



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



MEMORANDUM FOR ALMR Executive Council

May 14, 2010

FROM: SOA Executive Co-Chair

SUBJECT: May 20, 2009, ALMR Executive Council Meeting Agenda

TO: See Distribution

1. **Call to Order.** Commissioner Annette Kreitzer, Executive Council Co-Chairman, will call the meeting to order at 1:30 p.m. Meeting will be held via teleconference. Roll will be taken. (5 Min)

2. **Opening Statements and Other Announcements.**

3. **Approval of Previous Meeting Minutes.** ALMR Executive Council Meeting draft minutes from April 21, 2010. (5 Min) (Atch 1)

Motion: Approve April 21, 2010 meeting minutes, as written.

4. **Old Business.** (45 Min)

a. ALMR FY11 Operating Budget

Background: The FY2011 OMO Operating Budget was forwarded by the User Council to the Executive Council for approval at the April meeting. DOD pointed out that the Federal Non-DOD agencies needed to contribute funds this year. Ms. Bergmann requested additional time to talk to the agencies she represents and present them with their shared costs. The Commissioner requested the following motion to approve the budget be tabled until the May meeting.

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.

b. Cost Share Cooperative Agreement

Background: Based on the fact that the Federal and State partners had already agreed to once again split the cost 50/50 and the current budgets were already set, it was agreed upon to extend the current cost share agreement for one year. Both Commissioner Kreitzer and Colonel Hays signed the Cost Share Cooperative Agreement at the April meeting.

Ms. Bergmann requested she be allowed to verify with her represented agencies that they were comfortable with her signing on their behalf. The following motion was proposed and approved.

Motion: Approve the extension of the Cost Share Cooperative Agreement for Fiscal Year 2011 subject to Ms. Bergmann's ability to gain approval from her represented agencies.

Ms. Bergmann reviewed the Cost Share Cooperative with her represented agencies and gained their approval to sign on their behalf. She also provided a correction to her title to accurately reflect her representation of the Alaska Federal Executive Association (AFEA) versus the Department of the Interior. Corrected document is attached. (Atch 2)

c. Revised draft Membership Agreement

Background: At the April 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.

The following motion was proposed and approved.

Motion: Approve the release of the revised draft ALMR Membership Agreement for coordination by the Parties to the ALMR Cooperative Agreement. The Parties shall review the agreement for both content and legality and provide all comments to the Operations Management Office not later than May 15, 2010.

5. **ALMR Project Status.** (5 min)

6. **User Council Update.** (Major Matt Leveque) (5 Min)

7. **Operations Management Office (OMO).** (Mr. Del Smith) (5 Min)

OMO metrics - provided in hard copy. (Atch 3)

8. **New Business.** (10 Min)

9. **Next Meeting.** The next meeting is scheduled for Jun 17, 2010, 1:30 p.m. at the DPS HQ Conference Room, 5700 E Tudor Road. (5 Min)

10. Adjourn Meeting.

//sent on behalf of//

ANNETTE KREITZER, Commissioner
State of Alaska, Executive Co-Chairman
ALMR Executive Council

3 Attachments:

1. Draft Apr 21, 2010 Executive Council Meeting Minutes
2. Corrected copy - Cost Share Cooperative Agreement
3. OMO Metrics

Distribution:

SOA DPS, Commissioner Joseph Masters
SOA DPS, Deputy Commissioner Robert Gorder
SOA DOA, Deputy Commissioner Rachael Petro
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



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

MEMORANDUM FOR ALMR Executive Council

May 13, 2010

FROM: SOA Executive Co-Chair

SUBJECT: April 21, 2010, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present (via teleconference):

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

ALMR Project Team Members and Guests Present (via teleconference):

Ms. Rachael Petro	Deputy Commissioner, State of Alaska Department of Administration
Dep Commissioner Bob Gorder	Department of Public Safety
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
Mr. Bruce Richter	Department of Homeland Security Office of Emergency Communications
Ms. Sherry Shafer	Operations Management Office

1. **Call to Order.** Commissioner Annette Kreitzer called the teleconference to order at 1:32 p.m.

2. **Opening Statements and Other Announcements.** Commissioner Kreitzer introduced Ms. Pamela Bergmann as the participating Non-DOD Federal agency representative to the Executive Council for the Alaska Federal Executive Association.

