



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



MEMORANDUM FOR ALMR Executive Council

May 16, 2013

FROM: SOA Executive Co-Chair

SUBJECT: April 18, 2013, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

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

ALMR Support Team Members and Guests Present:

Mr. Pete Murphy

User Council Vice Chairman - Federal
Bureau of Investigations

Mr. Del Smith

Operations Manager, ALMR

Mr. Adam Paulick

Acting Director, Enterprise Technology
Services (ETS)

Mr. Jim Kohler

ETS Telecommunications Special
Projects Administrator

Mr. Tim Woodall

Department of Defense QA/QC

Ms. Sherry Shafer

Operations Management Office (via
teleconference)

1. Call to Order. Commissioner Joe Masters, State of Alaska (SOA) Co-Chair, called the meeting to order at 1:25 p.m.

2. Opening Statements and Other Announcements. Mr. Tim Woodall advised the council he was authorized to vote as the proxy for Colonel Scott Moser, Department of Defense (DOD) Co-Chair.

3. Approval of Previous Meeting Minutes. Commissioner Masters asked the Executive Council if they had reviewed the March meeting minutes and if they had any requested changes. Hearing no changes, Commissioner Masters requested a motion be made.

Motion: Approve March 18, 2013, Executive Council meeting minutes, as written.

The motion to accept the minutes was made by Mr. Woodall, proxy for Colonel Moser, 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. State of Alaska (SOA) tower at Donnelly Dome. Mr. Woodall stated there was no change in the status of this item. The package was still at the Headquarters of Pacific Air Force (PACAF) going through the final approval. He stated Colonel Moser had followed up after the March meeting and the anticipated completion was the end of the month.

Commissioner Masters asked Mr. Adam Paulick, Acting Director Enterprise Technology Services (ETS), if there was any reason to elevate it.

Adam stated there was no reason to escalate it to higher command levels at this time. He stated if it had not been received by the next Executive Council meeting, then he would request it be elevated.

b. Operations Management Office (OMO) FY14 contract. Mr. Jim Kohler advised the OMO FY14 contract was written and should be out on the street next week. He advised it was written as a multi-year contract with an option for renewal. Mr. Kohler stated he anticipated it would be awarded not later than July 1 to preclude a break in service.

c. Service Level Agreement (SLA). Mr. Del Smith reminded the Executive Council members that during the March meeting he had briefed them regarding the User Council approving a new System Key Management Procedure and the language in the new procedure made a section of Attachment C to the SLA attachments obsolete. He stated the OMO had prepared and distributed to them the proposed change earlier and requested they vote on approval of the attachment change.

ASAC Jones asked what it meant in paragraph 3.7.3.3 of Attachment C by the vendor was responsible for the cost of reprogramming subscribers.

Mr. Woodall explained that I-buttons were provided to the vendors to program subscribers. If the vendor lost or misused the I-button, they were responsible for the cost to reprogram the radios involved.

Commissioner Masters asked how this was enforced.

Mr. Woodall stated the vendors had to sign an agreement when they accepted the dongle, which is a programming hardware device similar to a USB. He explained this requirement is a security feature.

Mr. Smith clarified that I-buttons are specific to Motorola® subscribers and others utilize similar devices and software keys.

Mr. Woodall advised the Executive Council that the SLA defines how contracts are operated, maintenance restoral priorities, and System standards.

Mr. Smith briefed that at some point in the future, particularly with regard to infrastructure ownership and the new Cost Share, the council would need to address reviewing and updating the entire SLA.

Commissioner Masters asked if there were further questions or comments. Hearing none, he requested a motion be made.

Motion: Approve the change to Attachment C to the Service Level Agreement, as written

The motion to accept the minutes was made by ASAC Jones and seconded by Mr. Woodall, proxy for Colonel Moser. There were no objections. **The motion was carried and approved.** This item is **closed.**

5. User Council Update.

Mr. Pete Murphy advised the Executive Council members that he was sitting in for Major Leveque today. He briefed that at the last User Council (UC) meeting the members had discussed the priority list for the next site upgrades and new requirements. Mr. Murphy stated the discussion was to continue at the May UC meeting. He also advised that a sub-committee of User Council members was to meet with Mr. Paulick next week to discuss the proposed North Pole site.

Mr. Murphy briefed the User Council had also discussed the Clear site shutdown and any issues from it.

Mr. Woodall advised the Executive Council the site was off and the equipment was scheduled to be removed after May 1 and transferred to the State. He stated the proposed disposition of the equipment was to utilize it to replace the three channels at the Nenana site with the five channels removed from the Clear site. The three removed channels would become spares for placement in other sites.

ASAC Jones asked if there had been any concerns or complaints since the site had been turned off.

Mr. Woodall stated the National Guard unit at Clear was significantly affected because they perform the security mission and they were not consulted or notified of the site shutdown. Currently, they are using conventional channels as a workaround solution.

Mr. Smith advised the Operations Management Office (OMO) would check back with the Guard before the site was removed to see how the conventional solution was working. He reminded the Executive Council that fire season was coming up and suspected the increased capacity at the Nenana site would be needed.

Commissioner Masters asked who would make the decisions where the five channels removed from the Clear site would go.

Mr. Smith stated the User Council would be the ones to approve the move.

Mr. Woodall stated, from a frequency perspective, the channels are compatible with the North Zone and therefore should stay in the North Zone.

