



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



MEMORANDUM FOR ALMR Executive Council

July 14, 2014

FROM: SOA Executive Co-Chair

SUBJECT: July 17, 2014, ALMR Executive Council Meeting Agenda

TO: See Distribution

1. **Call to Order.** (5 min) Deputy Commissioner Terry Vrabec, State of Alaska (SOA) Co-Chair will call the meeting to order at 1:30 p.m. The roll will be taken.
2. **Opening Statements and Other Announcements.** (5 min)
3. **Approval of Previous Meeting Minutes.** (5 min, Deputy Commissioner Vrabec) Review of the draft Executive Council minutes from the April meeting. (Atch 1)

Motion: Approve April 17, 2014, Executive Council meeting minutes, as presented.

4. **Old Business.** (20 min)
 - a. System Upgrade Assistance II funding.

At the April meeting, Mr. Tim Woodall advised the council the status of this issue remains the same. All three partners are required to have their funding up front in order to execute the contract with Motorola® and at the time the State of Alaska (SOA) did not have theirs secured.

NOTE: This item is **on hold** pending future funding actions.

- b. Transportable Communications System Memorandum of Agreement. (5 min, Mr. Tim Woodall)

At the April meeting, Mr. Woodall advised the council that ALCOM must obtain the approval of the SECDEF to enter into a cooperative agreement with SOA but this is just a matter of doing the appropriate paperwork.

c. Infrastructure Operation and Maintenance Services (IOMS) Contract. (5 min, Mr. Tim Woodall)

At the April meeting, Mr. Woodall briefed the DOD was funded for this fiscal year but the contract would end July 2016. He advised because DOD was now only a 12 percent infrastructure owner, they would be seeking to contract for the shared services with SOA. Mr. Woodall stated they were currently doing a legal review if this was an option.

Mr. McGrath stated the Department of Administration had been in contact with their contracting office and were working with them. It appeared also that the funding would be approved for the upcoming year beginning July 1, 2014

5. User Council Update. (5 min, Major Matt Leveque)

FY16 OMO/SMO Budget

6. Operations Management Office. (10 min, Mr. Del Smith)

- a. SOA Audit - inventory verification status update
- b. FY15 Membership Agreements status
- c. JBER ALMR points of contact
- d. Funny River fire feedback
- e. June System metrics (Atch 2)
- f. System Change Requests:
 - Cottonwood - add one channel
 - FS-12 - deactivate channels
 - Glennallen - add one channel
 - Rabbit Creek - GTR8000
 - Slana – add new site
 - Taylor – add new site
 - Tok - add one channel
 - Tolsona - add one channel
 - Update multiple licenses
 - Willow Mountain - add one channel
 - Wrangell - remove site from site list

7. New Business. (10 min)

ALMR Support Memorandum of Agreement

8. **Next Meeting.** (5 min) The next meeting is scheduled for August, 15, 1:30 p.m. at the Enterprise Technology Services Conference Room, 5900 E Tudor Road.

9. **Adjourn Meeting.** (5 min)



TERRY VRABEC, Deputy Commissioner, DPS
State of Alaska Co-Chair
ALMR Executive Council

3 Attachments:

1. Draft April Meeting Minutes
2. Draft FY16 OMO/SMO Budget
3. June System Metrics

Distribution:

ALCOM/J6, Colonel Hoang
SOA DPS, Deputy Commissioner Terry Vrabec
FBI, ASAC Kevin Donovan
AML, Chief Jeff Tucker
MOA, Lt Ken Spadafora
SOA ETS, Mr. Jim Bates
User Council, Major Matt Leveque
OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
MOA, Mr. Trygve Erickson
SOA ETS, Mr. Max McGrath
SOA ETS, Mr. Scott Stormo
MOA, Mr. Jason Beach



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



MEMORANDUM FOR ALMR Executive Council

May XX, 2014

FROM: DOD Executive Co-Chair

SUBJECT: April 17, 2014, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel Scott Moser	Department of Defense (DOD) - Alaskan Command
Deputy Commissioner Terry Vrabec	State of Alaska (SOA) - Department of Public Safety (via teleconference)
ASAC Kevin Donovan	Alaska Federal Executive Association (AFEA) - Federal Bureau of Investigation
Chief Jeff Tucker	Alaska Municipal League (AML) - North Star Volunteer Fire Department
Lt Ken Spadafora	Municipality of Anchorage (MOA) - Anchorage Police Department

