



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



MEMORANDUM FOR ALMR Executive Council

September 17, 2012

FROM: DOD Executive Co-Chair

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

TO: See Distribution

Executive Council Members Present:

Colonel Scott Moser	Department of Defense (DOD) - Alaskan Command
Assistant Special Agent in Charge Darrin Jones	Alaska Federal Executive Association (AFEA) - Federal Bureau of Investigations
Mr. Kevin Spillers	Municipality of Anchorage (MOA) Office of Emergency Management (via teleconference)

ALMR Support Team Members and Guests Present:

Major Matt Leveque	User Council Chairman
Mr. Pete Murphy	User Council Vice Chairman
Mr. Del Smith	Operations Manager
Mr. Tim Woodall	Department of Defense QA/QC
Mr. Jim Kohler	Enterprise Technology Services
Mr. Adam Paulick	Enterprise Technology Services
Ms. Sherry Shafer	Operations Management Office

1. **Call to Order.** Colonel Scott Moser, Department of Defense (DOD) Co-Chair called the meeting to order at 1:33 p.m.
2. **Opening Statements and Other Announcements.** Major Matt Leveque advised the council members he would be acting as Commissioner Masters' proxy for all actions requiring vote and approval of the Executive Council.

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

Motion: Approve July 18, 2011, Executive Council meeting minutes, as written.

The motion was made by Major Leveque and seconded by Assistant Special Agent in Charge (ASAC) Darrin Jones. There were no objections. **The motion was carried and approved.**

4. Old Business.

a. ALMR System Life Cycle and Migration. Mr. Tim Woodall briefed the council the process was not an update, but a migration from the current software platform to the newest version. He also advised that the project kickoff meeting was held August 13 - 14 and focused on the processes for the migration. Mr. Woodall advised the council that each step in the process would be analyzed for operational impact to the System and any impacts would be evaluated and mitigated, as necessary.

Mr. Woodall briefed the council that the migration could take up to one year due to the complexity of coordination involved with the operational community. Mr. Woodall also advised the council that Municipality of Anchorage (MOA) was still pursuing the necessary funding to get a contract in place not later than December. Otherwise, MOA agencies would have to utilize the MotoBridge for interoperability.

Major Leveque asked if they would be developing a risk assessment regarding the MOA.

Mr Woodall stated they were still working on that. He advised that the implementation group would look at the capacity and the operational impact, migration procedures and the backup plan that could include giving everyone VHF radios for emergencies.

Mr. Del Smith stated that at a minimum they could utilize the MotoBridge® ports but, in addition to the consolettes, there was also the capability to utilize XTS5000 portable radios with some cabling to connect them. He advised that the worst case scenario would be this would have to occur in the May/June 2013 timeframe, but the System Management Office (SMO) could provide five or six talkgroups at this time.

Colonel Moser asked if there was a plan to run the new platform prior to the deadline to make sure this would all work.

Mr Smith advised that the MotoBridge could be set up and a test bridge could be put in place. He explained the downside to this was currently the MOA had 100+ talkgroups available now but this would be reduced to approximately six. Mr. Smith stated he had

already met with the MOA several weeks ago to discuss this option and the plan was that law enforcement would get two talkgroups, one encrypted, the fire agencies would get one talkgroup, and the remainder would be ad hoc assignments, as needed.

ASAC Jones asked if the MOA doesn't have a contract in place by the end of December, did we have to proceed.

Mr. Woodall stated yes. He advised the Motorola® position was that December is the latest to accomplish this convergence without impacting the ALMR schedules.

Mr. Smith advised that the last he had heard was the MOA was considering a lease purchase. He stated this option was offered by Motorola® but that it was dependent upon whether the MOA felt they would get support from the legislature for the future funds. Mr. Smith asked Mr. Kevin Spillers if he had heard anything more on this option.

Mr. Spillers stated what Mr. Smith had just briefed was all he knew, as well. He advised the other council members there was an MOA meeting in the afternoon to discuss the migration and how to pay for it.

Mr. Woodall reminded the partners that both the infrastructure owners and agencies would also need to be thinking about the future lifecycle management of their portions of the System. There was some equipment that would need to be replaced over the next three years as the System migrated to newer software platforms.

Mr. Jim Kohler stated that each partner would need to be fully engaged and involved in making the critical decisions on the difficult questions.

Mr. Woodall advised the council that the Critical Design Review was scheduled for October and would be approximately one week long. It would focus on the engineering design and technical clarification, required outages, operational impacts, and the project plan and schedule. Mr. Woodall also stated the project group should plan on a pre-exercise to look for saturation points as portions of the System are taken down during the install and mitigation strategies should be planned.

b. Cost Share Approach and Method. Discussion on this item was tabled until the September meeting pending the partners' completion of coordination and approval with their respective agencies.

Mr. Woodall stated the Department of Defense (DOD) would come back with a position at that time.

Mr. Kohler stated the State of Alaska (SOA) had one extra step to get the buy in on the proposed 88/12 cost share solution. Then they would have to work separately on how to pay for this and present a budget that the Office of Management and Budget (OMB) would approve. He advised that OMB begins their completion of the State budget cycle in early September.

ASAC Jones stated he had talked to the National Oceanic and Atmospheric Administration (NOAA) and both NOAA and the Federal Bureau of Investigation (FBI) were convinced they would be able to pay.

Mr. Woodall reminded the council the vote in September would be to agree on the 88/12 cost share split and then the partners could work out the processes internally as they saw fit.

