



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



MEMORANDUM FOR ALMR Executive Council

August 17, 2010

FROM: SOA Executive Co-Chair

SUBJECT: August 19, 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. The meeting will be held via teleconference. The 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 the July meeting. (5 Min) (Atch 1)

Motion: Approve July 15, 2010, Executive Council meeting minutes, as written.

4. **Old Business.** None.

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

6. **User Council Update.** (Major Matt Leveque) (10 Min)

a. ALMR FY2012 OMO/SMO Operating Budget (Atch 2)

Background: In order to get in sync with the State of Alaska budget cycle, the User Council agreed to forward a budget for the Operations Management Office and System Management Office to the Executive Council no later than August. The User Council voted to accept and forward the budget document at their August 4 meeting.

Motion: Approve the FY2012 Operations Management Office and System Management Office Operating Budget and move the

document into the State budget cycle for inclusion in all cost considerations.

- b. Appointment of new DOD US Army Alaska (USARAK) representative.

Background: The primary USARAK position has been vacant since August 2009.

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.

Motion: Approve the appointment of Mr. Thomas R. Williams (primary) and Major Jeffrey C. Fulton (alternate) as the DOD USARAK representatives on the ALMR User Council.

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

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

- 8. **New Business.** (60 Min)

- a. Update on the status of the barriers to cooperative land mobile radio systems study. (Mr. Joe Quickel)

- b. Discussion on the issue/status of the Army divestiture of site equipment.

- 9. **Next Meeting.** The next meeting is scheduled for Sep 16, 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 July 15, 2010 Executive Council Meeting Minutes
- 2. FY 2012 OMO/SMO Operating Budget
- 3. OMO Metrics



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

MEMORANDUM FOR ALMR Executive Council **Jul XX, 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 <u>(via teleconference)</u>
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
Ms. Sherry Shafer	Operations Management Office
Mr. Bruce Richter	Region X, Office of Emergency Communications

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 Bergman, 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~~ 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 ~~Objections~~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 ~~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 ~~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 ~~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. ~~System Change Request CR600-16_TCCS, Atwood VHF site.~~

~~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.¹ 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. The State ETS is three years delinquent in submitting paperwork on site changes.~~ This is the first of a myriad of after-the-fact Change Requests requiring ~~council~~ Council approval.

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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 Hayes. The meeting adjourned at 3:20 p.m.

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

¹ 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.

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

DRAFT

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ALCOM/J64, Mr. Timothy Woodall
SOA DOA, Mr. James Kohler
MOA, Mr. Trygve Erickson

SOA FY2012 Operating Budget

August 2010

Alaska Land Mobile Radio (ALMR) Communications System

Operations Management Office & System Management Office

Del Smith, Operations Manager

Operations Management Office

<http://www.alaskalandmobileradio.org>

Operations Management Office Contract Cost: \$481,668.00

Operations Management Office Manpower

The Operations Management Office (OMO) consists of three assigned contractor personnel: Operations Manager, Technical Advisor, and Documentation Specialist.

The OMO provides oversight of the duties and responsibilities of the SMO to ensure the availability of the System 24 hours a day/7 days a week, and acts as the single point of contact between the User Council and the SMO. The OMO monitors, audits, and reports on SMO compliance with System service level agreements ensuring appropriate quality assurance and quality control for member agencies.

The OMO maintains System programming and operations documentation, processes and procedures, and user manuals in a reference library.

Included in this cost are periodic reviews and updates, and any newly defined requirements required to support the customers.

NOTE: These expenses are currently addressed in the Operations Management Services Contract currently held by Wostmann & Associates, Inc./5 Star Team.

System Management Contract Cost: \$1,705,664.86

System Management Office Manpower

The System Management Office (SMO) consists of five full-time assigned contractor personnel: System Manager, System Technologist, Security Manager, Asset Manager and Help Desk/Documentation Specialist. Contracted System support for after hours and emergency system issues is provided by the Motorola System Support Center (SSC) located in Schaumburg, Illinois. Also available are three Original Equipment Manufacturer (OEM) Authorized System Technologist who provide technical expertise and instate resources to meet ALMR maintenance requirements on a situational basis. Their services are billed to the contract on a percentage basis.

The SMO is responsible for the annual Preventive Maintenance Inspection (PMI) on each of the operational ALMR sites to verify the operational test and alignment on the customer's infrastructure equipment, identify discrepancies at the sites, and inventory assets for accountability.

Optional Asset Management Services

The following services are currently provided through separate contracts funded through ALCOM and USARAK. These services are available from the SMO to any User Agency through individual contract.

