



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



MEMORANDUM FOR ALMR Executive Council

August 14, 2012

FROM: SOA Executive Co-Chair

SUBJECT: August 16, 2012, ALMR Executive Council Meeting Agenda

TO: See Distribution

1. **Call to Order.** Colonel Scott Moser, DOD Executive Council Co-Chairman, will call the meeting to order at 1:30 p.m. The roll will be taken. (5 Min)
2. **Opening Statements and Other Announcements.** (5 Min)
3. **Approval of Previous Meeting Minutes.** Review of the draft ALMR Executive Council minutes from the July meeting. (5 Min) (Atch 1)

Motion: Approve July 18, 2012, Executive Council meeting minutes, as written.

4. **Old Business.** (30 Min)

a. **ALMR System Life Cycle and Update.** The Department of Defense (DOD) and the State of Alaska (SOA) had both received 100 percent of their funds to support the System software update. However, the Municipality of Anchorage (MOA) did not receive funds to complete the update on the Anchorage Wide Area Radio Network (AWARN).

The DOD was to meet with the System Management Office, the SOA Security Manager and Motorola® to conduct a risk assessment for presentation to the Designated Approval Authority (DAA) and the Federal partners regarding the separation of ALMR from AWARN. Acceptance of the risks associated with the separation would be required from all the partners.

The Kickoff Meeting for contract and schedule review is scheduled August 13 - 15. The critical design review is tentatively scheduled for October.

b. Cost Share Working Group Update. The Executive Council approved the Cost Share approach and method at the June meeting and agreed that all the partners would take it to their agencies for review and approval and a vote at the September meeting.

5. User Council Update. (Major Matt Leveque, Chair) (5 Min)

User Council priority site list status update - Kenai, Kasilof, and Peger Road


6. Operations Management Office (OMO). (Mr. Del Smith) (20 Min)

- a. Clear ALMR site ownership/funding issue
- b. July System Metrics (provided in hard copy) (Atch 2)
- c. FY14 OMO/SMO Budget document (Atch 3)
- d. Donnelly Dome - SOA microwave move to USAF tower

7. New Business. (10 minutes)

8. Next Meeting. (5 minutes) The next meeting is scheduled for September 20, 2012, 1:30 p.m. at the Department of Public Safety Training/Conference Room, 5700 E Tudor Road. (5 Min)

9. Adjourn Meeting. (5 minutes)



SCOTT E. MOSER, Colonel, ALCOM/J6
Department of Defense Co-Chair
ALMR Executive Council

3 Attachments:

- 1. Draft July 2012 Executive Council Meeting Minutes
- 2. Current System Metrics
- 3. Draft FY14 OMO/SMO Budget

Distribution:

DOD, ALCOM/J6, Colonel Scott Moser
SOA, DPS, Commissioner Joseph Masters
AFEA, ASAC Darin Jones
AML, Chief Jeff Tucker
MOA, Mr. Kevin Spillers
SOA, DOA, Deputy Commissioner John Cramer
SOA, ETS, Director Pat Shier
ALMR User Council, Major Matthew Leveque
ALMR OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA, ETS, Mr. Adam Paulick
MOA, Mr. Trygve Erickson



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



MEMORANDUM FOR ALMR Executive Council

July XX 2012

FROM: DOD Executive Co-Chair

SUBJECT: July 18, 2012, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel Scott Moser	Department of Defense (DOD) - Alaskan Command
Commissioner Joe Masters	State of Alaska (SOA) - Department of Public Safety
Assistant Special Agent in Charge Darrin Jones	Alaska Federal Executive Association (AFEA) - Federal Bureau of Investigations
Chief Jeff Tucker	Alaska Municipal League (AML) - North Star Volunteer Fire Department (via teleconference)

ALMR Support Team Members and Guests Present:

Major Matt Leveque	User Council Chairman
Mr. Pete Murphy	User Council Vice Chairman
Mr. Pat Shier	Director, Enterprise Technology Services
Mr. Del Smith	Operations Manager
Mr. Tim Woodall	Department of Defense QA/QC
Mr. Trygve Erickson	Municipality of Anchorage (MOA) (via teleconference)
Ms. Sherry Shafer	Operations Management Office
Ms. Sharon White	Enterprise Technology Services

1. **Call to Order.** Colonel Scott Moser, Department of Defense (DOD) Co-Chair called the meeting to order at 1:34 p.m.

