



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
N/A	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
T	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
N/A	Pentimone	Lee	MSgt	DOD USAF, JBER
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
	VACANT			SOA DPS, AST

Alternate				
N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
N/A	Boyle	Steve	Mr.	Municipalities Central, Assistant Chief KES
P	Eubank	Greg	Mr.	SOA All Others, DMVA
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
E	Kain	Paul	Mr.	Fed Non-DOD, USFS
T	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	Conant	Travis	Mr.	System Manager
P	Goodman	Jim	Mr.	MatSu Borough
P	Leber	Rich	Mr.	Technical Advisor
P	Lynn	John	Mr.	SATS ETS
P	Rockwell	John	Mr.	DPS, 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
T	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Woodall	Tim	Mr.	DOD ALMR PM/COR



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 1:35 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 reminded the group there were not enough members present at the July meeting to approve the June minutes. He asked if there were any requested changes to either the June 3 or July 1 meeting minutes. Hearing none, he requested a motion to approve both, as presented.</p> <p>Motion: Approve the June 3 and July 1, 2015, meeting minutes, as written.</p> <p>Motion: Ms. Tammy Goggia Second: Mr. Nate Skinner</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	<p>Item #57 remains open. The DPS primary and alternate positions, and the USARAK alternate position, remain vacant.</p> <p>The JBER primary and alternate positions have been filled and were approved by the Executive Council.</p> <p>Item #60 remains open. Opened 9/3: The After Action Review (AAR) was held on August 21 at the Kenai Borough Emergency Operations Center (EOC); item to remain open until publication of the AAR report. Update: There was no change in the status.</p>	
	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>Brad stated there were three action items from the July meeting and all were closed.</p> <p>1. OMO to draft a letter for Deputy Chief Brad Johnson, User Council Chair, to be sent to the EC DOD Co-Chair regarding the on-going lack of a viable battery plant at the Zone 2 controller at Birch Hill. (CLOSED, July 6)</p>	



	<p>2. OMO to distribute email request for vote of approval for the FY17 OMO/SMO Budget to move the document forward to the Executive Council as part of their July meeting agenda. (CLOSED, July 1)</p> <p>3. OMO to add item for discussion to the August User Council agenda regarding the formation of a working group for ALMR System sustainment. (CLOSED, July 7)</p>	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
<p>Service Level Agreement (SLA)</p> <p>Birch Hill Master Site Battery Plant</p> <p>FY16 Membership Agreements</p> <p>Card Street/Sockeye Wild Fires</p>	<p>1. Del briefed the Department of Defense (DOD) had signed and returned the agreement and it was being routed through the State of Alaska (SOA) and the Alaska Federal Executive Association (AFEA). He clarified that Deputy Commissioner Vrabec had taken the agreement to Commissioner of Administration Fisher and the agreement was sent via email to ASAC David Condo to staff to Mr. Tolley, the President of the AFEA.</p> <p>2. Del advised the council the replacement of the battery plant at the Birch Hill Master site had not been started. He explained the funds had been approved and the vendor had been selected but no Task Order (TO) to proceed had been issued and there was no date as to when that might occur. Del emphasized it is his current understanding that the electrical work by Doyon would remain on hold until the battery plant replacement was completed.</p> <p>Mr. Travis Conant, System Manager, stated it would be four to six weeks to complete the replacement once the TO was received.</p> <p>3. Del updated the council that the agreement for Manley Hot Springs VFD had been received leaving only the DOD agreements outstanding.</p> <p>Mr. Dave Jones advised the agreement for the 354th Fighter Wing had been signed today and would be forthcoming.</p> <p>4. Del stated he had written an audit report on the ALMR System performance during the wild fires in response to an alleged complaint forwarded from Representative Neuman's office. He noted the System performed exactly how it was supposed to perform and although there were 50 busies on the Pipeline site, that was significantly diminished from the 600+ the site had experienced during the Funny River Fire the year before, prior to the addition of another channel. Del briefed agencies also could be applauded for their better utilization of the System resources during these events compared to the Funny River Fire.</p>	



<p>July Document Reviews</p>	<p>5. Del briefed the Grant Guide, Interoperability Policy and Procedure and the Spectrum Licensing and Management Policy and Procedure had all been reviewed/updated in July.</p>	
<p>July System Metrics</p>	<p>6. Del stated System calls were down approximately 150K from June and busies had dropped almost 70 percent. He advised the council the Operations Management Office (OMO) utilizes the Weekly Busy Report put out by the System Management Office (SMO) to not only monitor System activity but to also make recommendations for site capacity upgrades to the council.</p> <p>Del noted the Nenana site continues to receive busies weekly and although recommended for capacity upgrade that did not occur when Clear elected to re-install a five-channel site on the installation utilizing all the channels from the previously removed site at Anderson. He pointed out this meant no channels were available to upgrade Nenana and an available frequency would have to be identified before a channel could be added.</p> <p>Mr. Greg Eubank asked if the OMO could look at which talkgroups were causing the busies and Del advised they could.</p> <p>Mr. Nate Skinner stated he knew Forestry had over-saturated the Nenana site during the fires.</p>	
<p>Clear Site Power Down</p>	<p>7. Del advised the council members he had received notice the new Clear site would be powered down effective October 31. He explained he was currently investigating why they would install a site, then shut it down within a year.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Periodic Maintenance Inspections</p>	<p>1. Mr. Travis Conant advised the SMO had been steadily working periodic maintenance inspections (PMIs) since July 1 and had completed eight so far. He also stated they had maintenance issues at the Skagway site but were able to replace a failed switch during the PMI so it was not charged toward the maintenance contract. Travis advised the SMO had four pieces of equipment to send in for repair.</p>	
<p>Transportable Area South (TAS) Deployment</p>	<p>2. Travis advised the TAS would be deployed August 17 – 21. He explained the process would cover two weeks' time with the pre-deployment beginning next week.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>
<p>System Importance</p>	<p>Mr. Scott Stormo stated there was nothing new to report on the State's side. He strongly suggested to the council members they needed to emphasize the importance of System to their departments and agencies up their</p>	



