



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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**User Council Members**

Primary				
N/A	Cicciarella	Bob	Chief	Municipalities Central
N/A	Eike	Erin	LTC	DOD US Army - Alaska
E	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
N/A	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
N/A	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Monteleone	Dan	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, <b>Chair</b>
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, <b>Vice Chair</b>
N/A	Spitler	Cory	MSgt	DOD USAF, JBER
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
T	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
E	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	<b>VACANT</b>			Fed Non-DOD DOI, Bureau of Land Management
E	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Nelsen	Scott	Mr.	SOA All Others, DMVA
T	Roberts	Rick	Captain	SOA DPS
T	Schwing	Brandon	TSgt	DOD USAF, JBER
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army - Alaska
T	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
T	Kostelnik	Sean	Mr.	Motorola Solutions
P	Letterman	Chris	Mr.	Operations Manager
P	Reed	David	Mr.	Information Systems Security Manager
T	Richter	Bruce	Mr.	DHS OEC
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager (retired) - Consulting
P	Stormo	Scott	Mr.	SOA OIT
T	Thometz	Tim	Mr.	Icom America
T	Ulrich	Naomi	Ms.	Motorola Solutions



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
<b>Call to Order</b>	Mr. John Rockwell called the meeting to order at 1:32 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
<b>Introduction of Guests/Special Announcements</b>	There were no guests or special announcements.	
<b>Previous Meeting Minutes</b>	<p>John asked if everyone had reviewed the June meeting minutes and if there were any changes. Hearing no comments, he asked for a motion to approve the previous minutes.</p> <p><b>Motion: Approve the June 3, meeting minutes as written.</b></p> <p><b>Motion: Mr. Jim Goodman</b> <b>Second: Mr. Nate Skinner</b></p> <p>There were no objections. The motion <b>passed</b>.</p>	
<b>Issues &amp; Risks Log Item Number</b>	<b>Active Issue</b>	<b>Action Items Assigned</b>
	John asked Ms. Sherry Shafer to provide the update on the Issues and Risks Log and she advised OP13 was added to reflect that all DOD microwave shots are at end of life and need to be modernized.	
	<b>Issues Closed at, or since, last meeting</b>	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	There were no action items from the June meeting.	
<b>Operations Management Office</b>	<b>Mr. Chris Letterman, Operations Manager</b>	<b>Action Items Assigned</b>
<b>Security Scans/Risk Management Framework (RMF)</b>	<p>1. Chris deferred to Mr. David Reed for the update on this.</p> <p>Mr. David Reed advised he was waiting on the Colonel's signature and once that was done, he would put together a plan for the next three years to keep the process going.</p>	
<b>System Trunked Radio Licenses</b>	2. Chris stated it had been discovered that ALMR was close to the license capacity and requested Mr. Travis Conant, System Manager, discuss it under the SMO update.	
<b>Draft FY22 OMO/SMO Budget</b>	3. Chris briefed the council that the draft FY22 OMO/SMO Budget had been included in their meeting materials and	



