



**ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)**



Memorandum for ALMR Executive Council

23 August 2006

FROM: DoD Co-Chair

SUBJECT: 10 August 2006 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Commissioner Bill Tandeske	State of Alaska, Department of Public Safety
Colonel Kristine Clifton	Alaskan Command
Ms. Heather Handyside	Alaska Municipal League
Ms. Deborah Smith	US Attorney Office

ALMR Project Team Members Present:

Mr. Tim Woodall	DoD Project Manager
Dr. Ken Jones	SoA Project Manager
Mr. Trygve Erickson	Alaska Municipal League
Mr. Brad Johnson (via telecom)	User Council Vice-Chair
Ms. Toni Dixon	ALMR Project Team
Ms. Melissa Marshall	ALMR Project Team
Mr. Joe Quickel (via telecom)	ALMR Project Team
Ms. Ruthi Muffler	ALMR Project Team
Ms. Sharon White	SoA ETS Project Manager

1. Call to order: Colonel Clifton called the meeting to order at 1:37 p.m.

2. Opening Statements and Other Announcements: Colonel Clifton thanked the State of Alaska for transferring the Department of Corrections off of the channel that interfered with DoD operations at Elmendorf AFB. She also stated she greatly appreciated the State's continuing efforts to resolve interference plaguing other channels on the ALMR network.

3. Approval of Previous Meeting Minutes (11 May 2006): No issues. Motion made to approve the minutes, as written.

For the Executive Council, the motion was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

4. ALMR Project Status:

a. PMO DoD: Mr. Woodall briefed:

- 1) Implementation CY05: The DoD has completed all tasks and is finalizing as-built documentation.
- 2) Implementation CY06:
 - a) The Byers Creek site is still pending SoA connectivity and power.
 - b) The Tsina site is still pending SoA connectivity and power.
 - c) Both transportable ALMR units (North and South) are complete. The transporter North is complete and the transporter South is 60 percent complete.
- 3) Transition: All DoD agencies are transitioned to the ALMR infrastructure.
- 4) In Building System Design and Analysis (SDA): The in building SDA and Critical Design Review were completed for DoD installations and critical infrastructure. Contract award to install in building coverage is expected by the end of September 2006.
- 5) Motobridge SDA: The SDA and Concept of Operations (CONOPS) will be completed in December 2006.
- 6) 7.1 Upgrade: The contract was awarded to Motorola; their team is on site and the initial assessments of north and south zone controllers are complete.
- 7) Memoranda of Agreements (MoAs): The DoD has 20 MoAs out to the respective agencies for coordination and comment.
- 8) Operations Implementation:
 - a) Cooperative Agreement: The Cooperative Agreement underwent an extensive review and editing to standardize it with all associated documents. There is further discussion concerning the Cooperative Agreement under "Old Business."
 - b) Maintenance and System Management: The DoD is working with the 3rd Contracting Squadron (3CONS) to execute the maintenance and system management services contract in accordance with the SLA. The DoD and SoA are coordinating an MoA to cost share these contracts.
 - c) Security Certification and Accreditation (C&A): The Information Assurance (IA) and security policy for the general operation of the shared system has been developed, and coordinated with the State and Municipal security representatives. The DoD expects to have C&A completed by July 2007.
 - d) Key Management Facility Over-the-Air Reprogramming Operation (KMF OTAR): The standard operating procedure (SOP) is complete. The US Army is preparing a test plan to validate the different subscriber brands, as well as processes under a large scale. A test report will be generated.

- e) Emergency Response CONOP and Tactical Interoperable Communication Plan (TICP): The effort to develop a statewide CONOP for ALMR Incident Command operations and TICPs for all agencies using ALMR is underway and should be completed by December 2006. This effort was coordinated with the Department of Military and Veteran Affairs (DMVA), Department of Public Safety (DPS), and local government for buy in and executive level support. A kickoff meeting was conducted on 2 August 2006 with the User Council. The DoD recommended exercising TICP and CONOP during local exercises and Ardent Sentry/Northern Edge 2007.
- f) Ardent Sentry/Northern Edge 2007: The DoD contracted for ALMR operations support in preparation for, and during, the exercises to ensure ALMR meets operational needs of participating agencies. An after action report will be provided.

b. **PMO SoA:** Dr. Jones briefed:

- 1) The SoA is currently working to complete build out of the remaining sites.
- 2) A critical issue is the lack of a known process to transfer funds from the SoA to the DoD to support the ALMR cost share.
 - a) The SoA tried using Denali Commission, but it is not in their Charter to support this type of effort and transfer funds.
 - b) The SoA then tried to transfer funds from the DOA to the DMVA to the Alaska National Guard then to the DoD. However, this approach may not pass legal scrutiny. Dr. Jones meets with the AK National Guard financial officer on 16 August 2006 to discuss this matter in further detail. Colonel Clifton requested an update following the discussions.
- 3) The Honolulu site is red because manufacturers are behind on building shelters. The SoA took the Honolulu shelter and put it on a mountain site because the weather will soon limit mountain access. The SoA will replace the Honolulu shelter by the end of the year.
- 4) The Army Guard has all 18 radios stored in battle boxes. The SoA sees this as a major area of concern since they are not training on how to use them.
- 5) The Air Guard is 80 percent implemented with its radios. They will complete implementation following an inspection in late September.
- 6) The cost to complete the transition of the Fairbanks International Airport (FAI) would be in excess of \$500,000. The SoA sent a request to the Department of Homeland Security (DHS), but were advised funds were not available. The SoA then forwarded the funds request to the SoA Transportation System Manager for the Department of Transportation and Public Facilities.

c. **Tri-Borough Project:** Mr. Erickson briefed:

- 1) There is continued support for ALMR from all local areas.
- 2) Most grant applications included requests for interoperable communications.

- 3) All interoperable grant requests were for P-25 compliant equipment. Most communities within the ALMR coverage footprint requested ALMR operable radios.
- 4) Anchorage is optimistic that it will receive additional Homeland Security funds for its infrastructure build-out. They intend to contract for the simulcast portion of the system soon.

5. Old Business:

a. Action Items Recommended as Closed

- 1) Colonel Clifton stated that no significant issues exist with Lieutenant General Fraser's dual roles as the Alaskan Command Commander and President of the Federal Executive Association. Any agreements involving Federal non-DoD partners would be coordinated with the Directors of the agencies.
(CLOSED)
- 2) Since the last meeting, the Joint Project Team met with each member of the Executive Council and provided a briefing on the ALMR Service Level Agreement and cost-share approach approved by the User Council. During this meeting, Mr. Quickel presented a briefing on potential costs associated with each Service Level the User Council identified. The User Council reviewed required levels of maintenance support and divided the RF sites into three categories per their criticality within the System. One significant change was that 24/7 remote system monitoring was changed to after-hours monitoring only because system technicians are on site during duty hours.
 - a) Mr. Johnson had no issues. The User Council approved the SLA.
 - b) With respect to the State of Alaska Telecommunications System (SATS) charges that were presented in the Service Cost Levels, Dr. Jones stated that the SATS charges reflected would likely change. Mr. Woodall referred to the Service Level Agreement which relates to the SoA as a bandwidth provider, and does not currently see the cost share being calculated around the maintenance costs of SATS. Dr. Jones stated he agreed with Mr. Woodall's statement concerning SATS costs related to ALMR.
 - c) Ms. Smith expressed concerns about the lack of 24/7 monitoring. Mr. Woodall explained on site Motorola staff will monitor the system during the day, the network control center in Schaumburg, IL will monitor it after duty hours, and future installation of the Motorola System Control and Data (MOSCAD) fault alarm system may alleviate the need for external contract monitoring 24/7 in the future.

Motion. The ALMR Executive Council release the Service Level Agreement (SLA) for coordination with the partnership agencies

that make up the ALMR User Council. Agency comments will be requested by 18 October 2006 for adjudication by the User Council.

For the Executive Council the motion was made by Commissioner Tandeske and seconded by Ms. Handyside. **The motion was carried and approved.**

- 3) A visitor counter was added to the ALMR User Council Website on 6 June 2006. No issues. **(CLOSED)**
- 4) The Site Status Report was to be revised to show estimated completion dates, status changes since the last report, and a legend defining report symbols. The completion dates for actions were not clear in the document as currently implemented. Ms. Smith asked that comments section be shortened and completion dates be moved out of comments section to a separate column. Action completed. **(CLOSED)**
- 5) The Joint Project Team analyzed the hold harmless/indemnity language in the Draft Cooperative Agreement. Mr. Quickel briefed findings from research on Indemnity/Hold Harmless and compared language to that found in agreements in Utah, Michigan, Indiana and King County in Seattle, Washington.
 - a) IN, UT, and MI LMR communications systems were predominantly managed by the states under their own communications acts. They were governed by the laws of each state and the agreements did not contain indemnity/hold harmless language.
 - b) King County more closely mirrored ALMR. Their cooperative agreement was established in 1992. Each sub-region is required to carry one million dollars in self insurance or an insurance binder with a reputable insurance carrier. This language was extracted and used in the draft ALMR Cooperative Agreement. Ms. Smith's concern was that the ALMR Executive Council parties were exempt from being sued but the Federal Non-DoD agencies do not have similar protection. Ms. Smith said that she would check with the Tort Branch of Department of Justice (DOJ) and Integrated Wireless Network (IWN) Program to see if this matter has been addressed.
- 6) ALMR Cooperative Agreement: This agreement will lay the framework for the operations and maintenance of the cooperatively shared infrastructure implemented under the original MoU/As. The agreement underwent extensive review and editing. It is ready for final draft review. A change management process was described to the Executive Council and was approved for executing changes on the Cooperative Agreement and the Service Level Agreement. This process will ensure that all requested/required changes are properly documented and controlled, as well as providing and maintaining a record of who, what, why, and when changes were made. This record will be provided during adjudication

by the Executive Council and when the agreement is coordinated for final signature.