	respective chains of command to ensure their leadership was passing that on to the Legislature rather than it always coming from the maintenance shop.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
Cost Share	1. Mr. Tim Woodall stated he had met with Scott to discuss some of the site costs listed in the costs share that had been annotated incorrectly and that had been reconciled.	
Contract Funds	2. Tim explained the Army's money was currently at the contracting office and they had been given the notice to proceed, but they were currently short personnel so they were behind on their contracting actions. He assured the council the TOs for the OMO and Infrastructure Operations and Maintenance Support (IOMS) contracts were being worked.	
Future System Updates/Equipment Replacement	3. Tim advised there were significant, long-term cost issues ahead and he was working on the cost projections for the DOD for the replacement of their remaining Quantars®, subscribers and the needed System update. He noted he was preparing senior leadership and were being asked if the State would be able to track with the DOD to which he could not answer. Tim stated the System update could be delayed for a while with regard to the equipment but from an Information Assurance standpoint, all the parties had to do it together to keep the patching up to date. He noted that was a significant concern at this time given the State's budget reductions. Greg asked what the repercussions were to the frequency sharing agreement and Tim advised he hasn't looked at that at this point but the waiver could possibly be dissolved. Mr. John Lynn stated if either side of the frequencies go away, the NTIA or the FCC, the System goes away. Tim briefed the Defense Information Assurance Certification and Accreditation (DIACAP) is the only thing that keeps the System from separation. He stated not meeting it would mean getting a waiver to accept the risks; this would be a one-year Interim Approval to Operate (ATO). Tim explained the situation would then have to be corrected in that year or the ATO would be removed. He emphasized now is the time to program for these funds and plan for the worst; it's critical, as Scott said, to inform your chain of command.	
Old Business	Discussion	Action Items Assigned
	There were no Old Business items.	



New Business	Discussion	Action Items Assigned
<p>System Underfunding/Non-Funding Working Group</p>	<p>1. Brad advised the previous discuss regarding DIACAP and the System update leads into the current need to produce a document regarding the repercussions of not securing the necessary funding. He explained a small group was needed to work on this document and flesh it out, then provide it to the Legislature/Governor.</p> <p>Del stated he had begun preparation of the document with a lead in, which set out in general terms the need for the System and the working group needed to provide their inputs on the actual impacts to their agencies if the System dissolved, the repercussions Brad was talking about.</p> <p>Brad noted that they would like one representative from each sector because each has different impacts. He stated any step away from our current level of interoperability is a step backwards, although Fairbanks still has their conventional system to fall back on.</p> <p>Brad requested volunteers for the working group and the following representatives responded.</p> <p>Mr. Nate Skinner and Mr. Greg Eubank, SOA-All Others Mr. Ocie Adams, SOA DOT Mr. Tim Woodall, DOD (on behalf of the Air Force/Army) Deputy Chief Brad Johnson, Municipalities-North Mr. Bill Kaizer, Federal Non-DOD FBI Mr. Scott Stormo, SOA ETS</p> <p>Mr. John Rockwell stated he would be happy to be an unofficial representative for the Department of Public Safety.</p> <p>NOTE: Ms. Tammy Goggia had to leave the meeting to attend to an accident but volunteered via email when asked by Mr. Del Smith, Operations Manager, afterwards.</p> <p>Brad requested each volunteer provide a list of the two to three most critical impacts</p> <p>Del asked if the members should include what they would do if the cooperative failed or was this action premature.</p> <p>Scott stated they should hit both sides because of the budget time lines.</p> <p>Tim agreed they needed the whole picture because leadership needed to understand the severity of not planning. He stated they needed the Legislature to upfront</p>	



<p>FirstNet and NextGen 911</p>	<p>commit or if not the other partners could begin planning on their alternate paths; it is critical to know early on.</p> <p>Del reminded everyone the Legislature focuses on this as a Department of Administration issue, not a State issue.</p> <p>Greg asked if there should be a person from Fairbanks and a person from Anchorage and Brad stated he was the representative for the agencies in the Fairbanks area and there were several from around the Anchorage area participating, although not specifically the Municipality because they have their own System.</p> <p>Brad asked the working group to provide their initial thoughts to the third section of the previously distributed paper.</p> <p>Del requested everyone's inputs by Monday and stated an email reminder would be sent after the meeting.</p> <p>2. Mr. John Rockwell advised the council he was the single point of contact in Alaska for FirstNet. He noted the first consultation meeting would be held on September 9 and invitations would go out shortly. John briefed the meeting would be an all-day event and would be held in the Crime Lab in Anchorage.</p>	<p>1. OMO to send email reminder requesting inputs by noon on Monday, Aug 10.</p>
<p>Next meeting</p>	<p>Discussion</p>	
	<p>Brad announced the next two regularly scheduled meetings were September 2 and October 7.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<p>Brad asked if there were any other comments or any further business for the group.</p> <p>Hearing none, he requested a motion to adjourn the meeting.</p> <p>Motion: Adjourn the August monthly User Council meeting.</p> <p>Motion: Ocie Second: Dave</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:33 p.m.</p>	