- Track infrastructure equipment
- Manage suspect* equipment
- Track and manager Field Replacement Units (FRU)
- Maintain spare infrastructure equipment inventory
- Conduct annual inventory

*Suspect equipment is equipment that has been removed from a Site and sent in for repair.

NOTE: These expenses are currently addressed in the Infrastructure Operations & Maintenance Services (IOMS) Contract currently held by Bering Straits Information Technology LLC and various subcontractors. The Bering Straits' contract increases by five percent annually.

Equipment Maintenance Contract Cost: \$3,460,717.14

Infrastructure Maintenance

OEM trained technologists are provided by instate resources to meet ALMR maintenance requirements. Out-of-state resources are available as needed for additional support if required to maintain the ALMR System. Infrastructure maintenance services include:

- Preventive Maintenance Inspection (PMI)
- OEM Authorized Technologist Services

Budget cycle based on State of Alaska Fiscal Year (Jul 1 to Jun 30) and reflects **projected** annual costs based on best estimates.

Contracts

* Contracts are cost shared between Federal agencies and the State of Alaska

Operations Management Office	\$481,668.00
System Management Office	\$1,705,664.86
Equipment Maintenance	\$3,460,717.14
Contracts subtotal	
	\$5,648,050.00

NOTE: All expenses hereafter are in addition to the above referenced annual costs. Cost figures provided are **estimates** based on the previous events and are requested in support of services expected of the Operations Management/System Management Office. They are **not** included in the current contracts.

Operating Costs

*Office supply costs will change annually based on usage. Cost for website hosting could change based on vendor source.

Day-to-Day Operating Supplies

Office Supplies	\$1,000.00
ALMR Website Hosting (**Domain name expires Oct 2012)	\$120.00
Postage & Shipping	\$200.00

Special Requirements

ALMR Insider	Annual total (quarterly printing)	\$650.00
Equipment Repair	Miscellaneous office equipment repairs	\$1,000.00

Operating Costs subtotal		\$2,970.00
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Travel & Training

<p>Staff Development training costs will change each year</p> <p>Conferences</p> <p>*Periodic Maintenance Inspections QA travel locations/costs will change each year. These sites are provided for estimating purposes only. Twenty-five percent of all sites must be inspected each calendar year.</p> <p><u>Proposed Sites</u></p> <p>Juneau Haines Harding Lake Skagway Fairbanks Glennallen Whittier Fairbanks</p>	<p>Web site beginner & intermediate</p> <p>APCO (Las Vegas, Mar 7-9, 2011) IWCE (Philadelphia, Aug 7-12, 2010)</p> <p>New PMI sites & costs (if not included in the base contract) (NOTE: Travel for PMI QA/QC was included in the OMO contract cost for FY2011. The following estimates are based on airfares, per diem, and mileage rates as of May 7, 2010, and the possible sites to be visited. Actual rates and sites will vary for 2012.)</p> <p>\$718.50 (covers Lena Point, Dimond Courthouse, Auke Lake sites) \$1,003.50 (covers Haines site) \$784.00 (covers Harding Lake site) \$1,032.50 (covers Skagway site) \$1,147.00 (covers Birch Hill, Donnelly Dome, Ft Greely, Hill 3265 sites) \$685.00 (covers Beaver Creek, Cathedral Rapids, Tok sites) \$57.50 (covers Girdwood, Portage, Whittier sites) \$1,147.00 (covers Peger Road, Quarry Hill, Ester Dome, Pole Hill sites)</p> <p>Annual User Council Training Conference Provide training in areas surrounding land mobile radio operations and present key note speakers on areas pertinent to the Public Safety field. Covers the cost of facility rental, lodging, and per diem.</p>	<p>\$500.00</p> <p>\$3,600.00 \$3,200.00</p> <p>\$6,575.00</p> <p>\$12,500.00</p>
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Travel & Training subtotal	\$26,375.00
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<p>Contract Performance Audit</p> <p>*Contract cost of \$12,500 was paid by the State of Alaska for FY2011. The User Council determined there was no need to perform this audit on an annual basis. Cost estimate for FY2012 is \$0. Frequency will be addressed during the FY2013 budget preparation.</p>	<p>OMO/SMO contract compliance</p>	<p>\$0</p>
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Contract Performance Audit subtotal	\$0
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Total Proposed ALMR FY12 Expenditures	\$5,677,395.00
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FY10 Operations & Maintenance Costs

