



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



**Memorandum for ALMR Executive Council**

**August 29, 2008**

**FROM: DOD Co-Chair**

**SUBJECT: August 21, 2008 ALMR Executive Council Meeting Minutes**

**TO: See Distribution**

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**Executive Council Members Present:**

Colonel Kristine Clifton	Department of Defense (DOD), Alaskan Command
Mr. Hans Neidig	Special Assistant to the Secretary, Department of Interior
Ms. Annette Kreitzer	Commissioner, State of Alaska Department of Administration (via teleconference)

**Associate Members Present (via teleconference):**

Chief Jeff Tucker	Alaska Municipal League, North Star Fire Department
Ms. Heather Handyside	Municipality of Anchorage, Assistant City Manager

**ALMR Project Team Members and Guests Present:**

Major Matt Leveque	User Council, Chair
Mr. Del Smith	Operations Manager
Mr Ron McCoy	Deputy for the Special Assistant to the Secretary, Department of Interior
Ms. Rachael Petro	Deputy Commissioner, State of Alaska Department of Administration
Mr. Jim Kohler	State of Alaska ALMR Program Manager
Mr. Trygve Erickson	Municipality of Anchorage Project Manager
Mr. Jim Robinson	Department of Defense Deputy Project Manager
Mr. Joe Quickel	Department of Defense Project Team
Mr. Chad Huls	ALMR Security Manager
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.** None.

**3. Approval of Previous Meeting Minutes (February 21, 2007).** The motion to accept the minutes was made by Commissioner Kreitzer and seconded by Mr. Neidig. Colonel Clifton had no objections. **The motion was carried and approved.**

**4. Old Business.**

a. ALMR Security Certification and Accreditation update. Colonel Clifton briefly highlighted the history of this effort and the comprehensive information assurance assessment of the ALMR system based on 165 controls. She then introduced Mr. Chad Huls, the ALMR Security Manager, and noted that he last briefed the Executive Council in July 2007. Mr. Chad Huls briefed that the ALMR system received a thorough security assessment and fully complies with all but seven of the stringent security controls. Plans are in place to resolve or mitigate these deficiencies to an acceptable level of risk. Of these seven deficiencies, five physical controls apply to the Master Controller Sites and their current lack of fire suppression and humidity control systems. He noted the DOD is paying for the fire suppression and humidity control upgrades supporting the North Zone Controller with project completion expected in September 2008. The State of Alaska is responsible for mitigating the physical controls at the South Zone Controller site. The sixth deficiency involves ALMR system audit logs and the fact that select devices do not forward audit record content in an automated fashion. The final deficiency is due to the use of group accounts by members in the System Management Office. Group authenticators are used for select administrative purposes and controlled in accordance with the ALMR Account Control Procedures.

b. Total Cost of Ownership (TCO) Study. **(OPEN)**

Mr. Joe Quickel presented the draft TCO Executive Summary and Record of Changes to the Executive Council for approval. He discussed some additional administrative changes that were made since the last distribution: on pages 6 – 7, there were some slight allocation adjustments but the bottom lines did not change; on page 10, the figures were corrected to match the current contract costs; on page 18, the original historical cost figure was reinserted; on page 19 the cost figure for Colorado was incorrectly listed as \$4.9 million instead of \$3.9 million; and on page 20 a footnote was added to the Colorado 'average per site' annotation.

**Motion: Approve the ALMR Total Cost of Ownership (TCO) Executive Summary, release the TCO for agency coordination, and not later than September 4, 2008, submit email vote to approve the TCO.**

The motion was made by Mr. Neidig and seconded by Colonel Clifton. Commissioner Kreitzer had no objections. **The motion was carried and approved.**

c. Cost Share Methodology. **(CLOSED)**

Mr. Quickel presented a briefing on the proposed Cost Share approach and method (Strawman #2) that was pre-coordinated with key stakeholders. He noted one correction to his briefing and stated the projected costs are for FY10 and not FY09.

**Motion: Approve the Cost Share approach where the owners of the infrastructure pay for the maintenance of the equipment they own and share the costs for System Management, Operations Management, and State of Alaska Telecommunications System (SATS) circuits used by ALMR. The shared costs are to be allocated based on subscriber units registered on the System divided evenly into the combined annual contract cost of System Management, Operations Management, and SATS circuits.**

The motion was made by Commissioner Kreitzer and seconded by Colonel Clifton. Mr. Neidig had no objections. **The motion was carried and approved.**

d. Business Case. **(OPEN)**

Mr. Del Smith stated that the Business Case had been on hold awaiting the approval of the TCO. With the approval of the TCO Executive Summary and the Cost Share methodology, the Business Case can move forward.

e. Membership Agreements. **(CLOSED)**

At the May 22, 2008 meeting, members received the final draft Membership Agreement for coordination and approval.

