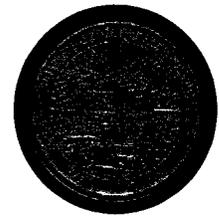




ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)



Memorandum for ALMR Executive Council

February 15, 2008

FROM: DOD Co-Chair

SUBJECT: January 24, 2008 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Commissioner Walt Monegan	State of Alaska (SOA), Department of Public Safety
Mr. Hans Neidig	Department of Interior, Special Asst to the Secretary
Colonel Kristine Clifton	Department of Defense (DOD), Alaskan Command

Associate Members Present:

Ms. Heather Handyside	Asst Municipal Manager, Municipality of Anchorage
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ALMR Project Team Members and Guests Present:

Mr. Del Smith	Operations Manager
Major Matt Leveque	User Council Chair
Mr. Tim Woodall	Department of Defense Project Manager
Mr. Jim Kohler	State of Alaska Program Manager
Mr. Tryvge Erickson	Municipality of Anchorage Project Manager
Mr. Jim Robinson	Department of Defense Project Team
Mr. Joe Quickel	Department of Defense Project Team
Ms. Sherry Shafer	Operations Management Team

1. **Call to order.** Colonel Clifton called the meeting to order at 1:35 p.m.
2. **Opening Statements and Other Announcements.** Colonel Clifton congratulated Ms. Handyside on her appointment as the Assistance Municipal Manager.
3. **Approval of Previous Meeting Minutes (October 29, 2007).** The motion to accept the minutes was made by Mr. Neidig and seconded by Commissioner Monegan. **The motion was carried and approved.**
4. **Old Business.** Total Cost of Ownership. The Executive Council received a briefing on the Total Cost of Ownership study objectives and schedule from Wostmann &

Associates during the last meeting. In order for this study to advance to the next stage, Executive Council members were asked to review and approve the TCO Study report Introduction and the Shared Infrastructure Cost Components section of the TCO Study by November 10, 2007. Because the action item was not cleared, it was reintroduced.

Motion: Approve the Introduction and Shared Infrastructure Cost Components sections in the Alaska Land Mobile Radio Total Cost of Ownership Study as presented and provided by Wostmann & Associates at the October 29, 2007, meeting.

The motion was made by Commissioner Monegan and seconded by Mr. Neidig. **The motion was carried and approved.**

5. ALMR Project Status. Project status was provided to the members by email soft copy and by hard copy with the agenda. Colonel Clifton asked the council if they had any concerns or issues they hold them until the end of the meeting. No issues or questions were raised.

6. User Council. Provided by Major Matt Leveque, Chair.

a. The annual elections were held in January and both Major Leveque and Deputy Chief Brad Johnson were re-elected to Chair and Vice Chair, respectively.

b. User council members are needed to fill the positions vacated by the Southeast Region and Transportation Safety Administration.

c. Major Leveque stated he had one item of business to present. The Operations Team brought the Service Level Agreement back the User Council and requested they re-affirm their approval of the service level requirements. During their review, the representative from the State Department of Transportation asked to add the following, "Any and all cost bore by the User are due contingent upon availability of fiscal funds allocated for ALMR operations and maintenance."

Mr. Woodall explained that the Cooperative Agreement already contains a clause that protects an agency from any monetary liability if they are unable to obtain appropriations to support ALMR. However, agencies must strongly seek appropriations, as required, to meet their contributions as agreed upon in any cost share agreement. He suggested that the statement not be added to the Service Level Agreement because the Service Level Agreement defines the service levels and not cost or appropriation requirements.

Major Leveque stated the User Council had reached a quorum and re-approved the Service Level Agreement to go forward to the Executive Council for approval, agency coordination, and signature.

Colonel Clifton asked the Executive Council members to review and submit and changes to the Service Level Agreement by the next meeting.

7. New Business.

a. For the record, Colonel Clifton provided the results of the two motions executed via electronic email vote on November 21, 2007. The motions were as follows:

Motion One: The Executive Council, with all currently participating and authorized voting membership, concurs with language changes removing the Alaska Municipal League (AML) as a signature party to the Alaska Land Mobile Radio (ALMR) Communications System Cooperative Agreement dated 10 September 2007. The Executive Council, approves the ALMR Communications System Cooperative Agreement as amended, produced, and presented in final for signature on 21 November 2007 to the agreed upon signing parties for the purpose of obtaining formal signature not later than 5 December 2007.

Motion Two: The Alaska Land Mobile Radio (ALMR) Executive Council moves to execute a revision to its charter, dated April 10, 2003, that changes Article III Section B.1 to reflect the withdrawal of the Alaska Municipal League (AML) from the Executive Council as a voting member, and specifically identifies the AML as an "Associate Member" for the purpose of exercising interests in ALMR related to the provisions of the signed and executed Memorandum Of Understanding, dated April 4, 2001, between the State of Alaska, Alaska Municipal League, Department of Defense Alaskan Command, and the Federal Executive Association of Alaska and the ALMR Communications System Cooperative Agreement.

Mr. Neidig, Commissioner Monegan, and Colonel Clifton voted on November 26, 27, and 30, respectively. **The motions were carried and approved.**

b. Colonel Clifton stated she, on behalf of the ALMR Executive Council, had received a letter from Mayor Mark Begich requesting the Municipality of Anchorage be added as an Associate Member of the Executive Council with Ms. Heather Handyside serving as his representative. She further stated that since the Municipality of Anchorage represents the largest population in the State of Alaska and have been integral partners in the ALMR project, it would be appropriate to include the Municipality of Anchorage as an Associate Member of the Executive Council. Per the ALMR Executive Council Charter Article 3, Section B2, "Associate members consist of any number of personnel appointed by or otherwise requested to participate in LMR Executive Council proceedings and actions. Associate members have voice at LMR Executive Council but do not have vote."