OPERATIONS AND MAINTENANCE COSTS FOR CONTRACT YEAR 1 JULY 11 - 30 JUN 12 (SOA FY12 / DOD FY 11)						
SHARED EQUIP COSTS						
DESCRIPTION	TOTAL COST	ARMY	AIR FORCE	ALCOM	Federal Non-DOD	SOA*
Radio Site Maintenance	\$2,824,643.05	\$1,434,456.45	\$288,493.76	\$0.00	\$0.00	\$1,101,692.84
Controller Maintenance	\$409,941.63	\$117,527.38	\$117,527.26	\$0.00	\$0.00	\$174,886.99
TOTAL SHARED EQUIP COSTS	\$3,234,584.68	\$1,551,983.83	\$406,021.01	\$0.00	\$0.00	\$1,276,579.84
CENTRIC COSTS						
DESCRIPTION	TOTAL COST	ARMY	AIR FORCE	ALCOM	Federal Non-DOD	SOA*
KMF Maintenance	\$12,033.76	\$5,054.24	\$3,497.76	\$0.00	\$0.00	\$3,481.76
Network Manager Maintenance	\$5,134.50	\$2,503.12	\$1,732.88	\$0.00	\$0.00	\$898.51
Gateway Maintenance	\$44,741.98	\$10,857.08	\$11,239.42	\$15,968.23	\$0.00	\$6,677.24
Connectivity	\$16,044.84	\$9,626.90	\$6,417.94	\$0.00	\$0.00	\$0.00
Console / Logging Recorder	\$148,177.39	\$75,607.43	**\$72,569.95	\$0.00	\$0.00	\$0.00
TOTAL CENTRIC COSTS	\$226,132.46	\$103,648.77	\$95,457.95	\$15,968.23	\$0.00	\$11,057.51
TOTAL O&M COSTS	\$3,460,717.14	\$1,655,632.60	\$501,478.96	\$15,968.23	\$0.00	\$1,287,637.34

NOTE: These costs were provided on May 6, 2010

*Neither DOD, nor the OMO, has visibility of State contracts. If the State pays for connectivity or console/logging recorder maintenance, these are additional costs and not shown.

**Includes the costs for DIACAP.

Contracts **\$5,648,050.00**

Contracts covering the costs for Operations Management, System Management, and Equipment Maintenance are currently paid on a cost share basis. Contracts only cover those items specifically listed and previously detailed at pages 1 – 3.

NOTE: All costs/expenses listed hereafter are **NOT covered in the original contracts, and must be budgeted for and added to the contracts.**

Operating Costs **\$2,970.00**

Day-to-Day Operating Supplies

This is the cost of day-to-day business (office and printer supplies, publishing, postage, etc.). Additionally, through a current Memorandum of Understanding between DOD and SOA, the OMO/SMO staffs are provided office space, electrical power, heating and cooling, telephony, internet connectivity, copying and faxing equipment access, meeting and common areas, and receptionist service at no cost. Should the offices move in the future and costs incurred, those costs would need to be added to future budgets and contracts.

Special Requirements/Replacement Costs

Current computer equipment is owned and provided by the DOD. When this equipment becomes obsolete or non-functional, it must be replaced. These costs were not factored into the contracts or the cost-share agreement.

Travel & Training **\$26,375.00**

Staff Development

Staff members perform other duties outside the scope of their original contracts (information technology support, web design and maintenance, grant assistance, etc.). In order to support these functions, as well as stay current in technology updates, training is required. These costs were not factored into the contracts or the cost-share agreement.

Communications Conferences

Conferences keep ALMR staff members informed of the latest developments in technology. Additionally conferences offer the ability to network with other land mobile radio users and gain insight into other state's solutions to interoperability challenges and solutions. These costs were not factored into the contracts or the cost-share agreement.

- Association of Public Safety Communications Officials (APCO) Annual Conference

APCO International is the world's largest organization dedicated to public safety communications and has been around since 1935 - far longer than any other public safety communications association. It has more than 15,000 members dedicated to the public safety community to provide information from examining standards and issues to providing education, products and services. APCO members come from all types of public safety organizations: Emergency Call Centers Law Enforcement Agencies Emergency Medical Services Fire Departments Transportation Agencies & Facilities Emergency Management Centers Forestry Services Colleges & Universities Military Units Manufacturers Technical & Repair Services Engineers APCO is at the forefront, ensuring the public safety community is well-equipped. Conferences assist public safety organizations with updating their knowledge and getting the latest information for excelling at their job – protecting the safety and welfare of the general public.

- International Wireless Communications Expo (IWCE)

The IWCE is the forum where all industries and communications IT professionals come together to share thoughts and ideas on wireless communications technologies Individuals who are responsible for planning and implementing an organization's wireless technology future have the opportunity to interact with enterprise Users from industries such as security, utilities, transportation, construction, education, retail, healthcare and facilities management, public safety professionals, wireless service providers, IT professionals, and dealers or consultants. The ICWE also provides an opportunity to attend content rich education and training sessions developed by industry experts.