**Motion: Approve the final ALMR Membership Agreement and incorporate it into the ALMR Cooperative Agreement as Appendix E.**

The motion was made by Mr. Neidig and seconded by Colonel Clifton. Commissioner Kreitzer had no objections. **The motion was carried and approved.**

f. Service Level Agreement (SLA). **(OPEN)**

The State of Alaska had previously signed the SLA on April 7, 2008. Colonel Clifton stated the DOD is now ready to sign the agreement. Mr. Neidig stated all Non-DOD Federal agencies were in agreement and he will obtain the necessary signature(s).

**5. ALMR Project Status.** Project status was provided to the members by email and a hard copy was included with the agenda. No issues or questions were raised.

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

a. Per Article 8, Section 4 of the Cooperative Agreement, ***"The Executive Council will approve the appointment of members to the User Council."*** Major Matt Leveque advised the Executive Council they had an amended motion in their packages adding Captain Dave Lawson as the alternate representative for the Central Municipalities. With respect to the municipalities, the primary positions were all filled. The only remaining empty primary position on the User Council is the Federal Non-DOD TSA position.

As amended:

**Motion: Approve the appointment of Mr. David Gibbs, Emergency Operations Manager - Fairbanks North Star Borough, as the Alternate Northern Municipalities representative; approve the appointment of Chief Mark Beals – Bear Creek Fire Service Area, as the Primary Central Municipalities representative; approve the appointment of Captain Dave Lawson – Valdez Fire Department as the Alternate Central Municipalities representative; approve the move of Chief Sheldon Schmidt – Sitka Police Department, from the Alternate Southeast Municipalities representative position to the Primary Southeast representative position; and approve the appointment of Chief Ray Leggett – Skagway Police Department, as the Alternate Southeast Municipalities representative.**

The motion was made by Colonel Clifton and seconded by Mr. Neidig. Commissioner Kreitzer had no objections. **The motion was carried and approved.**

b. The ALMR Cooperative Agreement requires the User Council to review and approve an annual financial plan developed and submitted by the Operations Manager. Major Leveque presented the draft budget to the Executive Council for review and release to agencies for coordination. Commissioner Kreitzer asked for an explanation of the increase over last year's budget. Mr. Smith explained this was the first budget submission. Prior to the Service Level Agreement and Draft Cost Share Agreement, the OMO was funded by and existed under contract to the DOD. The draft budget was based on projected short- and long-term requirements. A large portion of the cost, which exceeds the previous DOD funding baseline, are for ALMR site Catastrophic Natural Event kits, replacement of old computer equipment, and need for user training throughout the State. Commissioner Kreitzer then asked if the OMO had sufficient personnel to perform all of their duties. Mr. Smith stated the OMO staff handles most of the training but the draft budget also included funds to hire subject matters experts, if needed.

**Motion: Approve the release of the draft FY2010 ALMR Operating Budget for coordination by the Parties to the ALMR Cooperative Agreement.**

The motion was made by Commissioner Kreitzer and seconded by Mr. Neidig. Colonel Clifton has no objections. **The motion was carried and approved.**

**7. New Business.** Mr. Kohler and Mr. Quickel presented the initial draft ALMR Cost Share Cooperative Agreement. The agreement would be reviewed annually and would only be updated if the cost share methodology changed. All individual cost allocations will be executed annually through Membership Agreements. The Executive Council was asked to review the agreement and provide comments or concerns not later than the next scheduled meeting. The goal is to have the agreement coordinated and approved by all Parties to the ALMR Cooperative Agreement not later than January 2009.

Colonel Clifton asked the Joint Project Team to conduct individual reviews with the key stakeholders to the agreement. This approach was successful in finalizing the Cooperative Agreement and subsequent agreements. Commissioner Kreitzer asked if Mr. Neidig or Colonel Clifton anticipated any barriers to the approval of the Cost Share Agreement. Colonel Clifton stated she did not anticipate any major hurdles because the costs for FY10 were pre-coordinated with the appropriate Army and Air Force staffs. Mr. Neidig also did not foresee any obstacles to finalizing the agreement among the Federal Non-DOD partners.

**8. Operations Management Office.** The Operations Management Office metrics were provided to the members by email and a hard copy was included with the agenda. No issues or questions were raised

**9. Next Meeting.** The next meeting is tentatively scheduled for September 18, 2008, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper training conference room.

**10. Adjourn Meeting.** Colonel Clifton made a motion to adjourn the meeting, which was seconded by Mr. Neidig. Without further discussion, the Executive Council meeting adjourned at 14:43 p.m.

*Kristine M. Clifton*

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

Distribution:

SOA DOA, Commissioner Annette Kreitzer  
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  
SOA/DOA, Mr. Jim Kohler  
MOA, Mr. Trygve Erickson