



1. Attendance.

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

Primary				
E	Adams	Ocie	Mr.	SOA DOT&PF Chair
P	Adams	Steve	Lt	SOA DPS, AST
E	Gale	Kent	Mr.	Fed Non-DOD, Bureau of Land Management
T	Goggia	Tammy	Ms.	Municipalities Central
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD, Vice Chair
T	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
N/A	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
E	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	Pentimone	Lee	MSgt	DOD USAF, JBER
E	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
	VACANT			DOD US Army, FGA DOIM

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	Boyle	Steve	Mr.	Municipalities Central, Assistant Chief KES
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
E	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Paniza	Dennis	TSgt	DOD USAF, JBER
T	Patz	Greg	Mr.	SOA DOT
N/A	Rockwell	John	Mr.	SOA DPS, AST
T	Wolfe	John	Mr.	Fed Non-DOD, US Fish & Wildlife Service
	VACANT			Municipalities Southeast
	VACANT			DOD, US Army

Supporting Staff and Guests:

P	Leber	Rich	Mr.	Technical Advisor
P	Leveque	Matt	Mr.	SOA SPOC & SWIC
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Woodall	Tim	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Deputy Chief Brad Johnson ran the meeting on behalf of the Mr. Ocie Adams who was unavailable. Brad called the meeting to order at 1:33 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	<p>1. Brad announced Mr. Kent Gale was departing mid-month for a new job in Boise, Idaho, and that Ms. Bev Fronterhouse would be returning as the BLM primary representative. He wished Kent the best of luck.</p> <p>2. Brad recognized Mr. Paul Kain as part of the Alaska USFS law enforcement contingent that transported the Capitol Christmas tree, which was harvested in Seward, cross country for 3,700 miles from Seattle to Washington DC in December. He stated Paul also participated in ten separate public events during the tree's journey. Brad asked Paul about his trip.</p> <p>Paul stated it was a really great experience and that they received a lot of support along the way from local law enforcement at the stops they made and also from the military at the joint base in DC after they arrived.</p> <p>3. Brad announced the departure of Mr. Rich Garrett, USARAK primary representative who would be relocating for an assignment at Fort Drum in mid-January. Brad stated a replacement for Rich has not been named yet for the User Council.</p>	
Previous Meeting Minutes	<p>Brad asked the council members if they had any changes to the draft December minutes. There were no responses; therefore, he requested a motion to approve the minutes, as presented.</p> <p>Motion: Approve the December 2 meeting minutes, as written.</p> <p>Motion: Mr. Bill Kaizer Second: Ms. Tammy Goggia</p> <p>There was no discussion and no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	Item #57 remains open.	



	The departure of Mr. Rich Garrett was newly noted on the IR Log. The Municipalities-Southeast alternate needs a replacement and the USARAK alternate position continue to remain vacant.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Action Items Review	Opened Items	Resolution
	There was one Action Item from the December 2 meeting. 1. OMO to send the annual Business Case update to the User Council members, via email, to review and comment on in preparation for a January meeting vote of approval. (CLOSED, Dec 7)	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
FY16 Cost Share Cooperative Agreement	1. Del advised the council the FY16 Cost Share Cooperative Agreement had been sent to the Department of Defense (DOD) Executive Council Co-Chair for signature.	
Codicil to the Cooperative Agreement	2. Del stated the Codicil had been approved by the Municipality of Anchorage legal office and forwarded to the Mayor for his signature.	
Clear Site	3. Del briefed that the Clear site was currently operating on generator power because it had been disconnected from the old electrical grid, because water was getting into the main cable. He noted the site would be connected to a different grid at some point. Del also advised the council the site was probably not going to move from the current location at this point.	
December Document Reviews	4. Del stated the Operations Management Office (OMO) Customer Support Plan (CSP), Catastrophic Natural Events (CNE) Contingency Plan, System Management Office (SMO) CSP, Radio Usage and Transmission Protocols Policy and Procedure, System Account Control Policy and Procedure, and System Description had all been reviewed and updated in December.	
December System Metrics	5. Del advised the council regarding the outage at Soldotna Dispatch which occurred over the course of several days (approximately Dec 29 – Jan 2). He stated the console would not connect to the ALMR System and the dispatch had to use portable radios to talk out. Del explained late on Wednesday, the console was brought back online but the dispatch center was still unable to access the State of Alaska (SOA) network. He also advised the microwave from the	