ALMR Support Team Members and Guests Present:

Major Matt Leveque	User Council Chair
Mr. Del Smith	Operations Manager, ALMR
Mr. Tim Woodall	DOD ALMR Program Manager
Mr. Max McGrath	Enterprise Technology Services
LTC Glenn Mellor	Alaskan Command (ALCOM) Deputy J6
Mr. Rich Leber	Technical Advisor, ALMR
Mr. Bruce Richter	OEC Regional Coordinator (via teleconference)
Mr. Rich Garrett	FGA DOIM and User Council USARAK Alternate
Ms. Sherry Shafer	Operations Management Office (via teleconference)

1. **Call to Order.** Colonel Scott Moser, Department of Defense (DOD) Co-Chair, called the meeting to order at 1:32 p.m.

2. **Opening Statements and Other Announcements.** There were no opening statements or special announcements.

3. **Approval of Previous Meeting Minutes.** Colonel Moser asked the Executive Council (EC) members if they had reviewed the March meeting minutes. Hearing no changes, Colonel Moser proposed the motion for their approval.

Motion: Approve March 20, 2013, Executive Council meeting minutes, as written.

The motion to accept the minutes was made by Deputy Commissioner Terry Vrabec and seconded by Assistant Special Agent in Charge (ASAC) Kevin Donovan. There were no objections. **The motion was carried and approved.**

4. **Old Business.**

a. System Upgrade Assistance (SUA) II. Mr. Tim Woodall advised the council the status of this issue remains the same. All three partners are required to have their funding up front in order to execute the contract with Motorola® and at the time the State of Alaska (SOA) did not have theirs secured.

Mr. Max McGrath stated that was correct; it was not in the Governor's budget.

Lt Ken Spadafora asked if it was still the consensus that the preferred package was to do the funding every two years.

Mr. Woodall stated that approach provides a 27 percent savings over doing the upgrades every three to five years and allowed for the use of operations and maintenance (O&M) funds versus Capital funds.

b. Transportable Communications System Memorandum of Agreement (MoA). Mr. Woodall stated that previously SOA had inquired into the use of the transportable systems and because they are assets belonging to US Northern Command (NORTHCOM), it was not possible to facilitate the action. He advised ALCOM must obtain the approval of the SECDEF to enter into a cooperative agreement with SOA but this is just a matter of doing the appropriate paperwork.

c. Infrastructure Operations and Maintenance Services (IOMs). Mr. Woodall briefed the DOD was funded for this fiscal year but the contract would end July 2016. He advised because DOD was now only a 12 percent infrastructure owner, they would be seeking to contract for the shared services with SOA. Mr. Woodall stated they were currently doing a legal review if this was an option and once they had approval they would route it through the service branches for their buy in; this would take every bit of the next two years to complete and get in place.

Mr. McGrath stated the Department of Administration had been in contact with their contracting office and were working with them. It appeared also that the funding would be approved for the upcoming year beginning July 1, 2014.

5. User Council Update.

Major Matt Leveque advised the council members the User Council continued to carry some vacancies. He stated the US Army had recently appointed Mr. Rich Garrett as their alternate and, as always, all appointments require the approval of the Executive Council.

He offered the following motion for consideration.

Motion: Approve the nomination by the United States Army - Alaska for appointment of Mr. Rich Garret as the alternate representative to the ALMR User Council.

Colonel Moser asked if there were any objections to the proposed nominee. Hearing none, Colonel Moser proposed the motion as written and it was seconded by ASAC Donovan. There were no objections. **The motion was carried and approved.**

6. Operations Management Office.

a. Subscriber Audit Inventory Status. Mr. Del Smith briefed the council that 108 of the 119 agencies on the System had completed and returned their inventory confirmation forms by the deadline, which was April 15.

