



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

MEMORANDUM FOR ALMR Executive Council

Jan 21, 2010

FROM: SOA Executive Co-Chair

SUBJECT: May 26, 2009, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel Kristine Clifton	Department of Defense (DOD), Alaskan Command
Ms. Annette Kreitzer	Commissioner, State of Alaska Department of Administration
Mr. Harry Kieling	Alaska Regional Director, Aviation Management

Associate Members Present (via teleconference):

Chief Jeff Tucker	Alaska Municipal League, North Star Fire Department (via teleconference)
Mr. Kevin Spillers	Municipality of Anchorage, Communications, Grants, & Policy Manager

ALMR Project Team Members and Guests Present:

Mr. Del Smith	Operations Manager
Ms. Rachael Petro	Deputy Commissioner, State of Alaska Department of Administration
Mr. Tim Woodall	Department of Defense ALMR Project Manager
Mr. Jim Kohler	State of Alaska ALMR Program Manager
Mr. Trygve Erickson	Municipality of Anchorage Project Manager
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 1:40 p.m.

2. Opening Statements and Other Announcements. Colonel Clifton introduced Mr. Kieling and Mr. Spillers and welcomed them to the Executive Council. Colonel Clifton also congratulated Ms. Petro on the recent birth of her daughter.

3. Approval of Previous Meeting Minutes (August 21, 2008). The motion to accept the minutes was made by Commissioner Kreitzer and seconded by Mr. Kieling. Colonel Clifton had no objections. **The motion was carried and approved.**

4. Old Business.

a. Cost Share Methodology (**OPEN**). Mr. Tim Woodall and Mr. Jim Kohler presented a briefing on the recommended ALMR Cost Share approach and method.

The Cost Share approach is as follows: the owner of the ALMR infrastructure equipment pays for the maintenance of the equipment in accordance with the requirements specified in the ALMR Service Level Agreement.

The Cost Share method is as follows: the Operations Management Office and Systems Management Office costs will be shared 50/50 between the Federal government and State/Local government.

Amended Motion 1: Executive Council approve the ALMR Cost Share approach and method for State Fiscal Year 2010.

The motion to accept the amended motion was made by Commissioner Kreitzer and seconded by Colonel Clifton. Mr. Kieling had no objections. **The motion was carried and approved.**

Motion 2: Executive Council approve and sign the Cost Share Cooperative Agreement for State Fiscal Year 2010.

Subject to receiving the final Cost Share Agreement via email, the Executive Council members will vote to approve the agreement not later than May 29, 2009.

b. ALMR Operating Budget (**OPEN**). This item is tabled until the new Operations Management Office (OMO) contract is in place.

c. Business Case (**OPEN**). The OMO completed the ALMR Business Case. It was presented to the User Council for approval. The Business Case will be presented to the Executive Council at the June meeting for review and comment.

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 Update. No User Council update provided.

7. Operations Management Office (OMO). The Operations Management Office metrics were provided to the members by email and a hard copy was included with the agenda.

8. New Business.

a. New OMO Contract. Mr. Woodall provided an overview of the OMO Scope of Work Requirement Working Group task and outcome to define and prioritize services and deliverables for the new contract to be executed in Oct 09.

Commissioner Kreitzer asked why only the options were prioritized. Mr. Woodall stated that baseline services are provided for and funded for the lifetime of the contract and must be performed regardless of the priority; optional tasks are elective and the funding agencies may elect to fund them or not fund them.

Mr. Kohler clarified that the working group prioritized the 'must haves' versus the 'nice to haves.'

Mr. Woodall stated that the baseline services could be prioritized if that was the desire of the Executive Council, but that the Scope of Work needed to be to 3rd Contracting as soon as possible to ensure the contracting office had sufficient time to send out the scope of work for bid.

Colonel Clifton asked if there was any provision for extending the current contract. Mr. Woodall stated there was not.

Commissioner Kreitzer asked if she should direct Major Leveque to have the final Scope of Work prepared to present to the Executive Council not later than the end of the week. Both Colonel Clifton and Mr. Kieling agreed.

b. Membership Agreements for State Fiscal Year 2010. Mr. Smith briefed the Executive Council that the OMO, rather than sending out all new agreement which is costly and time consuming, would send out an email requesting confirmation from each agency still having zero cost (State/local). Their affirmation to the email on the intent to continue for State FY2010 would meet the requirements.

Affirmation would have come from an individual with the authority to commit funds.

c. Colonel Clifton gave a brief explanation on the Business Case document still under review by the User Council. The 2008 update to the ALMR Business Case shows the cost of not being in the ALMR partnership. The draft document will be presented to the Executive Council at the June meeting for review and comment.

d. Mr. Woodall advised the Executive Council that DOD had funded an Economic Analysis of the ALMR System which looked at both the tangible and intangible benefits

of operating on ALMR. The firm that performed the analysis interviewed stakeholders, looked at the Total Cost of Ownership, the Motorola Separation Study, and compared ALMR to the SAFECOM Continuum as they conducted their analysis. They also prepared an Independent Verification of Cost Reasonableness which was base-lined with Hawaii and Washington State for the DOD. This document was prepared for the commanders within the DOD channels and cannot be distributed outside of the DOD due to the sensitive nature of the information contained.

The Executive Council members were provided copies of the Executive Summary and the Economic Analysis.

9. Next Meeting. The next meeting is scheduled for June 18, 2009, at 1:30p.m. Mr. Kieling offered the use of his conference room for the June meeting and would provide a map to the facility to the OMO office.

10. Adjourn Meeting. Colonel Clifton made a motion to adjourn the meeting, which was seconded by Mr. Kieling. Without further discussion, the Executive Council meeting adjourned at 2:47 p.m.

//Approved//
ANNETTE M. KREITZER, Commissioner
State of Alaska, Executive Co-Chair
ALMR Executive Council

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Distribution:

SOA DOA, Commissioner Annette Kreitzer
SOA DPS, Commissioner Joseph Masters
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FEA DOI, Mr. Harry Kieling
FEA DOI, Mr. Ron McCoy
ALCOM/J6, Colonel George Hays
AML, Chief Jeff Tucker
MOA, Mr. Kevin Spillers
ALMR User Council, Major Matthew Leveque
ALMR OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA DOA, Mr. James Kohler
MOA, Mr. Trygve Erickson