



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

MEMORANDUM FOR ALMR Executive Council

July 21, 2011

FROM: DOD Executive Co-Chair

SUBJECT: May 9, 2011, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel George Hays	Department of Defense (DOD), Alaskan Command (via teleconference)
Commissioner Joe Masters	Commissioner, State of Alaska Department of Public Safety
US Attorney Karen Loeffler	Non-DOD Federal Agency Representative, Alaska Federal Executive Association
Chief Jeff Tucker	Alaska Municipal League
Mr. Kevin Spillers	Municipality of Anchorage Office of Emergency Management (via teleconference)

ALMR Project Team Members and Guests Present:

Major Matt Leveque	User Council Chair
Deputy Commissioner Robert Gorder	Department of Public Safety
Mr. Del Smith	Operations Manager
Mr. Tim Woodall	Department of Defense ALMR Project Manager
Mr. Trygve Erickson	Municipality of Anchorage
Mr. Casey Borg	System Manager
Ms. Sherry Shafer	Operations Management Office
Mr. Forrest Booker	SOA Enterprise Technology Services (ETS) (via teleconference)
Mr. Bruce Richter	Office of Emergency Communications
CWO Jeremy Williams	US Coast Guard District 17 (via teleconference)
Ms. Sharon White	SOA ETS (via teleconference)

1. **Call to Order.** Colonel George Hays called the meeting to order at 1:33 p.m.
2. **Opening Statements and Other Announcements.** Because the Executive Council had not met in a very long time, everyone introduced themselves.
3. **Approval of Previous Meeting Minutes.** Of the current Executive Council members, only Colonel Hays was present at the September meeting. Therefore, Colonel Hays certified the minutes reflected the events of the September meeting to the best of his knowledge and would sign them in lieu of former Commissioner Kreitzer.
4. **Old Business.**

- a. Mr. Del Smith gave a brief update and history regarding System Change Request (CR) for the Beaver Creek site. The Beaver Creek site was temporary installed along the roadway and subsequently moved to its high site location last fall. An after-the-fact CR was approved at the September meeting by the Executive Council for the site move to the final location.

Major Leveque stated that coverage had greatly improved once the site was installed at the high site.

Mr. Smith advised the Executive Council that a Work Order had been opened against the State of Alaska (SOA) Enterprise Technology Services (ETS) to provide the final site documentation to the Operations Management Office (OMO).

- b. Mr. Woodall provided the background concerning the status of the Interagency Agreements for transfer of funds to the DOD by the Federal Non-DOD agencies to cover their SOA Fiscal Year (FY) 2011 shared costs. He advised only 6 of the 14 agencies had returned their Interagency Agreements prior to Ms. Pamela Bergmann's departure.

Ms. Karen Loeffler stated that if Mr. Woodall would provide her a list of contacts for those agencies who had not returned their agreements, she would contact them directly.

Mr. Woodall advised the Executive Council that at the present time an Air Force organization had been designated to accept the funds and that the FBI would be the test case. If the transfer was successful, then transfers from the other agencies would follow.

- c. Colonel Hays notified the Executive Council that in the April 2010 meeting, former Commissioner Kreitzer had 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.

Colonel Hays provided a brief synopsis of the original build out of State and DOD sites and what had changed since the time of the initial build out. U.S. Army Alaska (USARAK) no longer has a mission which requires the use of the road sites. As such, by law they cannot continue to fund them. Therefore, they will place the original 13 sites slated for divestiture into a break/fix status effective July 1, 2011 through December 31, 2011. At such time, the State must either accept the equipment from USARAK, or the equipment will be removed from the sites.

Colonel Hays corrected the agenda notes to clarify that effective July 1, 2012, for the remaining 28 sites the State must either accept the equipment from USARAK, or it will be removed.

There was discussion among the Executive Council on what break/fix entails and the fact that it does not meet the intent of the Service Level Agreement (SLA).

Mr. Woodall advised the Executive Council that currently USARAK was working with contracting to develop a Statement of Work (SOW) to cover 24-hour site monitoring, a 24-72 hour response time when a site requires a response, and a requirement to maintain a cache of critical spares. The contract was to be sourced to the same company currently providing maintenance and this should alleviate some of the associated difficulties. Mr. Woodall stated that he had met with USARAK personnel and had addressed many of the concerns from the User Council letter to the Executive Council regarding the divestiture and break/fix.

Commissioner Joe Masters asked if the User Council could review the draft SOW prior to the contract being awarded to ensure it was sufficient and advise the Executive Council. Mr. Woodall stated he would check with the Contracting Office.

Commissioner Masters stated the other question at hand is what were the ramifications if the State didn't accept the equipment.

Mr. Casey Borg advised the Executive Council that there would be no coverage from south of Anchorage to Seward and from Glennallen to Valdez.

Discussion ensued on the legislative process and whether the State could accept the equipment and then seek funding for maintenance or whether the funds had to be in place prior to accepting it. Commissioner Masters stressed that the equipment had to remain in place and operational.

Mr. Woodall stated that Mr. Jim Kohler had all the information on the site maintenance costs, as well as the cost to replace the infrastructure if it were removed (approximately \$18M).

Commissioner Masters and Chief Jeff Tucker both stated that DOA had been tasked by the Legislature to do a study on ALMR and other available options.

5. ALMR Project Status.

a. Mr. Tim Woodall, DOD Project Manager, provided a quick overview concerning closure of the ALMR Project Phase. He stated from a DOD perspective, the sites are completed, the MotoBridge® installation was finished last fall, and the Transportable Communications Systems are fully functional.