	<p>advised them an email vote on its approval would be requested via email after the meeting. He added the plan was to get the document to the Executive Council for their meeting on July 16.</p>	
<p><b>IC Zones</b></p>	<p>4. Chris stated the CONOP containing the updated interoperability zones and transition plan had been approved on June 17.</p>	
<p><b>FY21 Membership Agreements</b></p>	<p>5. Chris advised the FY21 membership agreements were due June 30 with the exception of the DOD due to the delayed receipt of theirs. He noted 124 had been received to date and one agency would be receiving a non-compliance letter.</p>	
<p><b>Service Level Agreement</b></p>	<p>6. Chris briefed the Service Level Agreement (SLA) is currently under annual review and it could use some updates and clarifying language. He noted that he would like to have a working group from the User Council to help go through the document and make it more readable and clarify responsibilities.</p> <p>John stated he and Del had discussed this, as well, and noted that for the review/update to be successful the working group would need someone from all the disciplines – DOD, State, municipalities and the Federal Non-DOD agencies.</p> <p>Chris added the sections on the infrastructure were the ones that needed the most work, in general.</p> <p>Mr. Del Smith advised this review and updated were timely because he had recently reached out on DOD infrastructure that is not part of the LMR RF. He suggested a working group go through it and make it more readable and identify owner-agency responsibilities for infrastructure and points of contact, but not necessarily a particular person.</p> <p>John stated we needed at least three or more volunteers and asked to have the current SLA and a request for volunteers sent out via email.</p>	<p>1. OMO to send out current SLA via email after the meeting and request volunteers for a working group to review it.</p>
<p><b>June Document Reviews</b></p>	<p>7. Chris noted the Risk Management Plan and the Operations and Maintenance Organizational Chart had been reviewed by the OMO.</p>	
<p><b>June Metrics</b></p>	<p>8. Chris advised there were 1,021,508 ground calls, 1,915,473 push to talks and 335 busies. He added these were up slightly from last month.</p>	
<p><b>System Management Office</b></p>	<p><b>Mr. Travis Conant, System Manager</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Radio Licenses</b></p>	<p>1. Mr. Travis Conant advised Mr. Mark Neuman had worked with Mr. Jason Beach, Municipality of Anchorage, and they</p>	



<p><b>New Contract Year</b></p> <p><b>GTR Upgrade</b></p>	<p>had deleted close to 4k radios out of the System. He explained we have licenses for 34,000 and we currently have around 29,000, so he believes we will be fine for this year.</p> <p>2. Travis stated the System Management Office started a new contract year today.</p> <p>3. Travis briefed the Motorola GTR upgrade contact was signed and the kick off meeting would be next week.</p> <p>John asked if they were going to invite a large group to the kickoff meeting.</p> <p>Travis stated he had talked to Mr. Mike Ball and they will send out the invites next week.</p> <p>Del recommended they should get the APCO/NENA dispatch side of the world in early, so they know what is going on.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>New Head Office</b></p> <p><b>Funding</b></p> <p><b>TDMA</b></p> <p><b>SLA</b></p>	<p>1. Scott stated today his office is officially under the Department of Military and Veterans Affairs (DMVA). He added there had been no technical glitches so far with the ongoing FY2 1budget process.</p> <p>2. Scott briefed last year was fairly successful and they solved the \$24M System refresh problem. He also noted they had gotten \$1.1M for radio replacements.</p> <p>3. Scott advised he had recently had a conversation with a volunteer fire department on radio upgrades and reminded everyone that although the older radios will work on the new equipment, it causes the new features to not be utilized. He emphasized any new radio purchases should be TDMA enabled.</p> <p>Scott noted although there isn't a target date to replace radios yet, once should probably be set at some point. He stated if any agencies have question, they can contact him, Travis or Chris.</p> <p>4. Scott stated he and Tim had talked about the SLA on and off over the years and agreed it is not very clear as to what the SMO is responsible for and what site owners are responsible for. He added he would like to incorporate dispatch centers and subscriber owner responsibilities into the document because right now those two areas generate a lot of calls to the Help Desk that turn out to be radio issues instead.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Timothy Woodall</b></p>	<p><b>Action Items Assigned</b></p>
	<p>Mr. Timothy Woodall was not present for the meeting.</p>	



**Alaska Land Mobile Radio**

*ALMR User Council  
Meeting Minutes*

*Date: July 1, 2020*

	John asked for anyone else from DOD to provide any updates and there were none.	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
	There were no New Business items presented.	
<b>Next meeting</b>	<b>Discussion</b>	
	John reminded everyone the next meetings were August 5 and September 2.	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>John asked if there was any other discussion and hearing none, he requested for a motion to adjourn the meeting.</p> <p><b>Motion: Adjourn the July monthly User Council meeting.</b></p> <p><b>Motion: Mr. Nate Skinner</b> <b>Second: Mr. Scott Nelsen</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 1:58 p.m.</p>	