



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 Vice Chair
E	Adams	Steve	Lt	SOA DPS, AST
U	Gale	Kent	Mr.	Fed Non-DOD, Bureau of Land Management
U	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
T	Goggia	Tammy	Ms.	Municipalities Central
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD, Chair
P	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
E	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
T	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

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

Supporting Staff and Guests:

P	Leber	Rich	Mr.	Technical Advisor
P	Rockwell	John	Mr.	DPS, 9-1-1 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Deputy Chief Brad Johnson called the meeting to order at 1:32 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests	There were no special guests.	
Previous Meeting Minutes	<p>Brad asked the council members if they had any changes to the draft October minutes. There were no responses; therefore, he requested a motion to approve the minutes, as presented.</p> <p>Motion: Approve the October 7 meeting minutes, as written.</p> <p>Motion: Mr. Ocie Adams 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 DPS alternate position, the Municipalities-Southeast alternate and the USARAK alternate position, 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
	<p>There was one Action Item from the October meeting.</p> <p>OMO to send email to the council members regarding the nomination process for the annual elections. The item was completed and CLOSED on October 8</p>	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Service Level Agreement (SLA)	1. Del advised the council there was still no State representative to sign at this time, but he assumed it would be Chief Comer once he takes the position as the new Deputy Commissioner effective in December.	
FY16 Cost Share Cooperative Agreement	2. Del briefed the Cost Share Cooperative Agreement had been routed to the State for coordination but with the retirement of Deputy Commissioner Vrabec, it had to be re-	



<p>Codicil to the Cooperative Agreement</p>	<p>accomplished. He stated Chief Bill Comer, who had been selected as the new Deputy Commissioner, would not be in place until December. Therefore, the document could not be re-signed until then.</p> <p>3. Del stated the Codicil was to be re-signed due to the wrong “authorities” paragraph in the first version. He explained the language in the paragraph was specific to the Department of Defense (DOD) and had to be corrected to allow them to execute contracts directly with the State. Del stated the DOD routed it directly to the State and the Commissioner Folger had transmitted it to the Governor’s office.</p>	
<p>Annual Elections</p>	<p>4. Del advised the elections were underway, the nomination process was complete and the ballots had been distributed. He stated the announcement of the selectees would be made at the December User Council meeting.</p>	
<p>Clear Site</p>	<p>5. Del briefed there was no change at this time regarding the Clear site and the power was to be left on until a decision was made where and/or if to move it. He explained estimates had been provided for the relocation to the SOA Kobe site and also to run new power to the current location. Del briefed that the System Manager, Mr. Travis Conant, expects to hear some time next week on what the Clear personnel want to do.</p> <p>Scott Stormo asked if there had been any further conversation regarding the Alaska Railroad site.</p> <p>Del stated initially he was told they were not interested in allowing ALMR at the site, but more recently that they didn’t have any objections to it. He emphasized that right now everyone is waiting on the decision from Clear.</p>	
<p>Birch Hill Master Site Battery Plant</p>	<p>6. Initially this agenda item was passed over, but Mr. Scott Stormo, asked about the status. Del advised the council the battery plant was scheduled to be replaced the week of November 16. He also stated the transformer replacement didn’t affect the site because it was not on the same circuit, but the System Management Office (SMO) had two technologists on site, with a generator running, just in case.</p>	
<p>Legislative Outreach</p>	<p>7. Del explained prior to Deputy Commissioner Vrabec’s retirement, the group had discussed sending ALMR support letters to the Legislature, but the Legislative liaison advised Del to have them hold off.</p> <p>Mr. Scott Stormo asked Del if he thought they were asking them to hold off due to where the Legislature was in the budget cycle.</p>	



<p>October Document Reviews</p> <p>FY16 Membership Agreements</p> <p>October System Metrics</p>	<p>Del stated it was a possibility but he didn't know "what a good time" would be. He said the proposed budget would be presented by December 15, although the Governor could still modify it after that.</p> <p>Del pointed out that the time to get anything to the Legislature is growing short so if any of the council members happened to run in to their Legislator, they might mention how important ALMR is to their agency and request they fund it adequately.</p> <p>8. Del asked Ms. Sherry Shafer to provide the documents reviewed in October and she stated the Vendor Equipment Evaluation Policy had been reviewed and approved by the Operations Management Office (OMO) and the newly developed Subscriber Acceptance Testing Policy and Procedure 400-18 had been reviewed and approved by the User Council</p> <p>9. Del briefed the remaining agreements from USARAK and the 673rd Air Base Wing had been received a couple weeks ago.</p> <p>10. Del pointed out the slight increase in busies but with a jump in voice calls of 12K, the increase was insubstantial. He stated during September and October the System usually experienced a seasonal lull.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
	<p>Del explained the Travis was unavailable because he was supporting a transportable deployment.</p> <p>Del advised the council there had been an issue at Kodiak but Mr. Matt Oliver had taken care of it by replacing the switch. He also stated there had been another issue at Tok with a channel shutting down and Mr. Andy Strait had resolved that.</p> <p>Del briefed that the System was in a break/fix status and all repairs were made in consultation with Enterprise Technology Services (ETS). He advised the spares were getting low and some would have to be sent in soon for repair or replacement. Del stated we have been lucky up to this point but it could get worse in the next eight months.</p>	
<p>Department of Defense</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
	<p>Del advised the council that Mr. Tim Woodall was also supporting the exercise and was unavailable.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>



<p>Funding and Outreach</p>	<p>Mr. Scott Stormo advised the council that they were running out of time for any type of executive branch outreach, so if they had an opportunity to speak to their commissioners, they should really do so.</p> <p>Del pointed out the Department of Administration (DOA) Commissioner had a multitude of issues going on and if ALMR isn't the "squeaky wheel," it won't get any visibility.</p> <p>Brad asked if the User Council paper on underfunding was provided to the Governor's office.</p> <p>Del stated it was given to the Executive Council and requested they give it the broadest possible distribution. He pointed out, he had not been copied if it had been further distributed.</p> <p>Scott advised the State-affiliated council members to press their commissioners that if DOA does not have an adequate level of funding in the Governor's budget for ALMR support, other departments may have to come up with funds to supplement the ALMR costs. He explained this may prompt the other departments to step up and talk about the need to properly fund ALMR.</p>	
<p>Old Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
	<p>There were no Old Business items.</p>	
<p>New Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
	<p>Brad asked if there were any New Business items and there were no responses.</p>	
<p>Next meeting</p>	<p>Discussion</p>	
	<p>Brad announced the next two regularly scheduled meetings were December 2 and January 6, 2016.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<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 November monthly User Council meeting.</p> <p>Motion: Tammy Second: Mr. Nate Skinner</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 1:53 p.m.</p>	