Mr. Smith addressed each of the remaining agencies and their status of response to the requirement. He stated the Operations Management Office continued to coordinate with those agencies that requested extra time, but that the Alaska Army National Guard (AKARNG) was not responding to the OMO requests for a status update.

Mr. Smith asked the council if they had any actions they wanted him to take regarding those agencies that have not responded and they stated there were none at this time. He expressed his desire to ensure the OMO is acting with due diligence in meeting the recommendation from the Legislative Audit.

Assistant Special Agent in Charge (ASAC) Kevin Donovan asked if there was any intervention with the AKARNG needed from the Executive Council at this time and Mr. Smith stated there was not.

b. Fire Station 12 (FS12). Mr. Smith updated the council regarding the channels turned off at FS12. He advised them there seemed to be no impact with them off; there were no buses at the site during the recent exercise.

Mr. Smith briefed the council regarding the discussions at the monthly combined ETS/ALMR about repurposing the channels at a future date for other sites that needed more capacity. He stated the agreement was to leave the equipment in place at this time.

Mr. Smith also advised the council the Blueberry Hill site was hammered during the recent exercise and again by both the Anchorage Police Department and Alaska State Troopers during enhanced traffic enforcement on the Glenn Highway and it may need to be considered for future capacity upgrade.

Lt Spadafora stated the Municipality had applied for licenses and was adding four repeaters to their Blueberry site and they were also going to try to build out their other sites along the highway.

c. March System Metrics. Mr. Smith went over the System statistics from the month of March. He stated there was a spike in busies and they had almost doubled but the User Council had approved adding capacity at four sites this summer.

7. New Business.

a. FY15 Cost Share Cooperative Agreement. Mr. Smith stated that Mr. Rich Leber had the final FY15 Cost Share Cooperative Agreement in hand and at the end of the meeting, he would like to get signatures from those members present.

Mr. Woodall advised the council there was no change in the document from last year other than some points of contact and that the funds were already in place.

b. Exercise Arctic Edge 2014. Mr. Woodall briefed the council that the DOD deployed the Transportable Area South (TAS) to Valdez for Exercise Arctic Edge 2014 under the scenario of an earthquake and tsunami. The City of Valdez had lost all its Emergency Operations Center (EOC) capabilities from the disaster. The first day only amateur radio operators were utilized then the TAS was utilized to provide telephone, internet and video teleconference capabilities and System reach back.

Mr. Woodall thought it would be a good idea for the council to reach out and see if ALMR was able to meet the city's needs with TAS during the exercise or if they had any suggestions for improvement. He advised this feedback would also be valuable for NORTHCOM in their decisions to continue funding the transportable systems.

Chief Jeff Tucker stated he had been down there the last time the TAS was deployed and the city was very appreciative

8. Next Meeting. Colonel Moser briefed the next meeting is scheduled for May 15, 2014, 1:30 p.m. at the Department of Public Safety Training/Conference Room, 5700 E Tudor Road.

Colonel Moser also advised the council this was his final meeting and his replacement Colonel Harold Hoang should be in place sometime in July. He stated LTC Glenn Mellor would be the interim appointee.

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

Motion: Adjourn the April monthly Executive Council meeting.

A motion to adjourn was made by Colonel Moser and seconded by ASAC Donovan. There were no objections. **The motion was carried and approved.**

The meeting adjourned at 2:09 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, Deputy Commissioner Terry Vrabec
FBI, ASAC Kevin Donovan
AML, Chief Jeff Tucker
MOA, Lt Ken Spadafora
SOA ETS, Mr. Jim Bates
ALCOM/J66, LTC Glenn Mellor
SOA DPS, Major Matt Leveque
OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA ETS, Mr. Max McGrath
MOA, Mr. Trygve Erickson
MOA, Mr. Jason Beach

**For SOA FY2016
OMO/SMO Operating Budget**

Jun 2014

**Alaska Land Mobile Radio (ALMR)
Communications System**

**Operations Management Office &
System Management Office**

Mr. Del Smith, Operations Manager

Operations Management Office

delsmith@5starteam.net

<http://www.alaskalandmobileradio.org>



OPERATIONS MANAGEMENT: \$450,000.00

Operations Management Office

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

The OMO operates under the direction of the Operations Manager (OM). The OM has oversight for governance structure, planning, System Management Office (SMO) compliance, and overall operation of the Alaska Land Mobile Radio (ALMR) System. In coordination with the User Council the OMO establishes policies, procedures, processes, organizational structure, and agreements and monitors contracts which provide service levels, as defined in the ALMR Service Level Agreement (SLA).