6. Operations Management Office.

a. System Metrics. Mr. Smith briefed the council that overall System calls were down but the data allocations were up for the month of March. He also advised busies were down significantly and this was due in part to the upgrades of the two Kenai Peninsula sites.

Commissioner Masters asked what measurements were used for the metrics.

Mr. Smith responded that the User Council had determined the one percent or greater busies lasting two seconds or longer would be the standard measurement.

b. 7.13 Migration Mr. Smith advised the council that he would be meeting with Motorola® on the next Tuesday to go over the detailed impact timeline (ITL). He stated the cutover is still on track for Aug 5 - 20 and site outages were currently scheduled for approximately 15 minutes total per site.

Mr. Smith briefed the council he had scheduled a dispatcher "all hands" via teleconference next Wednesday to go over the cutover ITL and answer those questions

he was able to. He advised that the MotoBridge™ was a potential for backup operations for some of the dispatchers but most were using their conventional systems or operating in the site trunking mode. Mr. Smith also stated Motorola® had also offered to meet with the dispatchers in the June timeframe to go over the cutover process.

ASAC Jones asked if once the sites were committed into the 15-minute cutover period could they go back.

Mr. Smith advised that once Motorola® begins, they are in it until it is completed. He stated that Motorola® was going to utilize the test sites prior to the actual cutover to do some dry runs. He also stated there were specific GO/NO GO criteria in place in case of real world situations ongoing at the scheduled site cutover times.

Mr. Woodall briefed one such instance was the Red Flag exercise scheduled at Eielson Air Force Base during the August cutover timeframe. He advised that Motorola® was required to do the cutover during the night hours to preclude impacting the exercise.

c. Clear site. Mr. Smith stated this had already been discussed so he would move on to the next item.

d. State of Alaska Audit. Mr. Smith briefed that the audit was still ongoing but the auditor would be gone for two weeks and upon her return he was to meet with her informally to discuss the status of the audit. He advised that the auditor's office had sent out requests for subscriber IDs, names and emails to contact individuals directly but had met with a lot of resistance from agencies regarding providing personal information.

Mr. Woodall stated he advised the auditor any information regarding the DOD must come in the form of a Freedom of Information Act request.

Mr. Smith briefed that the auditor's office seemed to be focused on how much time each individual was utilizing their radios. They have requested the "raw" numbers as opposed to the information for overall agency totals the OMO provided to the SOA for last year.

7. New Business.

State Budget Update. Mr. Jim Kohler provided an update on the current status of the State Operating Budget. He stated the budget had ended up being \$300K less than originally requested, but he was working with the Administrative Services Director and they both felt that the shortfall could be made up with the exception of approximately \$60K. Mr. Kohler briefed the current allotted training budget was \$200K and it would be reduced to \$140K to offset the shortage. He stated there should be no impact to training because this past year they had only spent approximately \$125K of the allotted \$200K.

Mr. Kohler advised the Executive Council there was \$500K in the State General Fund to cover the Cost Share for the municipalities and non-government organizations (NGOs).

He briefed this money would go straight to the Department of Administration (DOA). Mr. Kohler stated the cost share amounts provided to the Federal Non-DOD agencies in January would remain the same. He advised the Executive Council members he was currently in discussions with the OMO regarding the language updates to the Membership Agreement.

Mr. Kohler stated he did not know what was going to happen next year because the Legislature had basically picked a random dollar amount for the State budget this year and then made cuts to meet that amount. He advised the original Capital Budget had expansion dollars for the Yukon-Kuskokwim Delta but no amount had been appropriated. Mr. Kohler stated next year this project would rest with the Legislature and they would have to push it forward versus coming from within DOA, as it had this year.

Commissioner Masters stated another potential option would be that another department, such as Public Safety, could push it forward as an expansion request.

Mr. Paulick advised the Executive Council that ETS had requested funding for 25 Capital projects and come out with only one, which had been submitted several years prior.

ASAC Jones advised he would be getting together with the other Federal Non-DOD agencies regarding the cost share amounts. He stated he was pleased with the numbers and did not foresee any problems.

Mr. Kohler asked ASAC Jones to have the agencies get in touch with him directly and they would begin the process of submitting the paperwork.

Mr. Smith advised that the OMO would be sending out new Membership Agreements to all the agencies with the amounts assigned and it was imperative that they be signed by someone with the authority to commit funds for the agency.

8. Next Meeting. Commissioner Masters briefed the next meeting is scheduled for May 16, 2013, 1:30 p.m. at the Department of Public Safety Training/Conference Room, 5700 E Tudor Road.

9. Adjourn Meeting. Commissioner Masters asked if there were any other items for discussion. Hearing none, he sought a motion to adjourn.

Motion: Adjourn the April monthly Executive Council meeting.

The motion was made by ASAC Jones and seconded by Mr. Woodall, proxy for Colonel Moser. There were no objections. **The motion was carried and approved.**

The meeting adjourned at 2:10 p.m.



JOSEPH MASTERS, Commissioner
Department of Public Safety
ALMR Executive Council

Distribution:

ALCOM/J60, Colonel Scott Moser
SOA DPS, Commissioner Joseph Masters
AFEA, ASAC Darrin Jones
AML, Chief Jeff Tucker
MOA, Lt Ken Spadafora
User Council, Major Matt Leveque
OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA ETS, Mr. Jim Kohler
MOA, Mr. Trygve Erickson
SOA ETS, Mr. Adam Paulick