Motion. Move to release the ALMR Communications System Cooperative Agreement, Rev 5, dated 9 August 2006, and all Appendices as a final draft for formal coordination by the participating agencies. Agency comments will be requested by 18 October 2006 for adjudication by the Executive Council.

For the Executive Council the motion was made by Ms. Handyside and seconded by Ms. Smith. **The motion was carried and approved.**

6. Executive Council Focus Areas:

- a. ALMR User Council: No items.
- b. Transition Activities: No items.

7. New Business:

- a. Trooper Encryption: Ms. Handyside advised that she required Executive Council assistance to get an acceptable option concerning AST encryption of transmissions. Currently, AST is sharing their key with only law enforcement agencies but not with Fire and Emergency Management Services (EMS). As a result, daily operations among public safety agencies are impacted. Several issues from local agencies are:
 - 1) The existing equipment owned by local agencies is not compatible or is cumbersome for encryption.
 - 2) The local agencies lack direction on equipment to purchase.
 - 3) The policies and procedures that go along with sharing of key material were not fully explained to local agencies.
 - 4) The perception is that local agencies won't be able to talk to AST and the AST process will exclude Fire and EMS.
 - 5) The encryption of all AST communications is seen as a step backward from current operations and interoperability.
 - 6) The inability to monitor AST transmissions for situational awareness and proactive response is the biggest concern with fire and EMS agencies.

Ms. Handyside suggested AST lead an assessment/analysis of the impact of encryption on operations at local levels. She thinks new policies would be workable but a letter from Commissioner Tandeske to the Fire Chief Board may be helpful. Mr. Johnson stated that if the main dispatch would remain unencrypted that would solve most if not all of the issues. Commissioner Tandeske agreed to discuss the issue with AST to understand their requirements, and will work to find a solution that would meet the collective Public Safety agencies requirements.

b. Site Name Change for Gilmore Creek. It was determined based on a coverage analysis and site support issues, the best location for the site in the Gerstle River area is Independent Ridge. The previous location selected was not available due to space and power issue, would have provided less coverage, and would have had a much longer development schedule. The new location will provide increased ALMR coverage. The shelter had already been installed at the Independent Ridge location by the State in July this year.

Motion. Approve changing name of Gerstle River site to Independent Ridge.

For the Executive Council, the motion was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

EC members signed ALMR Change Request Form, CRID #CR600-02 TSSC approving the change request.

8. Summary of Meeting Action Items:

a. The Joint Project Office, in coordination with the ALMR User Council, will develop an ALMR training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate ALMR on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge 2007.

b. Dr. Jones will provide Commissioner Tandeske all the State frequency issues NLT 18 August 2006.

c. Dr. Jones will provide a synopsis of all actions concerning SoA actions, concerning the transfer for funds from SoA to DoD, to Colonel Clifton.

d. The DoD will provide King County language on indemnity/hold harmless language to the Executive Council members.

e. Ms. Smith will check with Tort Branch of DOJ and IWN Group for indemnity/hold harmless language.

f. Commissioner Tandeske will address the issues concerning encryption with AST.

9. Next Meeting: The next meeting is scheduled 14 September 2006, 1:30 p.m. at the 5700 E. Tudor Road at the AST facility.

10. Adjourn Meeting: Colonel Clifton made a motion to adjourn the meeting, which was seconded by Commissioner Tandeske. Without further discussion, the Executive Council Meeting adjourned at 3:35 p.m.

Kristine M. Clifton

KRISTINE M. CLIFTON, Colonel, USAF
Department of Defense, Executive Co-Chair
ALMR Executive Council

1 Atch:

Signed Change Request Form, CRID #CR600-02 TSSC

Distribution:

SoA DPS, Commissioner William Tandeske
ALCOM/J6, Colonel Kristine Clifton
AML, Ms. Heather Handyside
US Attorney Office, Ms. Deborah Smith
ALCOM/J64, Mr. Timothy Woodall
SoA DOA, Dr. Kenneth Jones
AST, Major Matthew Leveque



aska Land Mobile Radio

ALMR Program Change Request Form (CR)

Change Request ID #_#CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

Please read the attached instructions prior to completing this form.

