



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

MEMORANDUM FOR ALMR Executive Council

July 15, 2010

FROM: SOA Executive Co-Chair

SUBJECT: May 20, 2010, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Ms. Annette Kreitzer	Commissioner, State of Alaska Department of Administration (via teleconference)
Colonel George Hays	Department of Defense (DOD), Alaskan Command (via teleconference)
Ms. Pamela Bergmann	Non-DOD Federal Agency Representative, Alaska Federal Executive Association
Mr. Kevin Spillers	Municipality of Anchorage, Office of Emergency Management (via teleconference)
Chief Jeff Tucker	Alaska Municipal League, North Star Fire Department (via teleconference)

ALMR Project Team Members and Guests Present:

Ms. Rachael Petro	Deputy Commissioner, State of Alaska Department of Administration (via teleconference)
Major Matt Leveque	User Council Chair
Mr. Del Smith	Operations Manager
Mr. Tim Woodall	Department of Defense ALMR Project Manager
Mr. Jim Kohler	State of Alaska ALMR Program Manager
Mr. Trygve Erickson	Municipality of Anchorage Communications Director (via teleconference)
Mr. Joe Quickel	Department of Defense Project Team
Ms. Sherry Shafer	Operations Management Office

1. **Call to Order.** Commissioner Annette Kreitzer called the teleconference to order at 1:30 p.m.

2. **Opening Statements and Other Announcements.** There were no special announcements.

3. **Approval of Previous Meeting Minutes.** The motion to accept the April 21 meeting minutes was made by Ms. Pamela Bergmann and seconded by Colonel George Hays. There were no objections. **The motion was carried and approved.**

4. **Old Business.**

a. SOA FY11 OMO Budget.

Background: At the April 21 meeting, approval of the budget document was tabled in order to give Ms. Bergmann time to contact participating Non-DOD Federal agencies' contribution of funds toward the cost share. Ms. Bergmann had requested two weeks to coordinate with all the agencies. The Commissioner addressed Ms. Bergmann with regard to her ability to complete this. Ms. Bergmann responded that all participating Non-DOD Federal agencies had been contacted and apprised of DOD's request for payment of appropriate funds for FY11. In addition, she had requested contact information for each agency's contracting office (or equivalent) who could participate in a meeting with DOD representatives to discuss the appropriate mechanism for transferring funds to DOD. To date, contract information has been received from all but two agencies. Ms. Bergmann indicated she will be following up with those agencies and then working with DOD to identify a meeting date.

Ms. Bergmann asked for one point of clarification regarding the Cost Share; namely whether each agency's payment in FY11 would be the same amount as was identified in FY10 as stated at the April 21, 2010, ALMR Executive Council meeting or whether an agency's cost would increase or decrease if the number of radios at the end of calendar year 2009 differed from the number of radios at the end of calendar year 2008 (which was the basis for the FY10 costs).

Mr. Tim Woodall explained the amount for each agency was based on one total flat fee assigned to the Non-DOD Federal. This fee is to be divided by the total numbers of Non-DOD Federal radios on the ALMR System at the end of calendar year 2009. He clarified that costs per radio could vary year to year depending on the total number of radios on the System at the end of each calendar year.

Mr. Jim Kohler added for clarification that the Federal government and the State of Alaska had agreed to split the costs 50/50 and this was the Non-DOD Federal cost share portion as assigned by the Federal DOD.

The motion was revised to identify that the funds were approved for the upcoming State fiscal year.

Motion: Approve the FY2011 Operations Management Office and System Management Office Operating Budget with the understanding that additional operating costs are not funded at this time, but will be readdressed in the FY2012 budget.

The motion was made by Commissioner Kreitzer and seconded by Colonel Hays. There were no objections. **The motion was carried and approved.**

b. Cost Share Cooperative Agreement.

Background: Commissioner Kreitzer reminded the group that at the last meeting the council had approved the Cooperative Cost Share Agreement covering the period starting on July 1, 2010 and continuing through June 30, 2011

Both Commissioner Kreitzer and Colonel Hays had signed the Cost Share Cooperative Agreement at that time. Ms. Bergmann had not had time prior to the meeting to review the agreement or verify with her represented agencies that they were comfortable with her signing on their behalf. After reviewing the agreement, Ms. Bergmann had some changes that were subsequently approved by the other cooperative partners, via email vote. Additionally, Ms. Bergmann stated she had not received any comments on the agreement from participating Non-Federal DOD agency representatives.