3. **Approval of Previous Meeting Minutes.** The motion to accept the January 21 meeting minutes was made by Colonel George Hays and seconded by Commissioner Kreitzer. Ms. Bergmann abstained since she was not present at the January meeting. There were no objections. **The motion was carried and approved.**

4. **Old Business.** No discussion of Old Business was conducted.

a. Commissioner Kreitzer discussed the outcome for the State's FY2011 Budget process. For ALMR, the Department of Administration was fully funded but received a funding change from the general fund to \$150,000 in program receipts, requiring the Department to collect this amount. The Commissioner stated she would be distributing a letter to all the municipal and non-government organization member agencies operating on ALMR with an explanation of this decision before she begins discussions with them on how to facilitate the collection.

Chief Jeff Tucker stated there was still more lobbying to be done. Next year's budget needs to be addressed. Regarding his testimonies in front of the finance committees, the Chief stated there was a serious lack of understanding within the legislature of what ALMR is.

Mr. Del Smith advised the council that he was engaging in on-going education. The Operations Management Office provides copies of the *Insider* newsletter in both electronic and paper form to both the House and Senate members.

b. Colonel Hays briefed that the Department of Defense also received full funds for ALMR. He stated that the DOD was experiencing the same problems trying to get senior leadership to understand what ALMR was and its importance, not only to public safety first responders, but also to the DOD mission.

Ms. Bergmann asked if the DOD was expecting the participating Non-DOD Federal agencies to contribute funds in FY11.

Colonel Hays deferred to Mr. Tim Woodall to answer the question due to Mr. Woodall's heavy involvement in working the funding issues for the ALMR contracts. Mr. Woodall stated that the participating Non-DOD Federal agencies were being asked to cover approximately \$60,000 of the FY11 costs, which is approximately \$10 per radio per month to operate on ALMR.

He also stated the current problem was finding the proper mechanism to get the money to the contracting office. The money from Non-DOD Federal agencies does not have to be transferred by June 30, but the discussions with the agencies should begin.

Commissioner Kreitzer asked how much time Ms. Bergmann would need to contact her agencies to discuss the issue, to which she responded approximately two weeks. The Commissioner requested the motion to approve the Operations Management Office and System Management Office Budget be tabled and the OMO prepare the draft FY12 budget for the next meeting.

Major Matt Leveque advised the council that the User Council had begun work on the FY12 budget and was committed to having it in draft by the July timeframe. This would facilitate getting the ALMR budget in line with the State and DOD cycle for the next fiscal year.

d. Commissioner Kreitzer reminded the group that the current Cooperative Cost Share Agreement expires the end of June 2010.

Based on the fact that the Federal and State partners had already agreed to once again split the cost 50/50 and the current budgets were already set, Mr. Woodall advised the council that it made sense to extend the current cost share agreement for one year. Both Commissioner Kreitzer and Colonel Hays signed the Cost Share Cooperative Agreement at this time.

Because Executive Council members had not received the Cost Share Cooperative Agreement until the day of the meeting, Ms. Bergmann requested she be allowed to verify with her represented agencies that they were comfortable with her signing on their behalf. Once she receives confirmation, she will proceed.

The following was proposed:

Motion: Approve the extension of the Cost Share Cooperative Agreement for Fiscal Year 2011 subject to Ms. Bergmann's ability to gain approval from her represented agencies.

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. The October implementation Radio Site Status Report and MotoBridge™ implementation schedule were provided in hard copy. There were no questions.

a. SOA Program Manager update. Mr. Jim Kohler suggested that language changes be implemented and an official timeline be put in place regarding the budget process which sets dates for specific actions to be completed. He suggested this be completed by the next meeting.

Mr. Woodall stated that because DOD and SOA are approximately nine months apart in the budget process, the DOD would need to move its process back almost an entire year to line up with the SOA cycle. He advised that an August 1 presentation would allow DOD to get into the POM relook cycle.

b. DOD Project Manager update.

(1) Mr. Woodall briefed that the Office of Emergency Communications was 70 - 80 percent complete on the draft document examines ALMR governance and operations against national policy and directives. Additionally, the document will look at the barriers to maintaining a shared system such as changes in missions, etc. However, the interviews which were initially scheduled for January have continued to slip month to month and are now scheduled for May.