5. User Council Update.

a. User Council Priority Site List. Major Matt Leveque advised the council that Enterprise Technology Services (ETS) had sent the frequencies to be used in the capacity upgrades at the Kenai, Kasilof, and Peger Road sites in to the FCC coordinator for approval. He asked Mr. Adam Paulick to update the council on the status of this.

Mr. Paulick stated the frequencies had been sent to the contractor approximately six weeks prior. When ETS checked on the status recently, the contractor stated he had misplaced them. Subsequently, this issue was moved up in priority and that ETS should know the status by the end of day on August 17. Mr. Paulick advised he did not anticipate any issues as these frequency pairs were already in use and this was just a move to a new location.

Mr. Woodall advised that the DOD needed to approve this, as well. Because this was a geographical change, which was considered a new assignment, the change had to be coordinated with the National Telecommunications and Information Administration (NTIA). Mr. Woodall stated the reason for this was that the ALMR System was designed using frequency pairs where half of the pair was State frequencies and half was DOD frequencies. Therefore, the NTIA had to review other federal activity in the suggested locations to ensure there was no conflict. Mr. Woodall stated that the ALCOM/J64 had the authority to do a local analysis and grant temporary authority, then forward it to the NTIA.

Mr. Paulick advised this was his first time through the process and he would get the frequency pairs to Mr. Woodall.

b. Major Leveque advised the council members that Eielson Air Force Base had appointed new representatives to the User Council due to both their primary and alternate members transferring jobs. He requested the Executive Council approve the appointment, per the Cooperative Agreement.

Motion: Accept the appointment of Mr. David Jones and SSgt John Eckert as the primary and alternate, respectively, DOD - Eielson Air Force Base representatives to the ALMR User Council.

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

6. Operations Management Office.

a. Clear site funding. Mr. Smith advised the council members that Clear Air Force Station had not paid the July bill for the Clear site. When asked why, the response was that the site was not on the installation and Clear had never agreed to pay to maintain the site. Mr. Smith stated the current contract for the Clear site was through Bering Straits Information Technology (BSIT) and therefore, BSIT was getting stuck with the bill. He briefed there had been some preliminary talks regarding shutting the site off or moving the site to another location, but he wanted to give the council an advisory notice that this issue was out there.

b. July System Statistics. Mr. Smith briefed the System had again exceeded a million push to talks. He advised the busies were still up but with the agencies on the Kenai Peninsula recently coming on the System, and the need to increase the capacity at the Kenai and Kasilof site, this was not a surprise.

c. FY14 Operations Management Office/System Management Office Budget. Mr. Smith presented the draft FY14 Operations Management Office (OMO)/SMO budget to the council as previously approved by the User Council. He explained that per the Cooperative Agreement, the OMO must prepare a budget projection each year for approval by the Executive Council. Mr. Smith briefed that the listed contract costs were based on the current contracts in place for the OMO, the SMO and infrastructure maintenance.

Mr. Smith advised the council members the current OMO contract would end on June 30, 2013 and solicitations for bids should start sometime in the spring of 2013. He advised that the other listed costs for supplies, computers and newsletters were outside the current OMO contract but should be considered for the future contracts. Mr. Smith stated he had also listed \$200K in training as an additional unfunded requirement. He advised the State had funded that amount for the current fiscal year, but felt it was important to continue to offer training due to new agencies coming on ALMR and turnover of personnel in agencies.

Mr. Woodall explained that under the current contract the DOD had provided certain items for the OMO contract, which included the computers, desks, supplies, and other equipment, while the State had provided the office space, phones, electric, and heating/cooling. He advised in FY14, it was the intent of the DOD to execute a sole source contract with the State for the OMO services.

Mr. Kohler stated from the State's perspective, they would build out their budget based on the draft FY14 OMO/SMO budget. He also advised the State would again budget \$200K for training.

The following motion was offered:

Motion: Accept the proposed FY14 OMO/SMO Budget document to move forward for inclusion into the State of Alaska budget cycle.

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

d. Donnelly Dome. Mr. Smith advised that it had been 18 months since SOA ETS had requested approval to move their microwave equipment from the AT&T tower to the Air Force tower at Donnelly Dome.

Mr. Paulick stated that the process was held up in Hawaii. He emphasized that this was a critical site and a lot of the State's microwave work was backed up due to this continued delay. Mr. Paulick explained that the State needed to increase the bandwidth along the Richardson Highway and until this issue was resolved, they could not proceed.

Colonel Moser asked who owned the site. He stated he was traveling to Hawaii and he would make it a point of discussion.

Mr. Woodall stated that he would brief the Colonel after the meeting and that it was only a land use permit issue.

Mr. Paulick asked if there was any ability for ETS to move forward, such as a temporary approval.

Colonel Moser advised Mr. Paulick that he would get back to him in a couple of days.

7. New Business.

Colonel Moser advised the council members that the week of September 17 there would be a communications exercise on Joint Base Elmendorf-Richardson. He stated the Transportable Communications system would be deployed and demonstrations would be offered to all organizations.

Colonel Moser briefed September 20 was the designated VIP day and invited the council members to attend. He advised he would send out invites and base access instructions.

8. Next Meeting. Ms. Sherry Shafer, OMO, advised that Commissioner Masters was on out-of-state travel on the scheduled day for the September meeting and a State holiday conflicted with the October meeting. Ms. Shafer stated she would send out an email requesting alternate dates of availability from the members.

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 August monthly Executive Council meeting.

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

The meeting adjourned at 2:33 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
SOA ETS, Mr. Jim Kohler
MOA, Mr. Trygve Erickson