The motion was updated to read:

Motion: Approve the extension of the Cost Share Cooperative Agreement for State Fiscal Year 2011.

The motion was made by Commissioner Kreitzer and seconded by Ms. Bergmann. There were no objections. **The motion was carried and approved.**

Both Commissioner Kreitzer and Ms. Bergmann had signed the updated agreement. Mr. Woodall to hand carry the agreement to Colonel Hays for his signature. Upon final signature, the Operations Management Office will provide copies to the members.

c. Revised draft Membership Agreement

Background: At the April 21, 2010, meeting, the User Council forwarded the revised draft Membership Agreement to the Executive Council for approval of release. The council agreed to release the document for coordination with their appropriate legal offices and represented entities.

As of this meeting, coordination was ongoing, but incomplete. The Non-DOD Federal agency members, Alaskan Command, and Elmendorf Air Force Base had reviewed the agreement with only minor changes. Still outstanding is the State of Alaska, US Army Alaska (USARAK), and Eielson Air Force Base.

The council agreed that all coordination should be completed no later than May 28. This date would allow any further language revisions to be reviewed and any differences resolved prior to approval by the Executive Council and the OMO sending the agreements out to the agencies on the System for signature for SOA FY11 no later than July 1.

The following motion was proposed.

Motion: Pertaining to the revised draft ALMR Membership Agreement, the review by all parties and their represented entities shall be completed and comments provided to the Operations Management Office no later than May 28, 2010.

The motion was made by Commissioner Kreitzer and seconded by Colonel Hays. There were no objections. **The motion was carried and approved.**

5. ALMR Project Status.

a. SOA Program Manager update. Mr. Jim Kohler stated the State had crews currently working on the Ketchikan site and expected it to be in site trunking by June 30. Completion of the Haines site was being hindered by late season snow.

b. DOD Project Manager update.

1) Mr. Woodall briefed the council that the DOD requires the Defense Information Assurance Certification and Accreditation Process (DIACAP) be periodically re-accomplished. The current certification on ALMR expires next year. The contract for that review has been initiated and is in progress.

There are two problem areas currently noted: 1) Motorola® will no longer manage updates to server software and operating systems using the same version ALMR is using. This will be effective January 1, 2011; and 2) the Municipality of Anchorage is terminating their maintenance agreement with Motorola. These both create insecurities in the current system and sustainment of the DIACAP. Mr. Woodall noted the risks and mitigation solutions are yet to be identified and this information was provided to the council for informational purposes only at this time.

2) Mr. Woodall advised the council that the Office of Emergency Communications 'Barriers to ALMR' draft report is approximately 80 percent complete.

Mr. Woodall stated he would request a copy of the current draft, as it stands, and report the status of the letter and response. Ms. Bergmann asked what venue would be used to address this. Mr. Woodall stated he would go through the Operations Management Office.

3) Mr. Woodall briefed the council on the evaluation conclusion from US Northern Command (NORTHCOM) regarding the recent exercises involving the Transportable Communications Systems at Forward Operating Base (FOB) Sparta on Fort Richardson and in Valdez.

The report stated overall ALMR was a robust System. It also pointed out that the National Guard radios were not properly programmed and there was a general lack of knowledge on how to use them. This is a repeat issue for the National Guard from previous exercise evaluations. Training is, and has been, an on-going issue.

Commissioner Kreitzer asked if there was a portion of the report that the council could be copied on. Mr. Woodall stated he would compile the appropriate comments from the After Action Report (AAR) and provide them to both the Executive and User Councils.

6. User Council Update.

a. Major Matt Leveque thanked Commissioner Kreitzer for addressing the User Council at their May 5 meeting and updating them on the outcome of the State budget decisions.

He had one concern on the message that was currently being put out to the municipalities and non-governmental organizations (NGOs). That message was that the calculation for the cost share per radio was going to be based on all the radios operating on ALMR as of December 31, 2009. He is concerned that this figure is a gross 'under cost' representation as to the cost per radio for municipal/local radios. He asked if the State had put anything together yet on their intent as to how this would be meted out. Commissioner Kreitzer stated that they were currently drafting ideas on how to accomplish this. Mr. Kohler advised that the State has not formally put out the numbers to be used for the cost share allocation.