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.

Periodic Maintenance Inspection (PMI) Quality Assurance/Quality Control (QA/QC)

Services required by the Operations Management Office include performing Quality Assurance Evaluations for periodic maintenance inspections performed by contract for 100% of sites to ensure they are being maintained in accordance with the Service Level Agreement; report discrepancies to the User Council and the Executive Council. Inspections are conducted on all ALMR Infrastructure to determine compliance by owner/stakeholder/member agency/maintenance contractor with the Service Level Agreement for infrastructure that supports the shared use of the ALMR system. 25% of the total infrastructure sites will be inspected annually and 100% will be inspected within a four year period.



SYSTEM MANAGEMENT: \$1,844,801.05¹

System Management Office

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 in state 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, to identify discrepancies at the sites, and to inventory assets for accountability.

Optional Asset Management Services²

The following services are currently provided through separate contracts funded through Alaskan Command (ALCOM) and US Army-Alaska (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.

NOTE¹: The Bering Straits' contract can increase by five percent annually.

NOTE²: These expenses are currently addressed in the Infrastructure Operations & Maintenance Services (IOMS) Contract currently held by Bering Straits Information Technology LLC and various subcontractors.



EQUIPMENT MAINTENANCE: **\$3,446,239.89³**

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

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NOTE³: The Bering Straits' contract can increase by five percent annually.



ALMR FY16 SYSTEM OPERATIONS & MAINTENANCE COSTS

The budget is based on the State of Alaska Fiscal Year (July 1 to June 30) timeframe and reflects **projected** annual costs based on best **estimates** available at the time of preparation.

SOA FY16 & DOD FY15/16 (July 1, 2015 - June 30, 2016)

SHARED SYSTEM MANAGEMENT, OPERATIONS MANAGEMENT AND INFRASTRUCTURE COSTS			
TOTAL ^{6&7}	DEPARTMENT OF DEFENSE ^{7&8} (USARAK, JBER AND EIELSON)	STATE ^{6&7}	MOA ^{5&7}
\$2,754,842.97	\$330,109.00	\$2,424,733.97	\$0.00

CENTRIC SYSTEM MANAGEMENT AND INFRASTRUCTURE COSTS			
TOTAL ⁸	DEPARTMENT OF DEFENSE ⁸ (USARAK, JBER, ALCOM, & EIELSON)	STATE	MOA ⁵
\$2,986,197.97	\$813,091.85	\$2,173,106.12	\$0.00

ALMR TOTAL ANNUAL SHARED AND CENTRIC COSTS BY STAKEHOLDER			
TOTAL ^{6,7&8}	DEPARTMENT OF DEFENSE ^{6,7&8} (USARAK, JBER, ALCOM & EIELSON)	STATE ^{6&7}	MOA ^{5&7}
\$5,741,040.94	\$1,143,200.85	\$4,597,840.09	\$0.00

SYSTEM UPGRADE ASSISTANCE II			
TOTAL	DEPARTMENT OF DEFENSE (USARAK, JBER & EIELSON)	STATE	MOA
\$2,093,400.00 ⁹	\$628,020.00	\$983,898.00	\$481,482.00

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

5 - 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.

6 - Percentages are based on total owned infrastructure - the State of Alaska owning 88 percent of the total ALMR site infrastructure and the DOD owning 12 percent of the total ALMR infrastructure.

7 - The System Upgrade Assistance (SUA) program has been frozen at this time and is not included in the FY15 shared cost totals.

8 - The DIACAP recertification occurs every three years and is not included in the FY15 centric cost totals.

9 - This quotation is a budgetary submittal and not binding on Motorola™. It does not include the cost of those major equipment components reaching end-of-life.