Colonel Clifton presented a motion to accept the Municipality of Anchorage as an Associate Member.

Motion: Move to add the Municipality of Anchorage as an Associate Member of the Executive Council with Ms. Heather Handyside serving as the Municipality of Anchorage's representative.

The motion to accept the Municipality of Anchorage as an Associate member was seconded by Commissioner Monegan. **The motion was carried and approved.**

c. Colonel Clifton presented proposed changes to the April 4, 2001 Charter for the ALMR Executive Council. These changes included revised language to reflect the motions removing the AML as a voting member, adding the AML and Municipality of Anchorage as Associate Members, and some minor administrative changes.

Motion: Accept the revised Charter for the Alaska Land Mobile Radio Executive Council, dated January 24, 2008, with all changes as outlined in the Comment Resolution Matrices for signature by both Members and Associate Members.

The motion to accept the revised Executive Council Charter was made by Mr. Neidig and seconded by Commissioner Monegan. **The motion was carried and approved.**

Ms. Handyside asked how many changes were made to Article III, Section 2.5, Committees. Mr. Woodall explained the changes concerned the State Interoperability Executive Committee (SIEC). Language was added to clarify that the scope of the SIEC is for issues related to spectrum and the Statewide Interoperability Plan, as required by the Federal Communications Commission (FCC). Ms. Handyside requested a future meeting to discuss the make up of the SIEC which she believed had stagnated. She also stated she is on the Regional Planning Committee to the State Interoperability Executive Committee and the FCC had approved the Alaska 700 MHz plan and allocation of the 700 MHz frequencies. The Municipality of Anchorage would use this information as the template for preparing the 900 MHz plan.

d. Mr. Woodall presented a briefing on the Cost Share Critical Path. At the conclusion of the briefing, Colonel Clifton highlighted upcoming actions that require Executive Council review and approval.

1) The User Council approve and present to the Executive Council the System Description and the Organizational Chart for their approval by February 21, 2008.

2) The Executive Council approve the Service Level Agreement by February 21, 2008 and determine the required signatories.

3) The Executive Council approve the completed Total Cost of Ownership study not later than April 30, 2008.

4) The Business Case is a deliverable of the Operations Management Office. The Executive Council, or their designated representative(s), are asked to identify the top three to five key decision factors and the needed outcomes, that their agency deems critical in making a business case decision to move forward with the ALMR

shared system approach. This information is required to complete the business case. Interviews will begin in February to ascertain key decision factors for each agency. The business case must be completed by April 30, 2008.

5) Cost Share Agreement. The process to arrive at an agreement will require each stakeholder to bring their agency cost share positions to the negotiation table. The Executive Council should appoint members to a Cost Share Working Group to negotiate and develop several courses of action, and present final recommendation on a cost share method and apportionment. This working group should present their recommendations to the Executive Council for approval by May 1, 2008.

To facilitate this process, the Executive Council should establish the assumptions and basic ground rules to guide the Cost Share Working Group in determining the cost share approach. These rules and assumptions are required by March 15, 2008. Colonel Clifton stated she would retrieve the basic assumptions used to guide the previous Total Cost of Ownership Study.

Payments by all member agencies, if any, should begin in federal Fiscal Year (FY) 2009/State FY 2010. However, to facilitate cost share during federal FY 2008/State FY 2009, the State and DOD will be required to come to an interim cost share agreement pending a formal final cost share agreement among all members. Funds required to execute the federal FY 2008/State FY 2009 contract are required to be in place not later than June 1, 2008.

The Joint Program Office and the Operations Management Office are available to provide briefings to the stakeholders and to facilitate cost share working groups as required.

Colonel Clifton recommended all members read the Cost Share White Paper prepared by the User Council as it highlights how other states have addressed similar cost share matters.

6) All Membership Agreements must be in place not later than June 30, 2008.

Mr. Woodall asked the Executive Council to approve the Critical Path as presented.

Motion: Approve the ALMR Critical Path and Timeline as presented and practical.

The motion to accept the Critical Path was made by Commissioner Monegan and seconded by Mr. Neidig . **The motion was carried and approved.**

8. **Action Item Review and Update.** Not addressed this meeting.

9. **Operations Management Office.** The Operations Management Office metrics were provided to the members.

10. Next Meeting. The next meeting is tentatively scheduled for February 21, 2008, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper training conference room.

11. Adjourn Meeting. Mr. Neidig made a motion to adjourn the meeting, which was seconded by Commissioner Monegan. Without further discussion, the Executive Council Meeting adjourned at 3:06 p.m.

Kristine M. Clifton

KRISTINE M. CLIFTON, Colonel, USAF
Department of Defense, Executive Co-Chair
Alaska Land Mobile Radio Executive Council

Distribution:

SOA DPS, Commissioner Walt Monegan
FEA DOI, Mr. Hans Neidig
ALCOM/J6, Colonel Kristine Clifton
AML, Chief Jeff Tucker
MOA, Ms. Heather Handyside
UC, Major Matthew Leveque
OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA/DOA, Mr. Jim Kohler
MOA, Mr. Trygve Erickson