<p>Valdez MotoBridge® Console</p> <p>Business Case Approval</p>	<p>dispatch to Ski Hill and to Nikiski was out and the sites were in site trunking further exacerbating the situation. Del stated the final cause of the problem was determined to be a bad part within the SOA MW. He advised there were high winds at the time of the outage which may have contributed to the problem.</p> <p>Del pointed out that the busies were drastically down even with over one million voice calls for the month. He noted this was the type of trend he liked to see. Del also pointed out that the Genesis reporting includes the Anchorage Wide Area Radio Network (AWARN) statistics in the totals</p> <p>Del briefing touched on the System statistics slides which showed a comparison from 2010 – 2015 of the total voice calls, data allocations and busies.</p> <p>6. Del stated he had received a call regarding the removal of the console to free up some space in the Valdez Police Department. He advised the console belonged to the DOD and would allow connection with disparate radios of organization not on ALMR. Del noted the decision was made to move the console at this time, rather than to remove it altogether.</p> <p>7. Del reminded the council that the Business Case had be distributed after the December meeting for their review and comment. He stated the OMO had received no requested changes.</p> <p>Brad asked for a motion to approve the document so it could be sent on to the Executive Council for their action.</p> <p>Motion: Approve the 2015 Business Case and move it forward to the Executive Council.</p> <p>Motion: Paul Second: Mr. Nate Skinner</p> <p>There was no discussion and no objections. The motion passed.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
	<p>Del advised the council that Travis was unable to call in for the meeting.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>
<p>Soldotna Dispatch Outage</p>	<p>1. Mr. Scott Stormo explained the outage was caused when the SOA microwave (MW) shot, that carries the radios and dispatch, went down. He explained initially when they left Soldotna on December 31 after getting ALMR connectivity restored, they thought that dispatch was okay with the</p>	



<p>Contracts</p>	<p>repairs completed, although the State network side was still down. Scott briefed that they later discovered the outage was affecting critical services like APSIN that dispatch relied on. He noted they were able to find some parts and complete the repairs to the State network by January 2.</p> <p>Scott explained that in the past there used to be two MW hops for Soldotna but when the old MW went down, it wasn't repaired leaving Soldotna with no redundancy. He noted that Mr. Dean Strid, who is now retired, had the foresight to order the parts to repair the old MW and that ETS had located them and if they could obtain the approval to travel, they would be able to get the second MW hop repaired.</p> <p>2. Scott advised the council they had until February to work up the procurement and statement of requirements for the contracts. He noted that although they had an idea what the budget would be, the Legislature still had an opportunity to change it.</p>	
<p>Department of Defense</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
<p>FY17 Contracts</p> <p>US Army Representative</p> <p>Transportable Communication Systems</p> <p>MotoBridge®</p>	<p>1. Mr. Tim Woodall stated the new contract would not be going through the 673rd Contracting Squadron but would be contracting directly with the State. He explained he would be working directly with Scott and they would be looking at making specific CLINs for the DOD and specific CLINs for the SOA.</p> <p>Tim noted that he would have to work with the services and notify them that their costs would be the same as last year, plus five percent. He clarified they already had the funds but would need a timeframe in order to pass the funds and the third quarter would be ideal.</p> <p>Tim also advised the State would need to work out how to receive them. He suggested they write up a memorandum of agreement to address how the funds flow and how the contracted services are received.</p> <p>2. Tim stated that ALCOM was aware of Mr. Garrett's departure and was looking for a replacement for him on the council.</p> <p>3. Tim briefed that the transportables would be removed from the contract statement of work (SOW) which was to be executed with the State because it was a DOD-owned asset and the State wouldn't have any control over its deployment.</p> <p>4. Tim suggested that in a future agenda the MotoBridge® system be added as a point of discussion for the council to</p>	



	decide whether they wanted to upgrade it and how better utilize it.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	
New Business	Discussion	Action Items Assigned
Infrastructure Operations and Maintenance Services (IOMS) SOW and Contract Working Group	<p>Tim asked if the User Council wanted to have a working group to assist with the contract development or just final review of the contract developed between SOA and DOD.</p> <p>Brad recalled that in the past the council had developed/modified the SOW/contract via working group and would be interested in doing so again, in joint cooperation with the State and DOD.</p> <p>Brad asked the group if there were any volunteers for the working group and Mr. Paul Kain stated he would like to participate.</p> <p>Del advised the OMO would work with Scott and Tim to set up the meetings once the working group was established.</p>	<p>1. OMO to send out email after the conclusion of the meeting requesting volunteers for the working group.</p>
Next meeting	Discussion	
	<p>Brad announced the next two regularly scheduled meetings were February 3 and March 2.</p> <p>Brad advised that he would be unavailable for the March meeting due to an out of state conference he would be attending.</p>	
Adjournment	Discussion	
	<p>Brad asked if there were any other comments or any further discussion items for the group.</p> <p>Hearing none, he requested a motion to adjourn the meeting.</p> <p>Motion: Adjourn the January monthly User Council meeting.</p> <p>Motion: Mr. John Wolfe Second: Bill</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:05 p.m.</p>	