CONTRACTS

Contracts covering the costs for Operations Management, System Management, and Equipment Maintenance are currently paid on a cost-share basis. Contracts are cost shared between the Federal agencies and the State of Alaska and provide baseline services as listed on pages 1 - 3.

Operations Management Office	\$450,000.00
System Management Office	\$1,844,801.05
Equipment Maintenance	\$3,446,239.89
Contracts subtotal	\$5,741,040.94¹⁰

Travel costs associated with the quality assurance/quality control (QA/QC) of periodic maintenance inspections (PMIs) ARE included in the estimated baseline contract cost for the Operations Management Office (OMO). The costs below are estimates only and are based on previous events requested in support of services expected of the OMO. This information is provided as a point of reference regarding a portion of the costs to the baseline contract cost for FY2016. These may not be actual sites visited or the actual costs.

PMI QA/QC

Periodic Maintenance Inspections QA/QC travel locations/costs will change each year. These sites are provided as **estimates** only. Twenty-five percent of all sites must be inspected each calendar year.

Sites/Costs (some travel funds are included in the baseline contract)

NOTE: Travel for PMI QA/QC was **NOT** included in the OMO contract cost for **FY2015**. The following **estimates** are based on current airfares, per diem, and mileage rates and the sites to be visited. These cost figures **DO NOT** reflect those sites which will be visited in 2015/2016, but are used as a baseline. Actual rates and sites may vary.

North	Cost covers trips to Donnelly Dome, Dot Lake, Trims, Paxson, Black Rapids, Harding Lake	\$2,276.74 ⁹
Southeast	Cost covers trips to Lena Point, Dimond Courthouse, Auke Lake, Skagway, Haines, Womens Bay, Pillar Mountain	\$2,057.37 ⁹
Central	Cost covers trips to Lions Head, Tahnetta Pass, Sawmill, Tolsona, Wolcott Mtn, Sourdough, Cooper Mountain, Summit Lake	\$807.07

NOTE¹⁰: Expenses listed on this page are **estimates**, which are based on previous events as requested in support of services expected of the OMO. These are **NOT** the actual sites which will be visited or the actual costs associated with those visits.



Expenses associated with items/events listed hereafter, and previously explained on pages 5, are NOT included in any contract previously referenced and must be budgeted for under separate contract.

System Upgrade Assistance (SUA) II \$2,093,400.00

This annual payment provides for a System software upgrade once in a two-year period that ALMR could elect to perform at their convenience. This maintains the System at the current software platform.

SUA II subtotal	\$2,093,400.00¹¹
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NOTE¹²: This cost figure is an estimate and does NOT include hardware that has reached its end of life. This quotation is a budgetary submittal and is not binding on Motorola and is not intended to serve in itself as the basis for a contract or order.

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Expenses associated with items/events listed hereafter, and further explained on pages 8 - 9, are **NOT** included in the referenced OMO baseline contract. They either must be budgeted for separately, or added to the baseline contract cost previously provided.

TRAINING AND TRAVEL

User Council	Annual Training Conference (Item NOT funded) Provides 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. This cost is an <u>estimate</u> based on a fixed funding amount provided in 2011.	\$12,500.00
Communications Conferences	IWCE - Las Vegas/Mar 2016 (Item NOT funded) APCO - Washington DC/August 2015 (Item NOT funded)	\$2,885.50 \$2,532.90
Travel & Training subtotal		\$17,918.40¹³

NOTE¹³: These cost figures are estimates, which are based on previous events as requested in support of services expected of the OMO. These items are **NOT** included in any previous contract amounts.



Expenses associated with items/events listed hereafter are **NOT** included in the referenced OMO baseline contract. They either must be budgeted for separately, or added to the baseline contract cost previously provided. These are only the detailed descriptions regarding items listed on page 9.

Training

- Annual User Council Training Conference

The annual training conference provides an opportunity for all primary and alternate User Council members to meet face-to-face where they can conduct extensive in-depth discussions/training scenarios without interruption. The User Council is afforded adequate time to focus on issues involving the System and public safety in general, in both the near and long term, which they may 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 software/hardware 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 and public safety interoperable communications. Additionally, conferences offer the ability to network with other land mobile radio users and public safety officials to gain insight into other state's challenges to interoperability issues and possible solutions.