Commissioner Kreitzer asked Mr. Woodall if a letter from the Executive Council to the OEC was appropriate, and would he be willing to draft something.

Mr. Woodall stated it would be appropriate and he would put something together no later than close of business on April 22. He suggested a motion might be appropriate to adopt this plan of action by the council.

Motion: Move that a letter be sent on behalf of the Executive Council to the Office of Emergency Communications on the barriers to the ALMR System and that Alaska needs help resolving those barriers.

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

(2) Mr. Woodall briefed that both Transportable Communications Systems were being deployed for exercise Alaska Shield/Arctic Edge/Vigilant Guard 2010. The Transportable Area North would be in Valdez supporting a local exercise revolving around a tsunami and the Transportable Area South would be located at Forward Operating Base Sparta on Fort Richardson in support of a mass casualty hospital exercise.

A distinguished visitor day was scheduled for April 28.

6. User Council Update. Major Matt Leveque updated the Executive Council on User Council (UC) activities.

a. Major Leveque presented the 2009 Information Assurance Annual Report of Findings to the council. The report is a summation of the various random security checks performed to ensure the System is being protected appropriately from both a recovery point of view and from a physical aspect, as well. The report was provided for information purposes only.

b. Major Leveque also presented the 2009 User Council Annual Assessment on System Operations and Management Performance. The report is a compilation of various performance factors, maintenance and coverage issues, results of the periodic maintenance inspections and other areas of progress, as well as those items which remain areas of concern for the coming year. The report was provided for informational purposes only.

c. An area of concern to the User Council is the historical tracking of changes to the ALMR System. Major Leveque presented a list to the council of frequency de-conflictions, equipment moves, and temporary site installations that had been accomplished but not properly documented. He advised that the User Council feels it is imperative to ensure the history is properly annotated.

Mr. Kohler stated he is setting a date for the SOA SATS staff to complete the documentation and get it to the Operations Management Office.

d. Major Leveque advised the council that there was some anxiety among the User Council, as well as the System users, about the issue of money and the possible scaling back on the services being offered as well as shutting down portions of the System. He stated that the User Council was trying to continue to operate as the advisory agency to the system users in uncertain times as far budget dollars are concerned. He advised the Executive Council that the members felt there was a lack of executive commitment on their behalf.

7. Operations Management Office (OMO).

a. Mr. Smith briefed the council on the current System statistics and what the parameters are as set by the User Council.

b. He stated that one area of concern regarding the current site maintenance being performed is the lack of correction of the R56 grounding issues which have existed for several years now. He stated he understood there were funding issues in the past but was advised by Mr. Kohler that there was a budget set in place to clean up the deferred maintenance discrepancies.

Mr. Woodall advised the council that if lightning were to strike one of these sites, effectively all the equipment in the site could be destroyed. Additionally, if a technician on site were to accidentally become a 'ground' during routine maintenance, they could be seriously injured or killed. It is also the standard as defined in the Service Level Agreement.

Commissioner Kreitzer advised the group that deferred maintenance was a huge issue for Governor Parnell and money had been set aside and these issues should be fixed this year.

c. The last issues Mr. Smith brought to the council's attention was the lack of FEA representation on the User Council. The primary Transportation Security Administration (TSA) position had been empty for over two years and despite repeated attempts, he was unable to get anyone to fill it. He stated that the position was originally designated as TSA in the User Council Charter, but that the Charter was currently under revision and the language regarding the FEA membership would be revised. The Federal Bureau of Investigation and Bureau of Land Management representative positions would remain as is, but for TSA position the language would be revised to mirror the language for the third State representative position designated as representing 'all others.'

Ms. Bergmann stated that was one of the items she has on her "to do" list and that she will look into finding another agency that would be willing to serve.

8. New Business.

a. ALMR FY2012 budget. The budget had previously been discussed and the plan of action was to have it prepared and ready to move into the State budget cycle by August 1.

b. Proposed Army divestiture of sites. Colonel Hays advised the Executive Council that General Troy, Commanding General US Army Alaska, gave direction to his staff to divest 13 of their roadside sites in the Kenai Peninsula by July 2011. However, the Army is not withdrawing from the System. Their mission has changed and they have been instructed to reduce their budget. They would also be relooking at the list of sites in FY21012 and 2013 to determine if there are additional reductions which need to be made.