2. **Opening Statements and Other Announcements.** Assistant Special Agent in Charge (ASAC) Darrin Jones welcomed Colonel Moser to the Executive Council on behalf of all the Co-chairs.

3. **Approval of Previous Meeting Minutes.** Colonel Moser asked the Executive Council if they had reviewed the June minutes and if they had any requested changes. There was no discussion or comments.

Motion: Approve June 21, 2011, Executive Council meeting minutes, as written.

The motion was made by ASAC Jones and seconded by Colonel Moser. There were no objections. **The motion was carried and approved.**

4. **Old Business.**

a. Army Site Equipment Divestiture. Mr. Tim Woodall offered to provide the updates on behalf of the DOD. He stated that the Memorandum of Agreement had been signed between the U.S. Army-Alaska and the State of Alaska (SOA), but he advised the council there was one step remaining. Mr. Woodall informed the council members that the Defense Logistics Agency must provide a final acknowledgement of the transfer of the equipment and that process was underway. He stated it was expected to be completed by the end of July.

b. ALMR System Life Cycle and Update. Mr. Woodall briefed the council the DOD contract was completed on July 8 and that a Notice to Proceed had been issued to Motorola®. He also advised that the kickoff meeting was currently scheduled for mid August. Mr. Woodall stated that the date of the kickoff meeting was contingent upon the SOA completing their contract with Motorola®; otherwise the kickoff would have to be delayed until the SOA actions were finalized.

Mr. Del Smith advised the council with regard to the update and the ongoing issue of the split from the Municipality of Anchorage (MOA) Anchorage Wide Area Radio Network (AWARN), there had been a meeting on July 12 with many of the key players who would be affected by this separation of systems. He stated the discussions revolved around possible mitigation actions to ensure some level of interoperability would still be available. Mr. Smith advised of the possibility of utilizing the Statewide Region F Interoperable Zone as one of the possible solutions. However, he stressed the fact that the available talkgroups for interoperability would go from 124 talkgroups and 19 simplex frequencies down to 5 or 6 talkgroups total. Mr. Smith stated this would result in a priority usage structure having to be established.

Mr. Smith also advised the council that the Division of Forestry (DOF) had offered the use of their MotoBridge® to provide more available assets, ~~but it was later discovered that the Enterprise Technology Services (ETS) technicians had used it without notifying DOF and that the replacement wasn't due in for 30 days.~~

Mr. Woodall advised there were ~~consoles~~ MotoBridges® in each of the Transportable Communications Systems that might be able to be loaned out. He stated that Motorola® could begin the installation up to version 7.13, which isn't due to be released until December. Mr. Woodall also advised the council that the implementation could be extended/delayed into FY14 pursuant to positive contract actions by the MOA to secure funds for their portion of the update. However, Mr. Woodall pointed out ~~that~~ every day of delay puts the System at risk. He explained that the pre-tested software service (PTSS) was on hold. The current contract for PTSS ended on June 30, 2012 and until the System update occurs there is no installation of security patches. Mr. Woodall explained that because of these factors, Colonel Moser, as the Designated Approval Authority (DAA), must either accept the risk to the System or proceed with the update as scheduled to mitigate the risk.

Commissioner Joe Masters stated for clarification purposes, so he understood, that the partners have between this time and when 7.13 goes into effect to worry about the MOA obtaining funds.

