relieve the member agency of their financial obligations, if applicable, for the inclusive term of the membership (as specified on page one). Termination is subject to review and approval by the Executive Council.

IX. TERMINATION ASSISTANCE

If this membership agreement is canceled or terminated for any reason, ALMR will provide reasonable assistance as requested by the member agency to allow for the orderly transfer of services.

X. MISCELLANEOUS

- A. Waiver:** the failure of a signatory to insist upon strict adherence to any term of this membership agreement shall not be considered a waiver or deprive the signatory of the right thereafter to insist upon the strict adherence to that term of the membership agreement.
- B. Modification:** this membership agreement may not be modified, amended, extended, or augmented, except by written amendment signed by both the signatories to the membership agreement and approved by the Executive Council or their agent.
- C. Governing Law:** this membership agreement shall be governed by and construed in accordance with the laws of the State of Alaska, and any and all applicable Federal laws.
- D. Headings:** the headings given to the sections and paragraphs of this membership agreement are inserted only for convenience and are in no way to be construed as part of this membership agreement, or as a limitation of the scope of the particular sections or paragraphs to which the heading refers.
- E. Independent Contractor Relationship:** the relationship between ALMR and member agencies is that of an independent contractor and client. No agent, employee, or servant of ALMR shall be deemed to be an employee, agent, or servant of the member agencies. Member agencies will be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors, and volunteers regarding compliance with this membership agreement.

XI. SPECIAL PROVISIONS

- A. Funding Obligation:** Per the Cooperative and Mutual Aid Agreement, Article 2, Section 11, and Article 9, Section 7, and as further noted in Article 11, Section 6, nothing contained in this membership agreement shall be construed as binding the member agency to expend in any one fiscal year any sum in excess of available appropriations made by Congress, the Alaska



Legislature, a city council, a borough assembly, or a board of directors for the purposes of this membership agreement for that fiscal year, or to be obligated to make an expenditure of money in excess of such appropriations.

- B. Liability:** the signatories to this membership agreement verify their represented agencies accept responsibility for any property damage, injury, or death, caused by the acts or omissions of their respective employees acting within the scope of their employment under this Membership Agreement to the fullest extent permitted by law. Signatories shall not be held personally liable for financial or any other obligations, clauses, or responsibilities regarding this system or its effects.

XII. NOTICES

All notices given under this membership agreement, except for emergency service requests, will be made in writing. All notices will be sent to the member agencies as follows: (fill in all gray fields, as applicable)

Agency Name _____
POC Name _____
Address 1 _____
Address 2 _____
City _____
Zip code _____
Phone _____
Cell _____
Fax: _____
Attention _____
E-mail _____

Execution of this membership agreement may only be made by a duly authorized representative of the member agency/local unit of government. By signing, agencies acknowledge understanding and acceptance of all terms and conditions of membership and agree to pay their cost obligation , as listed on page 5. This membership agreement shall become effective as of the date of the last signature.

AUTHORIZED MEMBER SIGNATORY:

AUTHORIZED PARTY SIGNATORY:

Agency Name _____
Representative Name _____
Representative Title _____
Signature _____
Date _____

Entity Name _____
Representative Name _____
Representative Title _____
Signature _____
Date _____



**Alaska Land Mobile Radio Communications System
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Alaska Land Mobile Radio
Attention: Operations Management Office
5900 East Tudor Road, Suite 121
Anchorage, Alaska 99507-1245

Approval (under authority vested by the Executive Council)

Paul Fussey
Operations Manager

Signature

Date