



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

**MEMORANDUM FOR ALMR Executive Council**

**May 9, 2011**

**FROM: DOD Executive Co-Chair**

**SUBJECT: September 27, 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 (via teleconference)
Chief Jeff Tucker	Alaska Municipal League (via teleconference)

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

Deputy Chief Brad Johnson	User Council Vice Chair (via teleconference)
Ms. Rachael Petro	Deputy Commissioner, State of Alaska Department of Administration (via teleconference)
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 (via teleconference)
Mr. Joe Quickel	ALMR Project Management Office
Mr. Bruce Richter	Office of Emergency Communications
Ms. Sherry Shafer	Operations Management Office

**1. Call to Order.** Commissioner Annette Kreitzer called the teleconference to order at 1:33 p.m.

**2. Opening Statements and Other Announcements.** None.

**3. Approval of Previous Meeting Minutes.** The Commissioner asked the Executive Council if they had reviewed the August minutes and if they had any requested changes. There were no comments. The Commissioner requested a motion to approve the August minutes.

The following motion was presented for approval.

**Motion: Approve August 19, 2010, Executive Council meeting minutes.**

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

**4. Old Business.**

Ms. Pamela Bergmann briefed the Executive Council on the status of the Interagency Agreements.

Ms. Bergmann advised the council that Mr Woodall had prepared the draft agreement and forwarded it to all the Non-DOD Federal Agencies for review and comment. No comments had been received.

The next step in the process is to finalize the agreement, send it to the agencies for signature, and then begin the transfer of funds.

**5. ALMR Project Status.**

a. Mr. Tim Woodall, DOD Project Manager, stated that Project Office was in the final wrap up stage for the MotoBridge® project. The MotoBridge® installations were complete, and most sites are operational and personnel are being trained. Mr. Woodall also stated that the OEC Barriers Case Study documents were written and being reviewed.

b. Mr. Kohler, SOA Program Manager, stated that he would be reviewing the OEC Case Study at the end of the week upon his return. Mr Kohler advised the Executive Council that the construction season was also winding down and fortunately ETS had received money this fiscal year to address the deferred maintenance for the SATS. This maintenance would in turn generate improvements across the ALMR System.

**6. User Council Update.**

a. Appointment of Southeast Municipalities User Council representative.

Deputy Chief Brad Johnson, User Council Vice Chair, briefed the Executive Council that the primary Southeast User Council position was vacant due to the resignation of the previous incumbent. Lt Kris Sell, Juneau Police Department was nominated and received recommendations from several agencies.

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 is presented to the Executive Council for approval.

The following motion was presented for approval.

**Motion: Approve the appointment of Lt Kris Sell, Juneau Police Department, as the Southeast municipalities' primary representative on the ALMR User Council.**

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

b. Chief Johnson reminded the Executive Council that the Annual User Council Conference is scheduled for October 18 - 19, 2010, but the format will be different than previous years.

In past years, the first day was presentations which were open to the general public safety audience and the second day was specific User Council-related issues.

This year the conference will focus on the User Council entirely. Day one will be a facilitated discussion and day two will be continuation of discussion from day one events as well as other items of interest to the User Council. Commission Kreitzer will attend and address the User Council on October 18.

#### **7. Operations Management Office (OMO).** Mr. Del Smith

a. Mr. Smith advised the Executive Council there were no unusual occurrences on the System metrics and the statistics were consistent with summer activity.

b. Mr. Smith briefed the Executive Council on the poor response to the Annual Customer Satisfaction Survey sent out by the OMO. He advised the Executive Council, of the surveys received, the lack of training was still one of the issues noted on many of the responses.

c. Mr. Smith reminded the Executive Council that through a previous motion and vote all Membership Agreements had been extended through December 31, 2010. He advised the Executive Council that this could create a situation where member agencies were asked to sign an agreement for the period of July 1, 2010 to June 30, 2011 in January 2011 and then they would be asked to sign a new agreement in July 2011.

Because the Executive Council previously voted to remove the cost share language from the Membership Agreements, he felt that it would be better if the agreements went out for signature at this time versus waiting until the cost share apportionment was decided. He asked for the Executive Council to vote on this recommendation.

The following motion was presented for approval.

**Motion: The Operations Management Office shall prepare and forward for signature, the Membership Agreements for FY2011, which shall cover the period July 1, 2010 through June 30, 2011, to those agencies who do not have a current agreement on file.**

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

## **8. New Business.**

a. Office of Emergency Communications Barriers Study. Mr. Joe Quickel briefed the Executive Council that the study would be comprised of three separate documents: the case study, the description of the barriers gathered from discussions and interviews, and the correction action plan. The document is still in draft form and being revised.

b. Statewide Interoperable Executive Committee (SIEC). Mr. Woodall briefed the Executive Council on the history behind the ALMR Executive Council's appointment as the Alaska SIEC. At the time ALMR (State and DOD primary infrastructure stakeholders) was seeking waivers from the FCC and NTIA, there were no other groups providing spectrum oversight for interoperability within the State. The FCC, as a condition of the waiver, specifically required the establishment of an SIEC. The Executive Council assumed the role as the SEIC in order to fulfill that requirement, as designated by the Telecommunications Information Committee, which was chaired by the Lt Governor at that time.

Mr. Woodall explained that the SEIC is normally appointed through a gubernatorial proclamation or by some legislative action. As a by-product of the Barriers Case Study, it was noted there may be other groups which are better suited to administer the function or perhaps converge the SIEC function from members of the Executive Council and other applicable groups with the establishment of the SIEC endorsed by the Governor. This would bring the SIEC into alignment with the OEC governance model.

Commissioner Kreitzer commented that she fully understood the requirement and knew what needed to occur and would take the matter for action.

**9. Next Meeting.** The next regularly scheduled meeting is October 21, at 1:30 p.m. in the AST Training Conference Room. Commissioner Kreitzer asked the other Executive Council members if that was a good day for them. All advised it was.

**10. Adjourn Meeting.** A motion made to adjourn the meeting was made by Ms. Bergmann and seconded by Colonel Hays. The meeting adjourned at 2:12 p.m.

\\Approved\\  
GEORGE W. HAYS, Colonel, USAF  
Department of Defense Executive Council Co-Chair  
ALMR Executive Council

**Distribution:**

ALCOM/J6, Colonel George Hays  
SOA DPS, Commissioner Joseph Masters  
AFEA, U.S. Attorney Karen Loeffler  
AML, Chief Jeff Tucker  
MOA, Mr. Kevin Spillers  
SOA DPS, Deputy Commissioner Robert Gorder  
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