Periodic Maintenance Inspections Quality Assurance

Periodic Maintenance Inspections are performed at ALMR sites by contracted agencies outside the ALMR OMO/SMO offices. ALMR sites are to be maintained at the levels specified in the Service Level Agreement. In order to ensure these agencies are properly annotating discrepancies to meet the specified criteria, the OMO performs Quality Assurance inspection oversight. Two oversight inspections are scheduled per month during the months of February through October.

Discrepancies are noted and a report is generated of the findings at the site. A copy of the report is provided to SOA ETS. A 90-day follow-up of open discrepancies is performed and a request for status email is generated. Any follow-ups thereafter are determined by the dates provided by SOA ETS for correcting the discrepancies. These costs were not factored into the contracts or the cost-share agreement.

Contract Performance Audit & Services

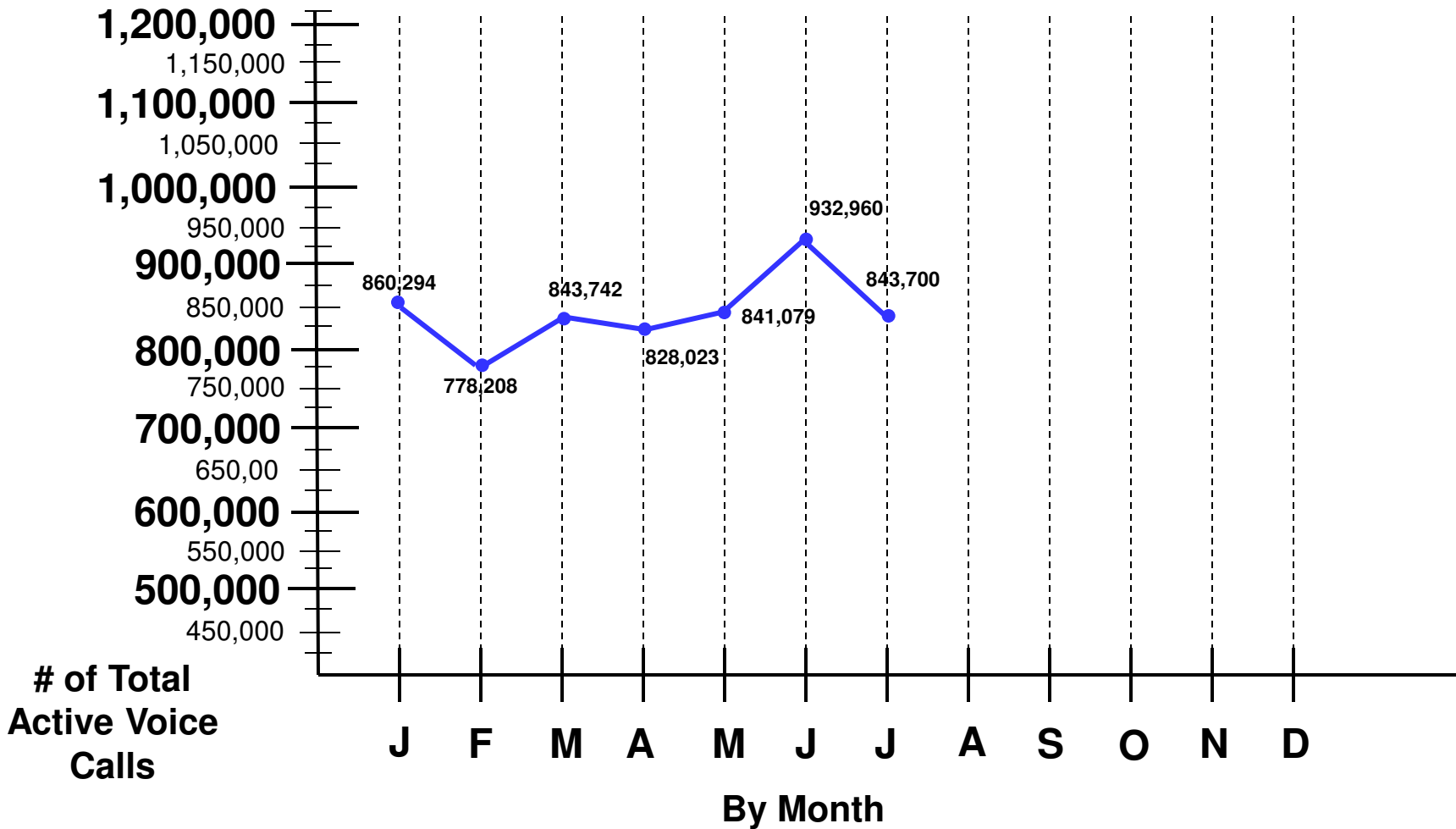
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Audit

The stakeholders will contract with a third party vendor to conduct contract performance audits on existing ALMR contracted services which at this time include the OMO contract and the SMO IOMS contract. (See note on page 5.)