Ms. Rachael Petro stated that it would take some time for the State to determine what the costs would be to absorb the maintenance and care of these additional sites. The State had requested additional documentation from Mr. Woodall and Mr. Rick Williams and if they could gather the statistics on usage decline at the sites by the Army, as well as the cost figures for maintaining the sites after the exercise was over that would be helpful.

Colonel Hays advised if the Army were to remove the equipment from the sites it would have to turn it in to the Defense Reutilization & Management Office (DRMO). If the equipment was determined to be surplus, it would then be offered for sale to the general public.

Commissioner Kreitzer asked that the Army divestiture of sites be a standing item of discussion for the Executive Council meeting agenda to ensure it stays in front of the council.

Mr. Bruce Richter offered for the council's information that under the 10-33 Program surplus military equipment could be transferred directly from the DOD to public safety without going through the DRMO process.

c. Revised draft Membership Agreement.

Commissioner Kreitzer went over the proposed motion with the council.

The OMO will accept and remove all the current highlighting from the draft agreement. The agreement will then be released to the cooperative partners for forwarding to their subordinate agencies and legal offices for their review. All new comments will be highlighted on the agreement and input into the comment resolution matrix.

Ms. Bergmann and Colonel Hays had already reviewed and commented on the document. Those comments will be incorporated into the comment resolution matrices and highlighted on the new draft to be forwarded. The council agreed to release the document for coordination and review to their represented agencies.

Motion: Approve the release of the revised draft ALMR Membership Agreement for coordination by the Parties to the ALMR Cooperative Agreement. The Parties shall review the agreement for both content and legality and provide all comments to the Operations Management Office not later than May 15, 2010.

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

9. Next Meeting. The next regularly scheduled meeting is May 20, at 1:30 p.m. in the AST Training Conference Room.

10. Adjourn Meeting. The motion was made to adjourn the meeting by Ms. Bergmann and seconded by Colonel Hays. There were no objections. The meeting was adjourned at 3:29 p.m.

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

Distribution:

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MOA, Mr. Trygve Erickson

DRAFT



Cooperative Agreement for the Cost Share of the Alaska Land Mobile Radio (ALMR) Communications System Operations and Maintenance (O&M) between the State of Alaska (SOA), as represented by the Department of Administration (DOA), the Alaska Federal Executive Association (AFEA), the Department of Defense (DOD), as represented by the Alaskan Command (ALCOM), and Local Government represented by the SOA/DOA

1. General. This Cooperative Agreement for Cost Share is part of, and incorporates by reference, the 21 November 2007 ALMR Cooperative Agreement (attached), in order to support the sustainment of the Operation and Maintenance (O&M) of the ALMR shared infrastructure. It also incorporates by reference the 26 February 2008 ALMR Service Level Agreement (SLA) (attached), developed by the ALMR User Council under the guidance of the ALMR Executive Council¹ and approved by the stakeholders, establishes the service levels and quality of service required by the end users. This agreement provides the cost share approach, cost share method, and the applicable responsibilities of the parties to the agreement.

Funds may not be presently available to support this Cooperative Agreement. The Government's² obligation is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Government for any payment may arise until funds are made available for this purpose. Notwithstanding any contrary provision herein, no contractor or other government or non-government agency performing operation and/or maintenance duties under this Cooperative Agreement can proceed with its work on behalf of the participating party and incur a financial obligation, until said contractor receives notice of funds availability, to be confirmed in writing by the participating party to this agreement.

2. Authority. 31 U.S.C. Subtitle V, Chapter 63, Section 6305, Using Procurement Contracts and Grant and Cooperative Agreements (unclassified and publicly available) forms the basis for DOD and AFEA participation in cooperative partnerships like ALMR and State Procurement Code A.S. 36, Chapter 30 forms the basis for State of Alaska participation.