Mr. Smith advised the Executive Council that due to funding limitations, the State had been unable to complete seven of the originally planned sites in Southeast Alaska.

b. Mr. Jim Kohler, SOA Program Manager, was out of state and unavailable to brief the Executive Council.

6. User Council Update.

a. Major Matt Leveque explained to the Executive Council that the purpose of the User Council Annual Assessment on System Operations and Management Performance is to provide a snapshot of what is currently going on with the System and the performance of the Operations Management and System Management Offices with regard to the referenced areas. He pointed out one particular area of concern that has been monitored for several years is the lack of proper grounding at the sites by the SOA. He emphasized this put the affected sites at risk for severe, or even catastrophic, electrical damage.

b. Major Leveque updated the Executive Council on the current vacancy for both the primary and alternate SOA All Others positions, which are assigned to the Division of Homeland Security and Emergency Management. He requested Commissioner Masters' assistance in getting those positions filled. He also noted that the SOA Alaska State Troopers' alternate position had recently been vacated when the appointee had changed positions within the organization and the need to fill that, as well.

7. Operations Management Office.

Mr. Smith explained to the Executive Council that the User Council had established specific standards (metrics) with regards to System performance. The metrics provided are used to identify negative System trends when compared to the criteria. The Operations Management Office reviews the metrics monthly and reports to the User Council on both System and site performance.

Chief Tucker stated that the Division of Forestry was looking to utilize the System more. He asked how this would impact ALMR in the long run, especially in the Mat-Su Valley where many of the sites are three-channel sites.

Mr. Smith explained that the possibility exists that three-channel sites with increasing traffic could experience more busies. The User Council would need to determine whether or not they saw a need to upgrade the channel capacity at such time and further recommend such action to the Executive Council for funding consideration.

8. New Business.

a. Major Matt Leveque, User Council Chair, discussed the User Council letter to the Executive Council regarding the divestiture of US Army Alaska (USARAK) equipment and the concerns associated with such action. He explained USARAK had advised the SOA Department of Administration (DOA) in February 2010 of their intent. One year later when Brigadier General Scott from US Army Pacific (USARPAC) met with DOA to discuss how the transfer would occur, DOA still had not advised the Legislature, developed a plan, or made a decision to accept the equipment. General Scott gave DOA six additional months to decide on whether they would accept the equipment. During this timeframe, the sites in question would be put in a break/fix status.

Major Leveque stated that there was general anxiety about the future of the System among all the agencies because there is now no time to address the proper funding before the break/fix period ends.

Chief Tucker echoed Major Leveque's remarks stating some NGOs/municipalities were planning on building their own conventional VHF systems.

There was discussion among the Executive Council members about the State's funding process, what would happen if the equipment was removed and possible options that the State might consider.

The Executive Council requested the User Council address all the issues to the SOA ALMR Program Manager for response as to a timeline, the cost of maintenance for the sites, other possible options, and what the decision is on equipment acceptance from DOA.

b. Operations Management/System Management Office (SMO) Audit. Mr. Smith provided a brief synopsis of the requirement for an annual audit under the OMO Performance-based Work Statement but one had not previously been conducted due to lack of funding. The State of Alaska elected to fund the audit. The report of findings and the corrective actions were presented to the Executive Council.

Major Leveque stated of the findings noted, he saw nothing of great concern.

c. The Executive Council was advised that CR 600-13TSSC for Fire Station 12 was an after-the-fact request and covered the purchase and installation of equipment for Channels 8, 9, and 10. They were advised that this CR did not cover the licensing for Channel 10, which would remain unlicensed until the end of 2012 when a conflict with

the Municipality of Anchorage was resolved during the narrowband transition. The Executive Council members signed the CR at the conclusion of the meeting.

d. Mr. Woodall explained that the current Cooperative Cost Share Agreement expires June 30, 2011. The terms of upcoming SOA FY12 cost share do not require modification and have been approved by all participating agencies. The agencies are already executing funds for the July 1, 2011 – June 30, 2012 contract year.

The following motion was presented.

Motion. Executive Council approve the existing language and terms and directs the Operations Management Office to prepare a new cost share agreement using the same terms and language as is currently in place, changing the effective dates to apply to the July 1, 2011 – June 30, 2012 timeframe.

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

e. Funding shortfall. USARAK has a funding shortfall of \$550K for SOA FY12. USARAK had addressed the shortfall by requesting the funds through an Unfunded Requirement and Alaskan Command had informed the Congressional Delegation of the shortfall and its impact to the ALMR cooperative partnership.

f. Colonel Hays stated Mr. Woodall had served on the Project 25 Technical Interest Group (PTIG) Board of Directors, but would no longer be able to continue as such. Both Colonel Hays and Mr. Woodall felt that Mr. Smith would best represent the agencies operating on Alaska Land Mobile Radio (ALMR) Communications System. Mr. Smith's experience in Public Safety and as the ALMR Operations Manager made him the optimal choice.

Motion. Executive Council nominate Mr. Del Smith to a Board of Directors position on the Project 25 Technical Interest Group.

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

9. Next Meeting. The next meeting is scheduled for June 16, 2011, at 1:30 p.m. The Operations Management Office stated they would send out an email verifying everyone's availability on that date.

10. **Adjourn Meeting.** Colonel Hays adjourned the meeting at 3:32 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 DOA Deputy Commissioner John Cramer
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