Mr. Woodall stated that was correct. He advised that ALMR was one of only two systems still utilizing software version 7.1.1, which was no longer supported by Motorola®. He explained that if the System could be brought up to version 7.4, there were hundreds of other systems still utilizing this software version. This would allow the PTSS to resume and close the current vulnerabilities.

c. Cost Share Approach and Method. Mr. Pat Shier, Director ETS, volunteered to brief the council on this agenda item. He stated the SOA had examined System usage by the agencies from the 2011 calendar year based on air time. He reminded the council that at the last meeting they were advised the Cost Share Working Group had agreed on an 88/12 Cost Share based on percentage of infrastructure ownership. The State was now examining how to allocate some of their cost share portion to the user agencies.

Director Shier advised that he had attended a meeting in Kenai, along with Mr. Leon Morgan, with the non-governmental organizations (NGOs) and the municipalities. The purpose was to discuss the lack of use of ALMR on the peninsula. A practical demonstration was provided to the Central Emergency Services (CES) chief on the capabilities ALMR offers.

Director Shier advised that, when the subject of cost share was broached, some of the agencies were not opposed, but that Seward specifically voiced that a per-handset approach was not viable. Director Shier advised that the Alaska Municipal League was also at the meeting and stated they would not participate in ALMR if there was a cost

share. Director Shier advised that there was still work to do with these groups and they would re-look at the approach before it was provided to the third floor. However, he stated the Department of Administration (DOA) had approved it as of yesterday.

ASAC Jones asked if he could get a list of the Federal Non-DOD agencies that the cost share had already been discussed with.

Director Shier stated he had spoke with Ms. Bev Fronterhouse at the Bureau of Land Management (BLM) and he had gotten sufficient feedback from her to realize that they needed to go back to the table and rework the approach.

ASAC Jones asked if the final decision would be implemented through a contract or through billing, and Director Shier advised the State would use billing. ASAC Jones asked if the mechanism would be the same as the State agencies utilize so that the Federal Non-DOD agencies would have some predictability in future years and Director Shier stated that this same issue had been discussed with Bev.

Mr. Del Smith stated that the Operations Management Office had spoken to a number of the agencies, and most were willing to pay something, but not a per subscriber fee.

d. Operations Management Office Contract. Mr. Woodall stated that the DOD contract had been awarded on July 1, but he did not know the status of the SOA contract.

Mr. Smith advised that the SOA contract had been awarded on July 8. He stated that the State had also included funds to provide some training this year and that there was a session scheduled at the Department of Corrections next week. Mr. Smith also briefed that the Bear Creek Fire Service Area had also inquired.

Director Shier advised that while he was in Kenai with Mr. Morgan, there was one very vocal person opposed to ALMR, but by the time they left this individual had begun to turn his attitude around and a real-time radio demonstration call at the meeting by the Kenai Peninsula School District ~~at the meeting~~ demonstrated the reach back capabilities of the System.

5. User Council Update.

User Council Priority Site List. Major Matt Leveque updated the council on the four sites identified for additional capacity and expansion. He reminded the council members that the Goose Bay site had been put on hold, but the frequencies had been identified for the Kenai, Kasilof and Peger Road sites and were currently in coordination. Major Leveque advised the council that once the frequencies were approved, the necessary equipment could be ordered.

Mr. Smith briefed the council that there were on-going discussions between the OMO, Systems Management Office (SMO) and ETS about moving Fire Station 12 (FS12) to

Goose Bay. He advised that the OMO was going to perform some different types of testing to see if other sites in the area would provide the same coverage for the area that FS12 currently provides. Mr. Smith stated the OMO would first exclude the site from the OMO subscribers to prevent them from looking for it and then they would take the site offline completely. He advised these tests should provide adequate information regarding any coverage issues created by removing the site. Mr. Smith briefed that FS12 is a ten-channel site and by removing the site, six channels could be utilized to increase capacity at some of the other three-channel sites, which get overloaded during events, and the other four channels could be utilized for the new Goose Bay site.