¹ Cooperative Agreement, *Article 9 - Funding and Expenditures*. § 1. Upon first availability of fiscal funds, in the first quarter of each federal fiscal year (October 1 – September 30), each Party will identify the amounts and sources of funding for the next five years to be used in financing its portion of the System. Amounts and sources of revenue received from the operation of each Party's portion of the System, for the current and upcoming year, will be reported, in writing, to the Executive Council. § 2. Upon first availability of fiscal funds, each Party to the Agreement will identify the annual operating and maintenance costs of its portion of the System for the current and upcoming year, and report those costs in writing to the Executive Council. § 3. The costs, funding amounts and sources, and revenues for each category of service required, as defined in the Service Level Agreement, shall be reflected in the Executive Council's annual proposed budget, as stated in Sections 1 and 2 of this Article.

² "Government" in this context refers to any and all parties to this agreement.

3. Scope. This **ALMR Cost Share Cooperative Agreement** is established between ALCOM, on behalf of participating DOD member agencies (United States Army Alaska, Elmendorf Air Force Base, Eielson Air Force Base, and Clear Air Force Station), the SOA/DOA, AFEA, and Local government represented by the SOA/DOA to share costs for the O&M of the ALMR shared infrastructure equipment, based on an approved cost share approach and cost share method.

This agreement establishes the approach and method for determining the cost share by a party. This agreement does not commit or set a demand for funds. By signing this agreement, the parties agree to the approach and method by which the cost share will be apportioned between the parties.³

4. The Cost Share Approach will be that the owner of the infrastructure equipment will pay for the maintenance of that equipment in accordance with the requirements defined in the SLA.

5. The Cost Share Method will be that the costs of the Operations Management Office and the System Management Office will be shared 50/50 between the Federal government (meaning ALCOM and the AFEA) and State/Local government (meaning SOA/DOA and the Local governments SOA/DOA represents). Federal agencies will develop a method to apportion the costs among themselves. State and Local governments will also develop their own method to apportion the costs among themselves.

6. Responsibilities.

a) SOA/DOA is responsible for the following:

1) Requesting an appropriation for their apportioned cost share defined in their membership agreement through their annual budget process, and applying that appropriation in full when received to the applicable ALMR cost share in sufficient time to permit application to applicable contract services.

2) Infrastructure owners are responsible for sustaining and maintaining the infrastructure in accordance with the SLA, and requesting an appropriation for the associated costs of maintaining that infrastructure, and applying that appropriation in full when received to the applicable ALMR cost share in sufficient time to permit application to applicable contract services.

3) State agencies are responsible to complete every legal action available to them to obtain funding when appropriated funding results in a shortfall.

b) ALCOM and its DOD member agencies are responsible for the following:

³ The Membership Agreement, dated 31 July 2008, is executed between the individual members and the ALMR Operations Management Office. It defines the roles and responsibilities of the parties and includes the apportioned cost share amount for each member.

- 1) Requesting an appropriation for their apportioned cost share defined in their membership agreement through their annual budget process.
- 2) Infrastructure owners are responsible for sustaining and maintaining the infrastructure in accordance with the SLA, and requesting an appropriation for the associated costs of maintaining that infrastructure, and applying that appropriation in full when received to the applicable ALMR cost share in sufficient time to permit application to applicable contract services.
- 3) DOD agencies are responsible to complete every legal action available to them to obtain funding when appropriated funding results in a shortfall.

c) AFEA members are responsible for the following:

- 1) Requesting an appropriation for their apportioned cost share defined in their membership agreement through their annual budget process and applying that appropriation in full when received to the applicable ALMR cost share in sufficient time to permit application to applicable contract services.
- 2) Agencies are responsible to complete every legal action available to them to obtain funding, when appropriated funding results in a shortfall.

7. All parties to this Cooperative Agreement are voluntary participants, and expressly acknowledge the requirements contained here within and their associated responsibilities, as outlined.

8. The Point of Contact for the State of Alaska and Local Government is Mr. Jim Kohler, (907) 723-9686. The Point of Contact for ALCOM is Mr. Tim Woodall, (907) 552-8223. The Point of Contact for the Alaska Federal Executive Association is Ms. Pamela Bergmann, (907) 271-5928.

9. The initial term of this agreement is from 1 July 2010 through 30 June 2011 unless extended, superseded or otherwise terminated by the stakeholders.

10. This **ALMR Cost Sharing Cooperative Agreement** will become effective upon final signature and will remain effective until the end of its term or until extended, terminated or modified, in writing, by consent of all parties. An annual review of this Cooperative Agreement will be conducted within three months of the anniversary date of the original signatures.

