



1. Attendance.

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

Primary				
T	Adams	Ocie	Mr.	SOA DOT&PF, <b>Chair</b>
E	Brinley	John	Capt	Fed Non-DOD, US Forest Service
N/A	Brown	Byron	LTC	DOD US Army (pending receipt of appointment letter)
T	Goggia	Tammy	Ms.	Municipalities Central, <b>Vice Chair</b>
P	Jennings	David	MSgt	DOD USAF, JBER
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
E	Kalwara	Erann	Ms.	Municipalities Southeast
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
N/A	Morgan	Leon	Mr.	SOA DPS
E	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	Cicciarella	Bob	Chief	Municipalities Central
P	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Hallett	Kenneth	Mr.	Fed Non-DOD, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
E	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS
U	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
P	Williams	Rick	Mr.	DOD, US Army
U	Williamson	Anthony	SSgt	DOD USAF, JBER

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
P	Macomber	Warren	MSgt	JBER
P	Nicholl	Jim	Mr.	Motorola Solutions
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA ETS SATS/ALMR Manager



2. Meeting Minutes and Action Items.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Call to Order</b>	Mr. Ocie Adams 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.  Mr. Dave Jones joined the meeting after the original roll was taken.	
<b>Introduction of Guests/Special Announcements</b>	There were no guests or special announcements.	
<b>Previous Meeting Minutes</b>	Ocie asked the council members if they had reviewed the draft September minutes and had any changes. Hearing none, he requested a motion to approve the minutes.  <b>Motion: Approve the September 6 meeting minutes, as written.</b>  <b>Motion: Ms. Tammy Goggia</b> <b>Second: Mr. Bill Kaizer</b>  There was no discussion and no objections. The motion <b>passed</b> .	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
	Ocie advised there were no open items on the Issues and Risks Log.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no items closed.	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	There were no Actions Items from the September meeting.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>FY18 Membership Agreements</b>	1. Mr. Del Smith briefed the FY17 membership agreements were still on hold. He advised the first 30-day extension had expired on August 31 and the second 30-day extension end on September 30. Del stated that the Operations Management Office (OMO) would continue to renew the agreements each month, as necessary.  Bill asked if there was any further discussion regarding the longer term cost share and three percent escalation.	



<p><b>FY19 OMO/SMO Budget</b></p> <p><b>MotoBridge</b></p> <p><b>Third Quarter Zone Controller Rollover</b></p> <p><b>Annual User Council Elections</b></p> <p><b>September Document Reviews</b></p> <p><b>September System Metrics</b></p>	<p>Mr. Scott Stormo advised that the subject was still being discussed at the Department of Administration.</p> <p>2. Del reminded the council members the OMO/SMO FY19 Budget had been provided to the Executive Council (EC) on August 17 and subsequently approved via email vote. He stated the final approved version was provided to Enterprise Technology Services (ETS) on September 25 for consideration of inclusion in the Department of Administration (DOA) budget.</p> <p>3. Del stated the EC had been briefed on August 17 and the User Council (UC) had been tasked with making a determination whether to update the MotoBridge system. He briefed the UC had made the decision to maintain and update the workstation gateway units (WGSUs) and radio gateway units (RGUs) that were being utilized and to remove the rest. Del noted the letter of recommendation was sent to the EC on September 8</p> <p>4. Del advised the council the next Quarterly Master Site Rollover is scheduled for the week of October 23 – 27 with the Zone Controllers being completed on Wednesday and Thursday of that week. He stated the OMO and System Management Office (SMO) would be in the office at approximately 4:30 a.m. to call all the dispatch centers prior to the event at 5:00 a.m. Del reminder the council the sites would be in site trunking for approximately 25 – 35 seconds on both days during the rollover. He stated he had already sent out the first notification to the dispatch points of contact.</p> <p>5. Del advised the council the first email regarding the nomination process for the annual election of the Chair and Vice Chair will be distributed this month. He reminded the group that each sector was to provide one collective nomination for the Chair and one for the Vice Chair.</p> <p>6. Del informed the council the High Level Communications Strategy, System Recovery Policy and Procedure, Privileged User Acceptable Use Policy and Procedure, and Talkgroup Development Policy and Procedure had all been reviewed in September and updated, as necessary.</p> <p>7. Del noted there were 1,047,225 group calls and 1,940,083 push to talks within those calls. He advised there had been a drop of 140K calls from August but we have seen this almost every year in the past as the summer winds down, so there was nothing unusual about it. Del stated there were 408 busies, which is .03 percent rate, and busies were also down from 542 in August.</p>	
<p><b>System Management Office</b></p>	<p><b>Mr. Travis Conant, System Manager</b></p>	<p><b>Action Items Assigned</b></p>



	Mr. Travis Conant stated he had nothing further to add.	
<b>State of Alaska</b>	<b>Mr. Scott Stormo, SOA</b>	<b>Action Items Assigned</b>
<b>7.17 System Update Proposal</b>	Mr. Scott Stormo advised the council he was talking with Motorola® sales representative about the 7.17 proposal and then he would need to meet with Mr. Tim Woodall, on the Department of Defense (DOD) side, to make sure they had both proposals and then get it added as an amendment to the State's maintenance contract. He stated we (ALMR) were penciled into the Motorola® schedule for September 2018.	
<b>Department of Defense</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
	Mr. Tim Woodall was not present for the meeting.	
<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>	
	Ocie advised the next regularly scheduled meetings were November 1 and December 6.	
<b>Adjournment</b>	<b>Discussion</b>	
	Ocie asked if there were any other comments or discussion items. Hearing none, he requested a motion to adjourn the meeting.  <b>Motion: Adjourn the October monthly User Council meeting.</b>  <b>Motion: Bill Kaizer</b> <b>Second: Mr. John Wolfe</b>  There were no objections. The motion <b>passed</b> .  The meeting adjourned at 1:47 p.m.	