- 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.



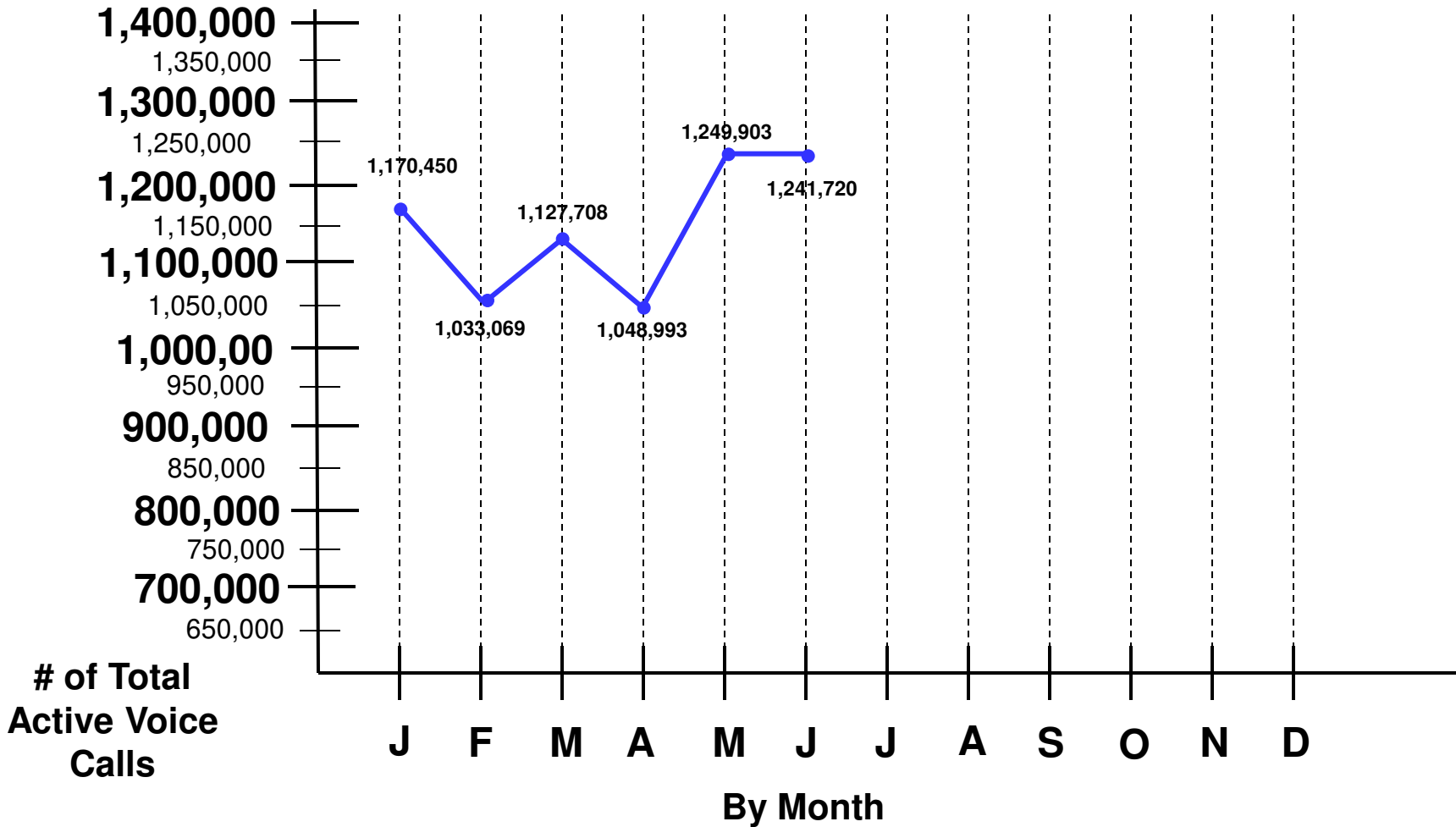
- Association of Professional Safety Communications Officials (APCO)

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.