Attachments:

1. 2007 ALMR Cooperative Agreement
2. 2008 ALMR Service Level Agreement

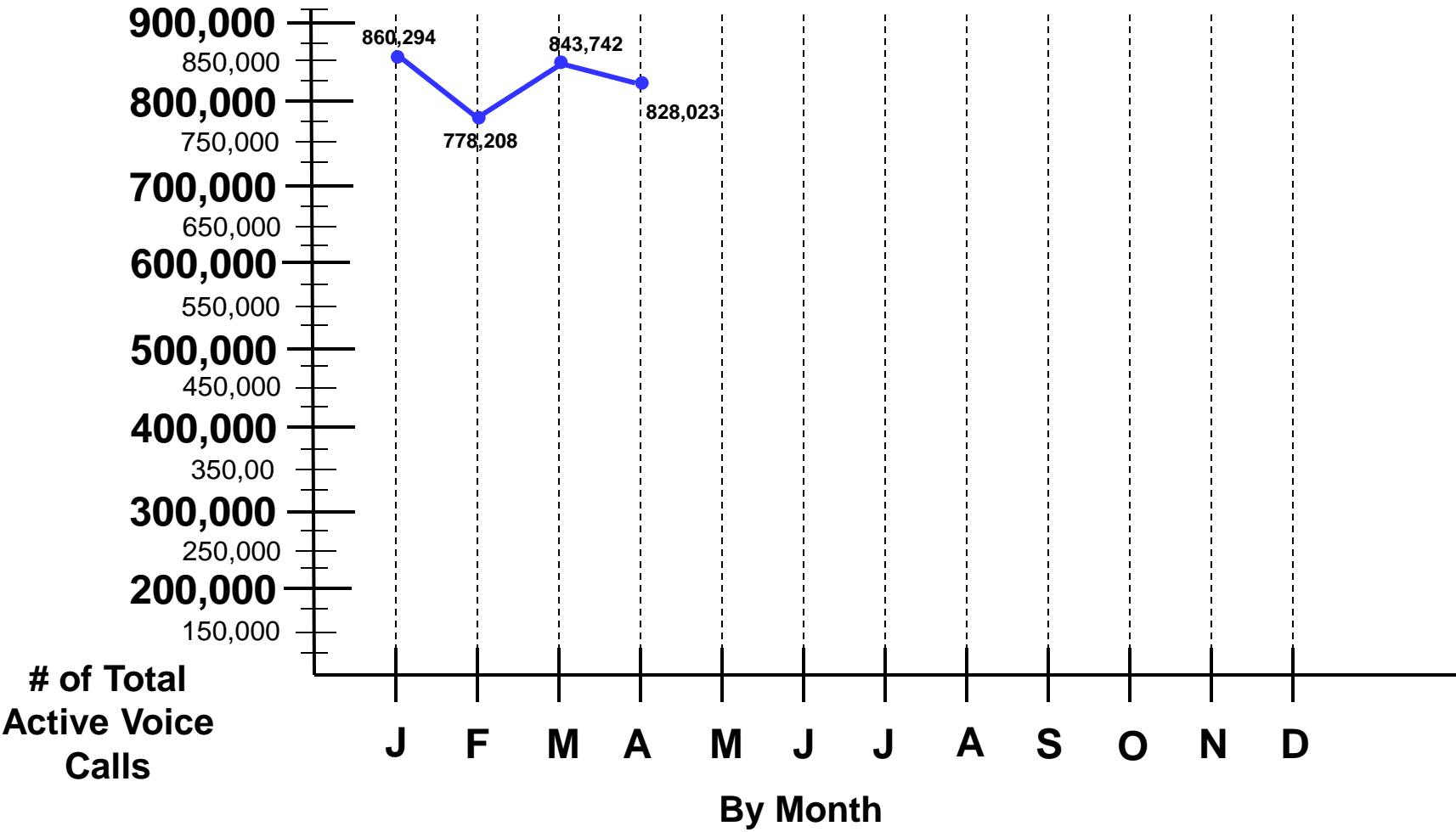
George W. Hays, Colonel, USAF Date
Director for Command, Control, Communications and Computer Systems
Alaskan Command/JTF-AK

