



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



**Memorandum for ALMR Executive Council**

**March 20, 2006**

**FROM: DoD Co-Chair**

**SUBJECT: March 14, 2006 ALMR Executive Council Meeting Minutes**

**TO: See Distribution**

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**Executive Council Members Present:**

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

**ALMR Project Team Member Present:**

Mr. Mike Callahan	SoA Project Manager
Mr. Tim Woodall	DoD Project Manager
Mr. Jim Robinson	DoD Deputy Project Manager
Ms. Toni Dixon	DoD Project Team
Mr. Steve Eason	SoA ETS Project Manager
Mr. Dean Strid	SoA ALMR System Engineer
Ms. Sharon White	SoA ETS Project Manager

**Guests Present:**

Mr. Bill Rasmussen	SoA Department of Homeland Security
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1. **Call to order:** Colonel Clifton called the meeting to order at 9:00 a.m.
2. **Opening Statements and Other Announcements:** Colonel Clifton announced that Mr. Callahan is now serving as the SoA Enterprise Technology Services Director. Mr. Callahan announced that Dr. Jones assumed the position of SoA Project Manager through July 1, 2006. Commissioner Tandeske stated he met with the Director of the DOJ Bureau of Justice Assistance, Domingo Herraiz, during his

recent trip to Washington D.C. He asked the ALMR Project Office to send Mr. Herraiz an ALMR information package, DVD, and reiterate his offer to Mr. Herraiz to visit Alaska.

3. **Approval of Previous Meeting Minutes (November 21, 2005):** Ms. Handyside moved that the minutes be accepted as written; Commissioner Tandeske seconded the motion. There were no objections from the other Executive Council members and the minutes were accepted unanimously

4. **ALMR Project Status:**

- a. **PMO DoD** – Mr. Woodall provided the Executive Council with his status reports and distributed four (4) program change requests (PCR) for the Executive Council approval and signatures. The changes were to temporarily install DoD RF equipment for three (3) sites at SoA locations on the Kenai Peninsula and to relocate the Beckwitts Bluff site to Cottonwood Creek to improve ALMR coverage and to better protect the ALMR infrastructure. The equipment loan was approved by the Executive Council via e-mail.

10 January 2006: Colonel Clifton  
10 January 2006: Commissioner Tandeske

Note: Neither the Federal non-DoD nor Alaska Municipal League (AML) representatives were needed to approve the temporary move of DoD equipment to already approved sites. The decision was made between the State and DoD and executed by a Memorandum Of Agreement between the two agencies.

As a result, the ALMR PMO was able to support the Arctic Winter Games and assist with the Alaska State Trooper's (AST) transition effort. Mr. Callahan explained that the Cottonwood Creek site is state owned, the infrastructure is already in place, and the location is easily accessible from the road compared to Beckwitts Bluff which is located on the side of a mountain and accessible by helicopter only. The Executive Council approved and signed all change proposals.

Mr. Woodall explained that Motorola is currently driving Alaska roadways testing for actual rather than predictive coverage. Motorola provide the ALMR PMO coverage maps that are being reformatted for distribution to AST. These maps will also be made available to all ALMR users. Mr. Woodall added that coverage map versions must be developed for summer and winter as there is a significant difference between the seasons. Winter coverage is usually better.

Mr. Woodall added that a number of system design activities (SDA) are on-going, primarily in-building coverage analysis on military installations and the Gateway SDA. The Gateway Operational Management Center (OMC) installations at the Anchorage Emergency Operations Center and Fairbanks Police Department Dispatch are complete. Finally, the ALMR upgrade to 7.1 has been ordered. The

plan is to complete the migration from 6.5 to 6.8 by the end of August, and migrate from 6.8 to 7.1 by the end of 2006.

b. **PMO SoA** – Mr. Callahan reported (on behalf of Dr. Jones) that the primary activity at this time is the transition of ALMR efforts from the DMVA to DoA. Mr. Callahan advised that the Gilmore Creek site (NOAA and DHS) is very interested in joining ALMR. There is a DHS grant that will cover part of the costs. This site would come in right behind Cottonwood Creek. Mr. Rasmussen advised this site is part of the DHS Buffer Zone Protection Plan and DHS will want the entire Steese Highway covered. Mr. Callahan said that would be done in a future phase of the project.

c. **Tri-Borough Focus Project** – Ms. Handyside announced that the MOA posted a \$10 million dollar bond request to build out the Anchorage Wide Area Network (AWAN). If the MoA bond is approved, a project manager will be hired to manage the Tri-Borough Project. She noted that the DHS provided TICP (Tactical Interoperable Communication Plan) consultants to help MOA complete their TICPs. One hundred and twenty-seven people participated in a process which identified all of the radios in MOA and other parts of the state. This information is housed in a database called CASM. TICPs will be completed in 2006 and implemented in May 2007. A comprehensive COMEX will be planned to thoroughly test the plans. Ms. Handyside mentioned that the Mayor's Tri-Borough Commission, consisting of Anchorage, Kenai Peninsula and MatSu mayors, wrote a letter to the Governor requesting funding for user fees. The Commission's purpose is to work on common issues affecting the boroughs. In addition to the Tri-Borough, the Valdez, Fairbanks and the North Star boroughs are also discussing ALMR issues and developing letters requesting funding for user fees. Ms. Handyside noted these groups are great assets that can help advocate ALMR funding efforts.