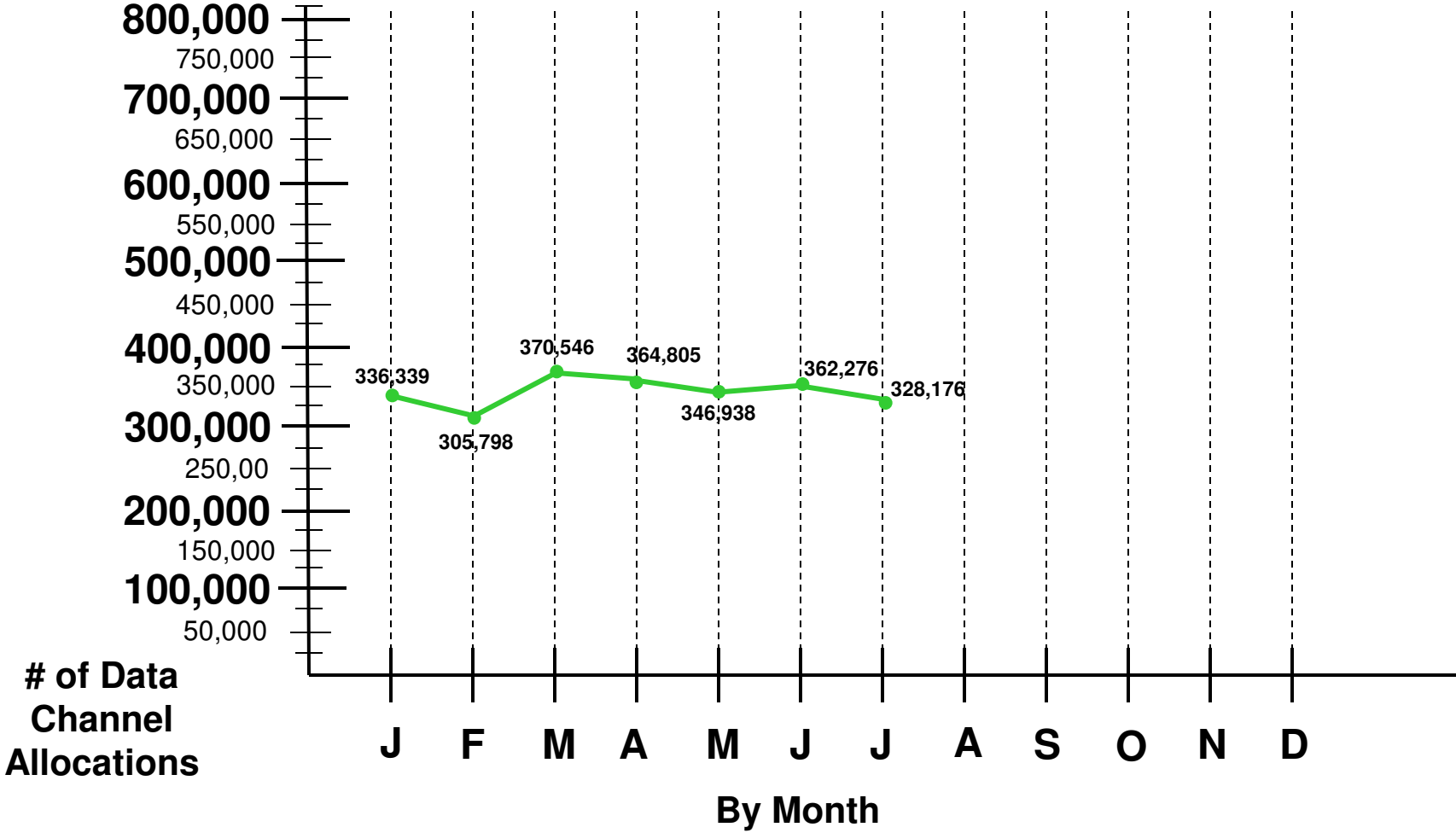
2010

System Performance - Voice



2010

System Performance - Data



2010

System Performance - Busies