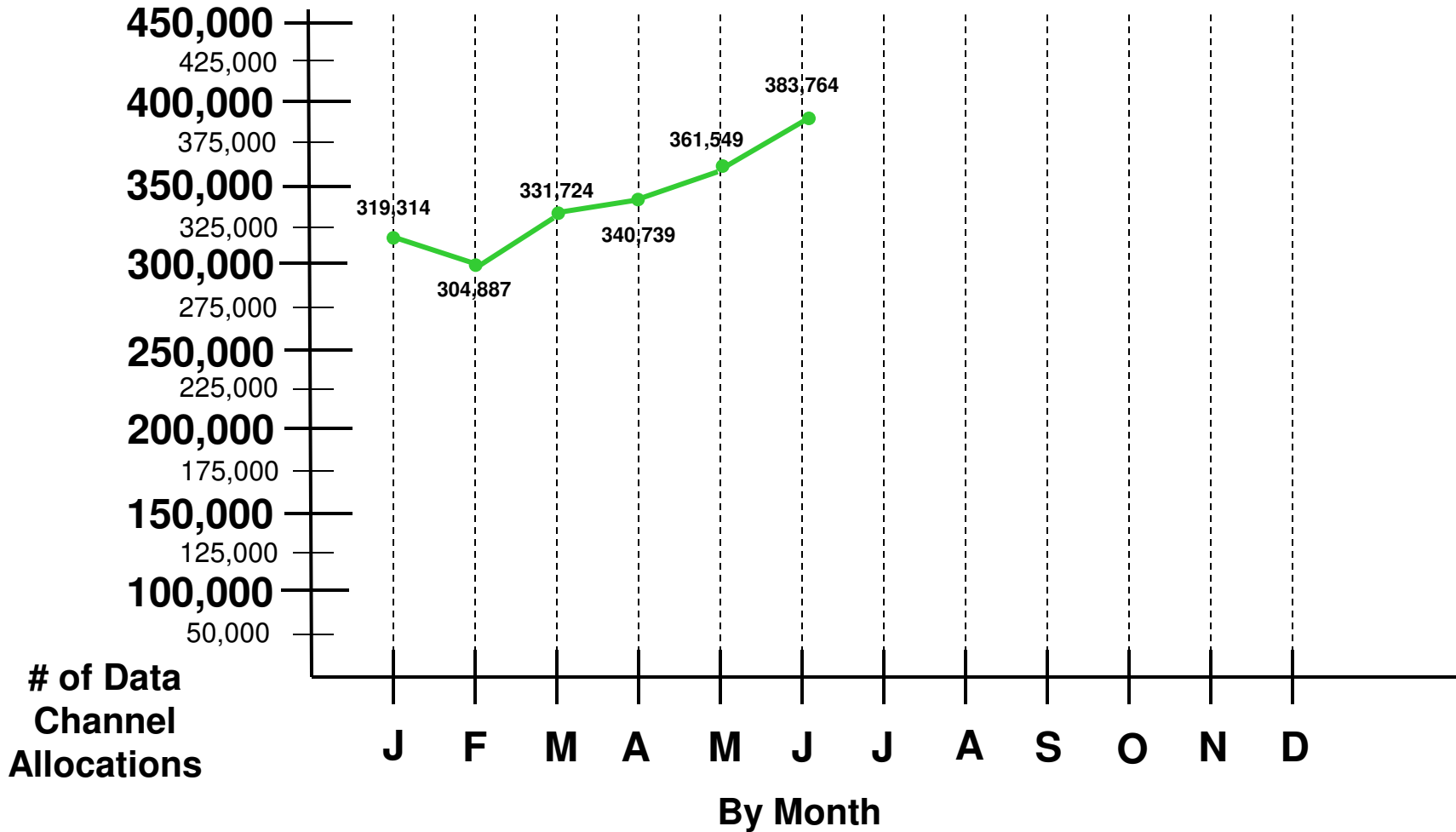
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2014 System Performance

Active Voice Calls



2014 System Performance Data Channel Allocations



2014 System Performance Busy Voice Calls