Ms. Annette Kreitzer Date
Commissioner, Department of Administration
State of Alaska

Ms. Pamela Bergmann Date
Participating Non-DOD Federal Agency Representative
Alaska Federal Executive Association

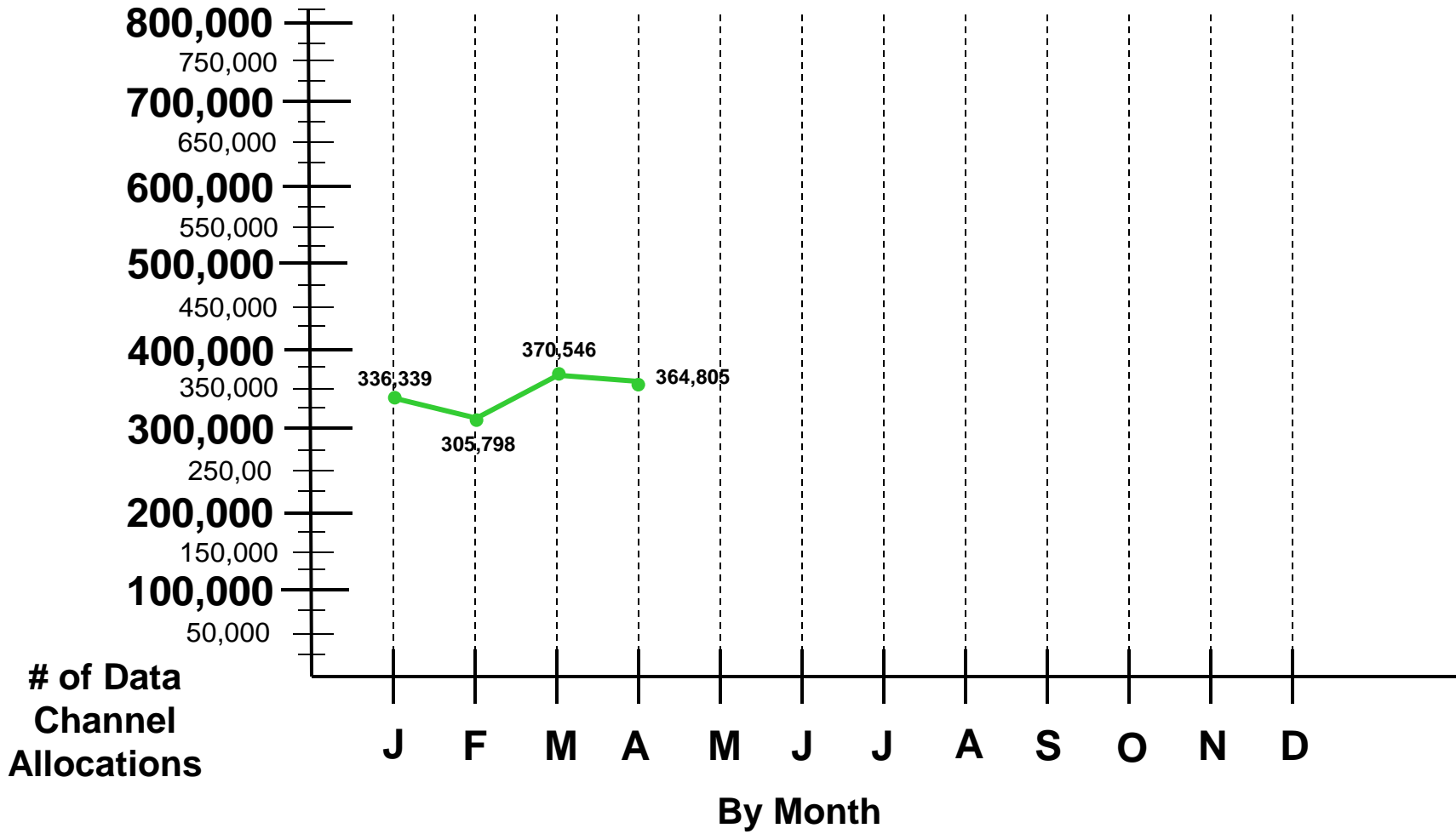
2010

System Performance - Voice



2010

System Performance - Data



2010

System Performance - Busies