d. **Program Change Request (PCR)** – Four (4) PCRs (temporarily install DoD RF equipment for three (3) sites at SoA locations on the Kenai Peninsula and relocate Beckwitts Bluff site to Cottonwood Creek) were approved and signed by Colonel Clifton, Ms. Handyside, and Ms. Smith. They will be forwarded to Commissioner Tandeske for his signature.

e. **Roles, Responsibilities, Processes and Procedures** – Mr. Woodall explained the new ALMR contract includes language that outlines the responsibilities of the General Manager to include oversight of contractors. These responsibilities are also included as an appendix to the Service Level Agreement (SLA) that is currently under review by the ALMR Users Council. A number of other draft documents have been prepared and provided to the Users Council for final review and presentation to the Executive Council for approval. A change management process has been set up to support this effort. The priority for the Users Council at this point is finalizing the SLA. The SLA is critical to determine an organization's requirements and subsequent cost share for those services. Therefore, each agency must provide a signatory authority that can commit the agency to potential costs. Mr. Woodall

explained that he will meet with Major Leveque to discuss current operating costs for the Users Council.

**5. Executive Council Focus Areas:**

a. Transition Activities:

1) A comparison of the Valdez Beta Use Agreement with the DoJ COPS model was tabled until the next meeting. Dr. Jones was attending a conference and unable to present this information to the Executive Council. **(OPEN)**

2) Mr. Woodall explained that the changes made by the Executive Council to the Users Council Charter must be reflected in Article 9 of the ALMR Communications System Cooperative Agreement. Mr. Woodall has made the needed changes and will bring the amended document forward for approval. The Users Council has formally adopted the charter and elected officers. Major Leveque is Chairman and Mr. Johnson (Fairbanks PD) is Vice Chairman. The Secretary position is unfilled but Mr. Woodall has assigned PMO staff to handle that function.

3) The ALMR Communications System Cooperative Agreement has been validated by the SoA, DoD and MoA Executive Council members. Ms. Smith stated her staff is still reviewing the agreement and she asked Mr. Woodall to send her the latest revision. Colonel Clifton noted that completing the approval process on this document is critical to the project moving from the implementation phase to the sustainment phase.

b. Users Council: **Motion: Upon review of the Users Council Charter, the Executive Council finds that the Charter meets the governance requirements for fair and equitable representation, voting, arbitration and effective operation of the ALMR Users Council and moves that it be approved.**

This item was addressed out of session and electronically approved by all Executive Council members on the following dates:

11 January 2006: Colonel Clifton and Ms. Handyside

13 January 2006: Commissioner Tandeske and Ms. Deborah Smith

**The motion was unanimously APPROVED.**

Regarding the membership of federal non-DoD representatives, Ms. Smith stated the FBI and Department of Interior have selected Users Council representation. She is still waiting for the nominees from FEMA.

Mr. Woodall announced that Bryan Fischer from DMVA has started a Users Council Website; all of their minutes and documents are posted at that site. There is

controlled access but the Executive Council will be added to the user list. For access, log on to:

[http://www.ak-prepared.com/almr/user\\_council.htm](http://www.ak-prepared.com/almr/user_council.htm)

c. Transition/Cutover Plan Development: Colonel Clifton explained that this motion was brought forward several meetings ago and needs to be resolved. She stated the DoD still supports this motion and it's needed to ensure the Executive Council has more visibility into how the infrastructure is being utilized or not being utilized. Contracts are in place to operate and maintain the equipment and the ALMR PMO must provide the Executive Council assurance that viable plans exist to transition users to this interoperable capability as rapidly as possible.

**Motion: The Joint Project Office (State, Local and DoD PMs) through a cooperative approach will develop a transition/cutover plan for each of their member agencies that will operate on the ALMR system. This plan will be a written plan that is made available to agencies that will transition to the system. The plan will also be established and maintained on the Joint Project server. The PM's will identify and report to the EC key transition and critical path issues affecting their ability to successfully transition on to operational sites within 90 days of a site being declared operational. The PM's will propose a report format and content, to be presented to the EC for approval at the next meeting. An operational site list will be provided with the report that identifies the: sites operational date, what agencies are expected to use the site, and which agencies are currently using the site(s).**

The motion to approve was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was unanimously APPROVED.**

The PMO is currently conducting a gap analysis of the processes and procedures necessary to operate the system. The PMO will work with Motorola to document the operating procedures so that users have all the information they need to join the system. Colonel Clifton asked for a status update on resolving the spectrum interference issues affecting the R-1 North site. Mr. Callahan stated he will provide Colonel Clifton an update as soon as possible.