Section I - To be Completed by Originator

1. Change Request Title: Change site name and location from Gerstle River to Independent Ridge

2. Originator Name: Dean Strid,
Department of Administration,
Division of Enterprise Technology
Services

3. Originator Contact Phone/Email:
dean_strid@admin.state.ak.us
907-269-5764

4. Response Requested By:
August 15, 2006

5. Approving Authority (Check all that apply) Executive Council User Council General Manager

Air Force Alaska Municipal League Army Department of Homeland Security

DMVA DOA DoD SOA Vendor _____
(Provide Applicable Signature Block(s) on Page 2) (Specify)

6. Approving Authority Rationale: Name/Site changes require Executive Council approval.

Section II - Technology/Site/System Change

7. Request Description: It has been determined the best location for ALMR in the Gerstle River area is the existing State of Alaska microwave site at Independent Ridge, a solar powered site accessible by helicopter only. A new 10x24 shelter for radio equipment and site support is being installed at the location in July, 2006.

The Independent Ridge site is located along the Alaska Highway, between Delta and Dot Lake.

The coordinates are - 63 44 21N 144 50 50W

8. Rationale for Change: This change adds increased ALMR coverage to that area of the Alaska Highway. See the attached coverage map. The Original location selected at AT&T's Gerstle River site is not available (space and power).

9. Alternative Solutions: A new site on the roadway near Gerstle River would provide less coverage than Independent Ridge and have a much longer site development schedule.

10. What is Needed to Implement this Change? FCC license coordination for revised records.

11. Impact:

Scope: n/a

Schedule: The schedule is improved to have this site operational in 2006.

Cost: n/a

Quality: n/a

Security: n/a



aska Land Mobile Radio

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Change Request Current Status/Date 7/28/2006

12. Back Out Plan: n/a	
13a. Evaluator Assigned: (To be assigned by CCB Chair)	13b. Evaluator Recommendation and Comments: (To be completed by CR Evaluator)
Section III - Documentation Change Only	
14. Document Title and Version:	15. Other Documents Affected:
16. Paragraph and Page Number Affected (Attach Pertinent Pages When Possible):	
17. Change Description (From/To):	
18. Rationale for Change:	
19. Impact: Scope: Schedule: Cost: Quality: Security:	
20a. Evaluator Assigned: (To be assigned by CCB Chair)	20b. Evaluator Recommendation and Comments: (To be completed by CR Evaluator)
Section IV - Approval Signature Blocks	
ALMR Project Manager (DOD) Approval: (Name/Date/Title/Signature)	ALMR General Manager Approval: (Name/Date/Title/Signature)
ALMR Project Manager (SOA) Approval : (Name/Date/Title/Signature)	Air Force Approval: (Name/Date/Title/Signature)
AML Approval: (Name/Date/Title/Signature)	Army Approval: (Name/Date/Title/Signature)
DHS Approval: (Name/Date/Title/Signature)	DMVA Approval: (Name/Date/Title/Signature)
DOA Approval: (Name/Date/Title/Signature)	DoD Approval: (Name/Date/Title/Signature)



aska Land Mobile Radio

ALMR Program Change Request Form (CR)

Change Request ID #_#CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

SOA Approval: (Name/Date/Title/Signature)	Vendor Approval: (Name/Date/Title/Signature)
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Chairman, User Council Approval

Chairman Approval: (Name/Date/Title/Signature)
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Executive Council Approval: (All Signatures Required)

DoD Rep: (Name/Date/Title/Signature) <i>Kurtine M. Clifton</i> 8/10/06 Alaskan Command/J6	Federal Non-DoD Rep: (Name/Date/Title/Signature) <i>Abraham M. Smith</i> 8/10/06 U.S. Attorney
SOA Rep: (Name/Date/Title/Signature) <i>[Signature]</i> 8/10/06 Commissioner for Public Safety	MOA Rep: (Name/Date/Title/Signature) <i>[Signature]</i> 8/10/06 Alaska Municipal League

For internal Use Only

Section V - CR Assignment/Recommendation/Comments

20a. Modifier Assigned: (To be assigned by CCB Chair)	20b. Modifier Recommendation and Comments: (To be completed by CR Modifier)
21a. Verifier Assigned: (To be assigned by CCB Chair)	21b. Verifier Recommendation and Comments: (To be completed by CR Verifier)

For internal Use Only

Section VI - CR Status/Assignment/Recommendation

To Change Status - Check Appropriate Box and Complete Info Requested

Status	Date of Change to Status	User Name/Notes
<input checked="" type="checkbox"/> Submitted	7/10/2006	Dean Strid
<input checked="" type="checkbox"/> Tracked	7/28/2006	Toni Dixon
<input type="checkbox"/> Evaluated		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Cancelled		
<input type="checkbox"/> Rejected		



Alaska Land Mobile Radio

ALMR Program Change Request Form (CR)

Change Request ID #_#CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

<input type="checkbox"/> Change Made		
<input type="checkbox"/> Verified		
<input type="checkbox"/> Re-Approved		
<input type="checkbox"/> Closed		