Major Leveque requested the State put together a worst case scenario and present it at the next User Council meeting. He is gravely concerned that there appear to be moves by some municipalities and NGOs to approach the Department of Military and Veteran Affairs (DMVA) to get equipment to support and refurbish their legacy systems. He is disconcerted hearing agencies are looking at leaving ALMR due to the proposed cost share decision.

Commissioner Kreitzer asked where he had heard this. Major Leveque stated it had been discussed at the Alaska Interoperability Communications Committee (AKICC) meeting. He stated the DMVA uses the AKICC to for vetting grant applications. The Commissioner asked Chief Tucker if he could provide any further details to clarify this issue. The Chief stated these were agencies not currently on ALMR but who did have the potential to be on. DMVA can approve grants for the purchase of radios which are narrowband compliant, but not initially ALMR compatible.

b. Ms. Bergmann stated she had one related announcement pertaining to the long-standing vacant Non-DOD Federal User Council position. She indicated she had been in contact with Mr. Kevin Fryslie, President of the Alaska Federal Executives Association, and understood that he had identified one primary and one alternate representative to fill the vacant Non-DOD Federal User Council position. A recommendation should be forthcoming to the Executive Council.

She stated that under the 2007 version of the User Council Charter, there are three Non-DOD Federal User Council positions: one from the Federal Bureau of Investigation, one from the U.S. Department of Interior, and one from the Transportation Security Administration. Mr. Del Smith, Operations Manager, stated that the charter is currently under revision and that position would be changed to read 'Non-DOD Federal Agencies - All Others' to mirror the municipality representatives council make up.

7. Operations Management Office (OMO).

a. Mr. Smith advised the council with regard to the spike in busies noted for the month of April as annotated in the OMO metrics slides. The increase was attributed to the concurrent Arctic Edge, Vigilant Guard, Alaska Shield exercises.

b. Mr. Smith advised that the current Cooperative Agreement should probably be looked at for language revisions. It was written during the Project Phase prior to the System being operational. There were many references to "The Joint Project Management Team/User Council/Operations Manager, whoever has the current responsibility and authority" when delegating and assigning responsibilities. This needs to be updated to reflect the Operations Management Office/Operations Manager, as the designated agent for the Executive Council.

Mr. Smith also noted, as a follow up to the previous discussion at the April meeting regarding the budget development process and timeline, that the current language in the Cooperative Agreement does not impede the budget preparation. It merely states a 'no later than' date. Keeping that in mind, the budget will for SOA FY12 will be approximately nine months ahead of mandated timeline imposed by the Cooperative Agreement. The draft will be presented to the User Council at their June meeting and to the Executive Council at their August meeting.

The council agreed to review the updated Cooperative Agreement in its entirety versus one chapter at a time.

8. New Business.

a. Proposed Army divesture of sites. Mr. Kohler stated the State is still waiting on the materials promised at the meeting with Mr. Williams from USARAK. There was nothing to report until receipt of the materials and subsequent review. Mr. Woodall stated that Mr. Williams had said the documents were under legal review at US Army Pacific (USARPAC), which is USARAK's higher headquarters.

b. Mr. Kohler stated the letter regarding the Barriers to ALMR was hand delivered to the OEC. Mr. Woodall asked if the State had received any response at this time. Mr. Kohler and Commissioner Kreitzer stated they had not. Mr. Woodall to follow up with OEC.

9. Next Meeting. The next regularly scheduled meeting is June 17, at 1:30 p.m. in the AST Training Conference Room. Ms. Bergmann stated that she was unavailable due to being out of state working on the Gulf oil spill and return on approximately June 24. Major Leveque also stated he would also be unavailable that day.

Commissioner Kreitzer noted she also had conflicts with having a meeting on June 24. She requested the OMO send out an email request for availability to determine when the June meeting could be held.

10. Adjourn Meeting. There was no formal motion made to end the meeting. The meeting adjourned at 2:44 p.m.

//approved//
ANNETTE KREITZER, Commissioner
State of Alaska, Executive Council Co-Chair
ALMR Executive Council

Distribution:

SOA DOA, Commissioner Annette Kreitzer
SOA DPS, Commissioner Joseph Masters
SOA DOA, Deputy Commissioner Rachael Petro
SOA DPS, Deputy Commissioner Robert Gorder
AFEA, Ms. Pamela Bergmann
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