6. Operations Management Office (OMO).

a. June System Statistics. Mr. Smith briefed ~~that~~ there were no surprises with the June statistics but that the System had once again exceeded a million push to talks. He stated this proves ALMR is a valuable asset to public safety first responders in Alaska and that it is being utilized daily.

b. Annual Membership Renewals. Mr Smith advised that the Membership Agreements for all 113 agencies on the System had been renewed for FY13.

7. New Business.

Mr. Smith advised the council that the OMO was preparing the draft FY14 OMO/SMO budget document and that the plan was to get it approved by the User Council at their August 1 meeting and then present it to the Executive Council at their August 16 meeting. It would then be ready to provide to the State for their budget cycle.

8. Next Meeting. The next meeting is scheduled for August 16, 2012, 1:30 p.m. at the Department of Public Safety Training Conference Room, 5700 E Tudor Road.

9. Adjourn Meeting. Colonel Moser asked if there were any other items for discussion. Hearing none, he requested a motion to adjourn.

Motion: Adjourn the July monthly Executive Council meeting.

The motion was made by ASAC Jones and seconded by Colonel Moser. There were no objections. **The motion was carried and approved.**

The meeting adjourned at 2:22 p.m.

SCOTT E. MOSER, Colonel, ALCOM/J6
Department of Defense Alaska Co-Chair
ALMR Executive Council

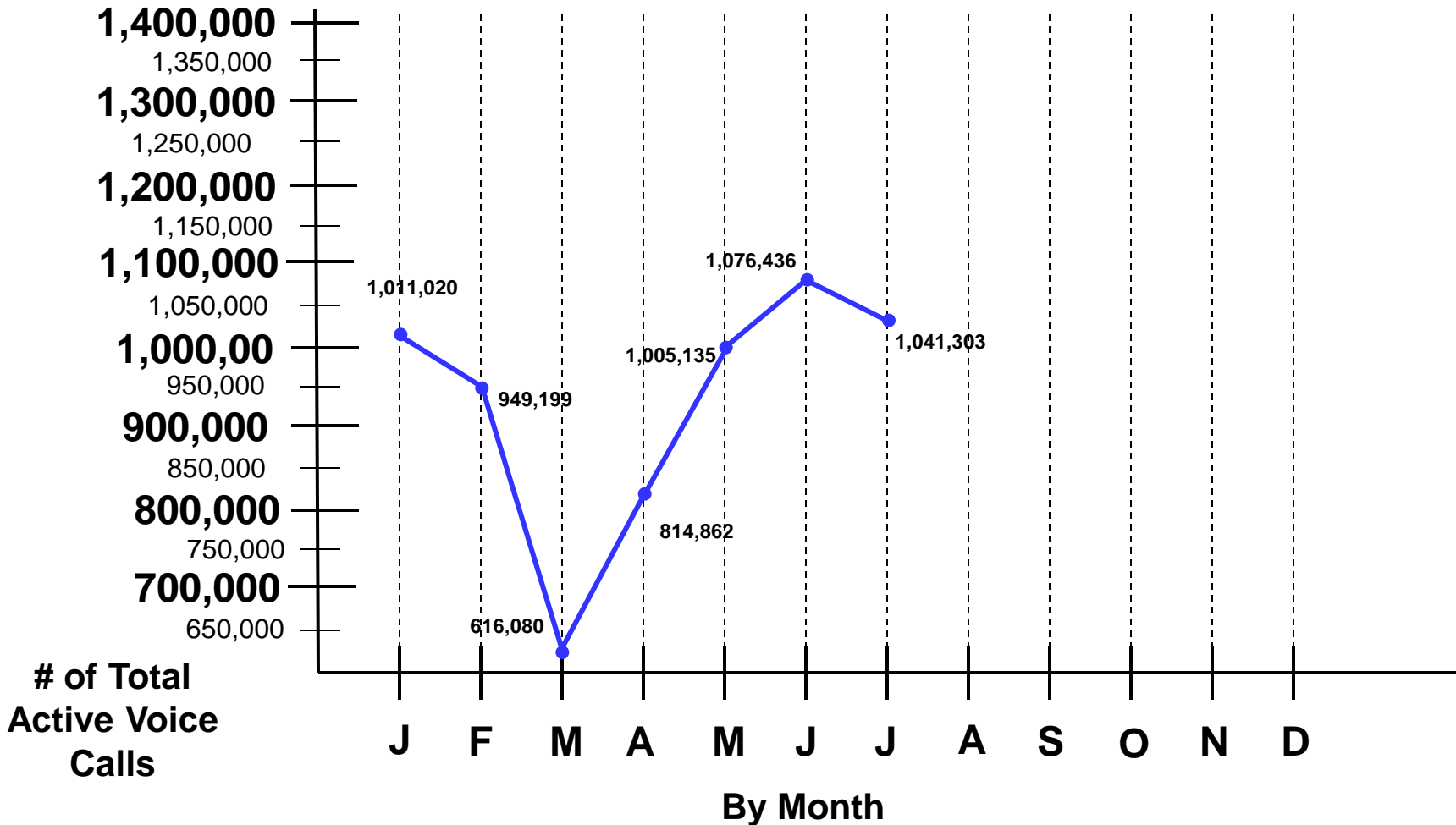
Distribution:

ALCOM/J60, Colonel Scott Moser
SOA DPS, Commissioner Joseph Masters
AFEA, ASAC Darrin Jones
AML, Chief Jeff Tucker
MOA, Mr. Kevin Spillers
User Council, Major Matt Leveque
SOA ETS, Director Pat Shier
OMO, Mr. Del Smith
SOA ETS, Mr. Adam Paulick
ALCOM/J64, Mr. Timothy Woodall
MOA, Mr. Trygve Erickson

DRAFT

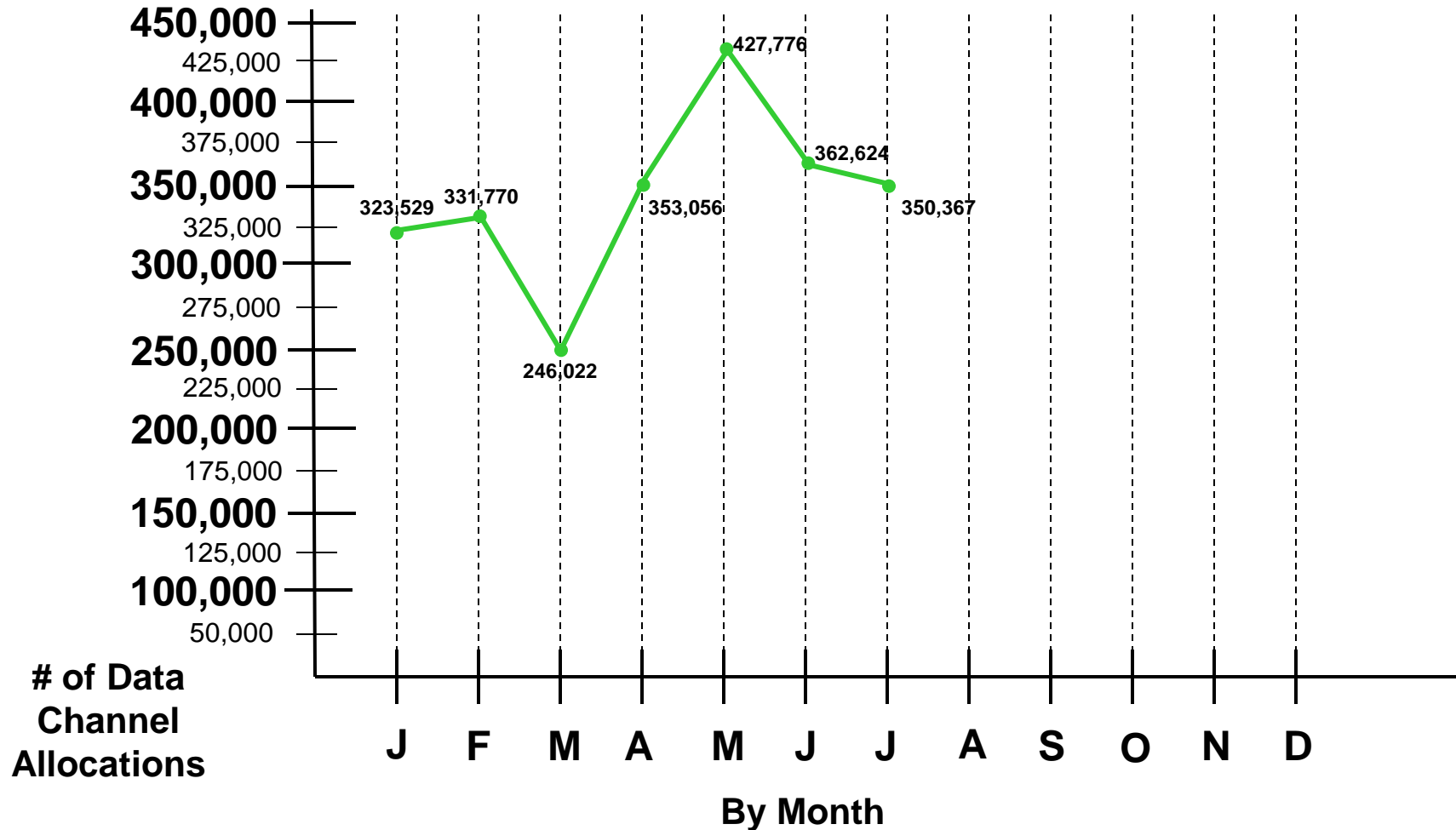
2012 System Performance

Active Voice Calls



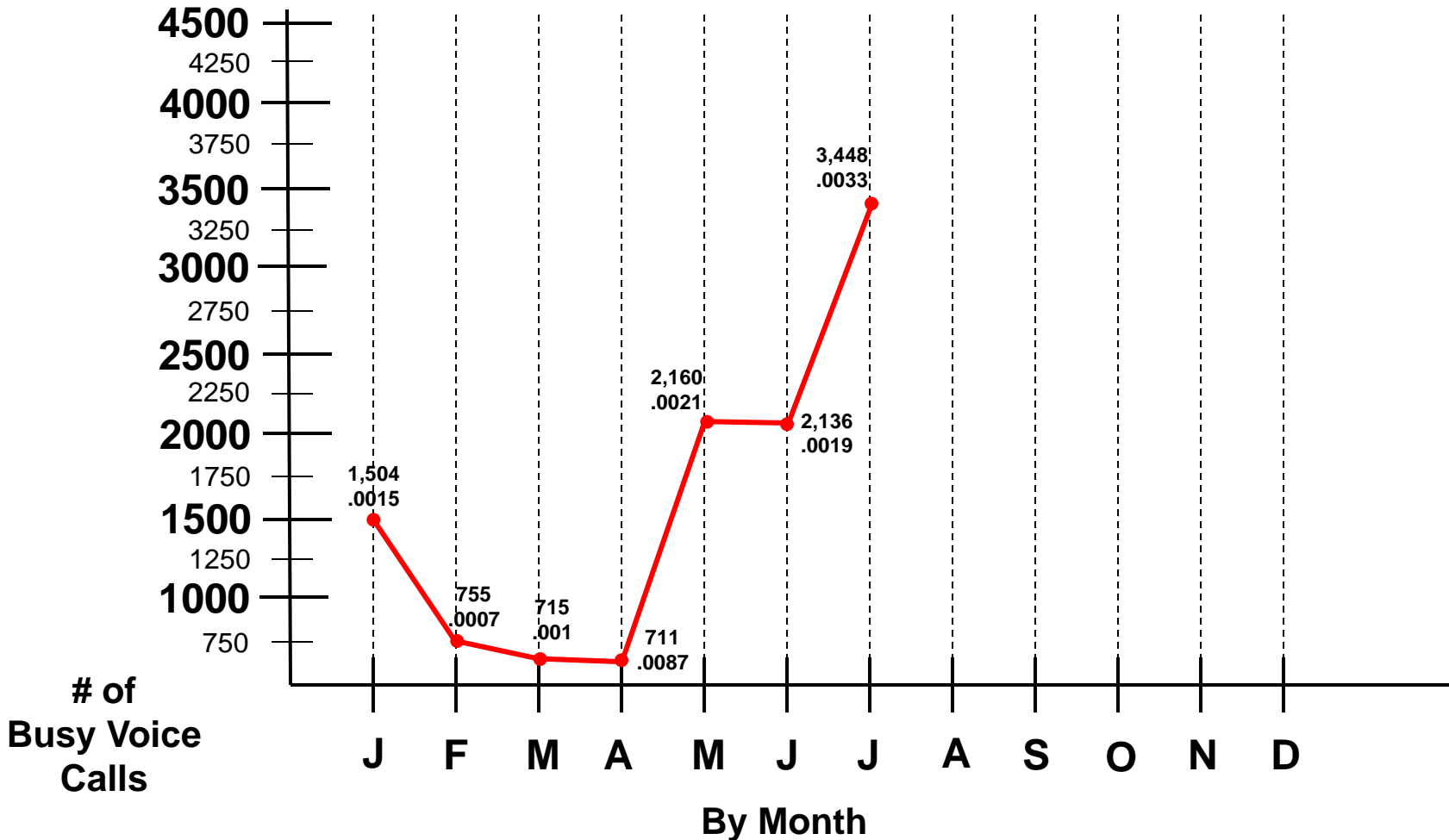
Note: The System Statistical Server failed to collect data after March 21; monthly count is not accurate.

2012 System Performance Data Channel Allocations



Note: The System Statistical Server failed to collect data after March 21; monthly count is not accurate.

2012 System Performance Busy Voice Calls



Note: The System Statistical Server failed to collect data after March 21; monthly count is not accurate.

SOA FY2014 Operating Budget

August 2012

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: The cost figure for FY2014 for the OMO is provided as an estimate only. The current contract will end on June 30, 2013. The contract that will be put in place will be re-bid in the spring of CY2013. Training costs are a separate line item and are not included in the base contract.

System Management Contract Cost: \$1,544,301.68

System Management Office Manpower

The System Management Office (SMO) consists of six full-time assigned contractor personnel: System Manager, two System Technologists, 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 two Original Equipment Manufacturer (OEM) trained 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 manage 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 can increase by five percent annually.**

Equipment Maintenance Contract Cost: \$1,025,020.88

Infrastructure Maintenance

OEM trained technologists are provided by in-state 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

DRAFT

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	\$1,544,301.68
Equipment Maintenance	\$1,025,020.88

Contracts subtotal	\$3,050,990.56
---------------------------	-----------------------

NOTE: All expenses listed hereafter on this page and also page 5 are in addition to the above referenced annual contract costs. These costs are estimates, which are based on previous events and are requested in support of services expected of the Operations Management/System Management Office. These costs are NOT included in the current contracts.

Operating Costs

*Office supply costs will change annually based on usage.

