



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

**MEMORANDUM FOR ALMR Executive Council**

**August 19, 2010**

**FROM: SOA Executive Co-Chair**

**SUBJECT: July 15, 2010, ALMR Executive Council Meeting Minutes**

**TO: See Distribution**

---

**Executive Council Members Present:**

Ms. Annette Kreitzer	Commissioner, State of Alaska Department of Administration
Colonel George Hays	Department of Defense (DOD), Alaskan Command
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
Major Matt Leveque	User Council Chair
Mr. Del Smith	Operations Manager (via teleconference)
Mr. Tim Woodall	Department of Defense ALMR Project Manager
Mr. Jim Kohler	State of Alaska ALMR Program Manager
Ms. Sherry Shafer	Operations Management Office

**1. Call to Order.** Commissioner Annette Kreitzer called the teleconference to order at 1:35 p.m.

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

**3. Approval of Previous Meeting Minutes.** The motion to accept the May 15 meeting minutes, as amended with additional minor changes from Ms. Pamela Bergmann, was made by Ms. Bergmann and seconded by Colonel George Hays. There were no objections. **The motion was carried and approved.**

**4. Old Business.** Revised draft Membership Agreement

Background: At the May meeting, the Executive Council released the revised draft ALMR Membership Agreement for coordination by the Parties to the Cooperative Agreement. All new comments were consolidated into the final Comment Resolution.

Mr. Jim Kohler gave a brief synopsis of how the Membership Agreement relates to, but is separate, from the Cooperative Agreement. The document was then reviewed, along with the Comment Resolution Matrices. Additional language changes were made.

The following motion was presented at the end of the review and discussion.

**Motion: Approve the ALMR Membership Agreement subject to everyone seeing the final version, and voting via email.**

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

**5. ALMR Project Status.** Neither Mr. Tim Woodall, DOD Project Manager, nor Mr. Kohler, SOA Program Manager, had any updates to present.

**6. User Council Update.**

a. Revised User Council Charter.

Background: The User Council is required to review their charter annually, and update it, as necessary. The updated Charter was approved by the User Council at their June 2 meeting. In accordance with the User Council Charter, Article 3 - Goals and Objectives, Section 3: "Adoption of the User Council Charter and its operating and administrative procedures are subject to approval by the Executive Council."

The following motion was presented for approval.

**Motion: Approve the User Council Charter, with suggested revisions correcting references to the Alaska Federal Executive Association.**

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

b. Appointment of new Non-DOD Federal representative.

Background: The previous Non-DOD Federal primary User Council position had been empty for over two years. Mr. William Claar was nominated to fill the position.

In accordance with the User Council Charter, Article 5 - Membership, Section 1: "The Executive Council will approve the appointment of members and their alternates to the User Council."

The following motion was presented for approval.

**Motion: Approve the appointment of Mr. William Claar, USDA Forest Service Region 10, to the ALMR User Council as a primary Non-DOD Federal representative.**

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

c. Extension of existing State-sponsored Membership Agreements.

Background: As previously briefed by Commissioner Kreitzer at the May 5 User Council meeting, collection of fees from agencies by the State of Alaska to meet the \$150,000 in general fund program receipts would probably be implemented in the second half of State Fiscal Year 2011 (December 2010). New agreements are normally executed annually no later than June 30. Until such time that the new Membership Agreement is approved, and the distribution of the general fund program receipts is determined, the User Council agreed that it was prudent to extend the period of the current agreements. This would also cover all Federal agencies operating on ALMR, not just State and locals.

The following motion concerning existing Membership Agreements was presented for approval.

**Motion: All existing Membership Agreements shall be extended until such time as they are superseded by a modified agreement, but no later than December 31, 2010.**

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

**7. Operations Management Office (OMO).** Although he called in for specific questions during the review of the Membership Agreement portion of the agenda, Mr. Del Smith was unavailable for rest of the meeting. The OMO metrics were presented in hard copy. Major Leveque advised the Executive Council that the User Council reviews the System statistics at their monthly meeting and there were no areas of concern.

**8. New Business.**

a. Army Divesture of ALMR sites. Colonel Hays advised the other council members that it is the intention of U.S. Army Alaska to divest a total of 41 of their sites. They plan to divest 13 sites no later than June 30, 2011, and the other 28 sites between July 1, 2011 and June 30, 2012.

b. System Change Request CR600-16\_TCCS, Atwood VHF site. Mr. Woodall explained all changes to the ALMR System must be documented using the Change Control Process established by ALMR System Change Request (CR) Management Procedure 400-3. This process was put in place to address a State of Alaska Legislative Audit which faulted the ALMR Project, stating changes to the project scope must be reviewed and approved by the ALMR Executive Council.<sup>1</sup> The project office, with the assistance of DOA staff, was directed to ensure all information related to the project was retained.

Some SOA Change Requests go back as far as three years. This is the first of a myriad of after-the-fact Change Requests requiring Council approval.

The Change Request was signed by the three voting council members after the meeting adjourned.

**9. Next Meeting.** The next regularly scheduled meeting is August 19, at 1:30 p.m. in the AST Training Conference Room.

**10. Adjourn Meeting.** A motion made to adjourn the meeting was made by Ms. Bergmann and seconded by Colonel Hays. The meeting adjourned at 3:20 p.m.

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

---

<sup>1</sup> Department of Military and Veterans Affairs Department of Administration Alaska Land Mobile Radio Project Audit, September 21, 2005 (Audit Control Number 09-30021-06), page 24-25.

**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