## **6. Open Floor**

a. Mr. Rasmussen shared that the issue of training continues to surface. Small communities have limited resources. Mr. Woodall detailed the efforts currently underway to address this issue. Mr. Woodall announced a radio loan program that includes training for subscribers. Subscribers may sign out a radio and see for themselves how the system provides effective communication. Currently the DMVA Newsletter and the Users Council community share this kind of information with the user base. Eventually, the Users Council will have its own newsletter that will regularly publish pertinent information. Ms. Smith shared a concern that training

issue may be compounded by not having an individual dedicated to provide outreach and training. Mr. Woodall explained that the Project Management Office is not divorcing itself from the Users Council. The PMO will continue to provide comprehensive support until the O&M organization can effectively take over.

## 7. New Business

a. Mr. Callahan noted that the 2006 Site Buildout included in the attachment he provided is incorrect and provides minimal information. He will provide the correct document to the Executive Council members via e-mail and asked that the members vote to accept the plan electronically. The Southeast sites are the most challenging as they are mostly only accessible by helicopter. Kodiak will have challenges as well. There are sites in Kodiak currently not on the list. Mr. Callahan noted that the site buildout priorities are not cast in stone; priorities can change because of a variety of variables including weather, staff availability, equipment shipment schedules, helo schedules, etc.

b. Mr. Rasmussen noted that Sitka has applied for DHS money to purchase a non-trunked system incompatible with ALMR. Several participants provided additional information about this issue. Mr. Woodall explained that the JPO asked Motorola to donate the old DoD consoles to small communities in Alaska as they can't resell them. Mr. Eason will follow-up with Sitka to make sure they have the information they need.

c. Mr. Robinson provided an overview of the efforts to support the Arctic Winter Games, a Communications Exercise scheduled for May and a demonstration of the system for the Triborough Mayors. Ms. Handyside commended Mr. Quickel and Mr. Robinson for pulling the demonstration together so quickly. Having the mayors in a communications van talking to their communities was very valuable. Mr. Callahan and the Executive Council then further lauded Mr. Eason, Mr. Strid and their teams, for the large amount of work accomplished in a very short period of time.

d. Mr. Strid proposed that every ALMR radio in the state of Alaska be programmed with a standard set of NIMS talkgroups. Mr. Woodall explained the value of this proposal was proven in numerous exercises involving ALMR. He added that the Concept of Operations documents the process for doing this and noted there is also a proposed Admin Zone. Ms. Smith inquired if the Users Council should be consulted before the EC motioned and acted upon the motion. Ms. Handyside, after some discussion, concluded that this is an issue that requires downward direction and review and feedback from the Users Council is not required to execute this policy.

**Motion: Every ALMR radio in the state of Alaska must be programmed with Incident Command Channels and Conventional Interoperability Channels.**

For the Executive Council, the motion was made by Ms. Smith and seconded by Ms. Handyside.

**The motion was carried and approved.**

For the State Interoperability Executive Committee, the motion was made by Commissioner Tandeske and seconded by Ms. Smith.

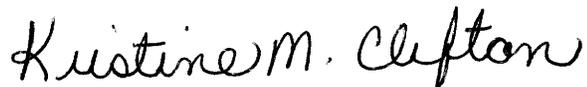
**The motion was carried and approved.**

**8. Summary of Meeting Action Items:**

- a. Mr. Callahan will e-mail the 2006 Site Buildout document to the Executive Council members for review.
- b. Executive Council members will review the 2006 Site Buildout document and e-mail their approval to Colonel Clifton.
- c. Ms. Handyside will send a copy of the Tri-Borough Commission's letter to the Governor to the Executive Council members.
- d. PMO to send 4 program change requests to Commissioner Tandeske for signature.
- e. Ms. Smith to move the ALMR Cooperative Agreement from review status to approval at DoJ.
- f. Mr. Woodall to send Ms. Smith the March 1, 2006 version of the ALMR Cooperative Agreement.
- g. Project Managers to present Transition/Cutover plan at the next meeting.
- h. Mr. Callahan to provide Colonel Clifton an R1 North status update.
- i. Mr. Eason to contact Sitka officials to ensure open channels of communication

**9. NEXT MEETING: May 11, 2006, 1:30 p.m. at the Tudor Road facility.**

Colonel Clifton made a motion to adjourn which was seconded by Commissioner Tandeske. Without further discussion, the Executive Council Meeting adjourned at 11:05 a.m.



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

**Attachments:**

1. PMO DoD Status Reports
2. ALMR 2006 Site Build Plan