Day-to-Day Operating Supplies

Office Supplies	\$500
Postage & Shipping	\$200

Special Requirements

ALMR Insider	Annual total (printed quarterly)	\$750
Equipment Replacement	Computers and software	\$2,000

Operating Costs subtotal	\$3,450.00
---------------------------------	-------------------

Travel & Training

Conferences	IWCE (Las Vegas - Mar 24-28, 2014)	\$2,785.50
	APCO (Anaheim - August 18-21, 2014)	\$2,275.50
	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.	\$12,500.00
User Training	ALMR User Training and Familiarization	\$200,000.00
Travel & Training subtotal		\$217,561.00

Total Proposed ALMR FY14 Expenditures

System Operations & Maintenance Costs

SOA FY14 & DOD FY13/14 (JULY 1, 2013 - JUNE 30, 2014)

SHARED SYSTEMS MANAGEMENT, OPERATIONS MANAGEMENT AND INFRASTRUCTURE					
TOTAL ²	USARAK	JBER	EIELSON	STATE	MOA ¹
\$3,050,990.56	\$183,059.43	\$36,611.89	\$146,447.55	\$2,684,871.69	\$.00

NOTE: Assumption is all agencies will escalate at the same rate for future year costs.

1 - The MOA owns and operates the AWARN system. Although they have connectivity for interoperability purposes they do not share costs of the ALMR System operations and maintenance.
 2 - Percentages of the total are base on owned infrastructure - the State of Alaska owning 88 percent of the total ALMR sites and the DOD owning 12 percent of the total ALMR sites.

CENTRIC INFRASTRUCTURE MAINTENANCE - PAID SEPARATELY BY THE STAKEHOLDER					
TOTAL	USARAK	JBER	EIELSON	STATE	MOA ¹
\$3,182,591.41	\$334,325.66	\$169,713.11	\$259,773.60	\$2,418,779.02	\$.00
CENTRIC SYSTEM MANAGEMENT COSTS - PAID SEPARATELY BY THE STAKEHOLDER					
TOTAL	USARAK	JBER	EIELSON	SOA	MOA ¹
\$1,897,076.52	\$685,925.04	\$205,059.04	\$86,047.44	\$920,045.00	\$.00

NOTE: Assumption is all agencies will escalate at the same rate for future year costs

1 - The MOA owns and operates the AWARN system. Although they have connectivity for interoperability purposes they do not share costs of the ALMR System operations and maintenance.

ANNUAL ALMR TOTAL SHARED AND CENTRIC COSTS BY STAKEHOLDER					
TOTAL	USARAK	JBER	EIELSON	STATE	MOA ¹
\$8,130,658.49	\$1,203,310.14	\$411,384.04	\$492,268.59	\$6,023,695.71	\$.00

NOTE: Assumption is all agencies will escalate at the same rate for future year costs

1 - The MOA owns and operates the AWARN system. Although they have connectivity for interoperability purposes they do not share costs of the ALMR System operations and maintenance.

Contracts

\$3,050,990.56

Contracts covering the base 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 baseline contracts, and must be budgeted for/added. These are the detail descriptions regarding previous pages 4 - 5.

Operating Costs

\$3,450.00

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

\$217,561.00

ALMR Familiarization

- Member Agency Training

The training program as approved by the State of Alaska Department of Administration shall be coordinated by the Operations Management Office. Costs will include travel, per diem, development of materials, reproduction, distribution, scheduling, and administration of training.

- Annual User Council Training Conference

The annual conference provides an opportunity for all primary and alternate council members to meet face-to-face where they can conduct extensive in-depth discussions

without interruption. The User Council is afforded adequate time to focus on issues, in both the near and long term, which they need to address or act upon. Focus areas can include, but are not limited to, coverage issues, future System expansion or enhancement, site maintenance and outages, technology advancements and System refresh, training opportunities/deficiencies, cost share, Incident Command Zones, baseline System standards and metrics, and System security standards.

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.

- 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.

- Association of Professional Safety Communications Officials (APCO)

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.