



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: May 7, 2014

1. Attendance.

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

Primary				
U	Adams	Ocie	Mr.	SOA DOT&PF
T	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
T	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
T	Halden	Jordan	Mr.	SOA All Others, DNR Forestry
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
E	Lampshire	Chris	Mr.	Fed Non-DOD, US Forest Service
T	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Williams	Rick	GS-12	DOD US Army Alaska
	VACANT			DOD USAF, JBER
	VACANT			Fed Non-DOD, FBI

Alternate				
U	Arasz	Paul	Mr.	Fed Non-DOD, FBI
N/A	Eubank	Greg	Mr.	SOA All Others, DMVA
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Garrett	Rich	Mr.	DOD US Army, FGA DOIM
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
U	Kain	Paul	Mr.	Fed Non-DOD, USFS
U	Patz	Greg	Mr.	SOA DOT
	VACANT			Fed Non-DOD, US Fish & Wildlife Service
	VACANT			DOD USAF, JBER
	VACANT			Municipalities Southeast
	VACANT			SOA DPS, AST

Supporting Staff and Guests:

P	Borg	Casey	Mr.	System Manager
P	McGrath	Max	Mr.	SOA ETS
P	Rockwell	John	Mr.	DPS 911 Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Major Matt Leveque was traveling and requested the Vice Chair, Deputy Chief Brad Johnson, run the meeting with the assistance of Mr. Del Smith, Operations Manager. Brad called the meeting to order at 1:30 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 or announcements.	
Previous Meeting Minutes	Brad asked the council members if they had reviewed the minutes from the April meeting and if there were requested changes; there were none. Brad requested a motion for approval of the minutes. Motion: Accept the April 2, 2014, meeting minutes, as written. Motion: Ms. Tammy Goggia Second: Matt There were no objections. The motion passed.	
Issues & Risks Log	Active Issues	Action Items Assigned
	Item #57 – This item remains open. The primary Federal Non-DOD FBI primary position and the DPS, USARAK and JBER alternate positions are all vacant. Del advised the council members the nomination of Mr. Rich Garrett as the US Army-Alaska alternate was approved by the Executive Council at their April 17 meeting.	
	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 were no action items from the March meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
FY15 Cost Share Cooperative Agreement	1. Del Smith advised the council members the FY15 Cost Share Cooperative Agreement between the Department of Defense (DOD) and the State of Alaska (SOA) was completed a couple of weeks ago and the 88/12 method was still in place.	
Fire Station 12	2. Del briefed the council, FS12 has three channels turned off	



<p>(FS12)</p>	<p>and they will remain off indefinitely. He also explained channel 10 was never activated due to a licensing conflict with the Municipality of Anchorage and although that conflict no longer exists, the channel will not be activated.</p> <p>Del stated the joint recommendation from Enterprise Technology Services (ETS), the System Management Office (SMO) and the Operations Management Office (OMO) is to leave the channels off but leave them in place. They will be considered on-the-shelf spares for future expansion of other sites, if needed.</p>	
<p>FY15 Membership Agreements</p>	<p>3. Del advised the council the OMO is beginning to send out the FY15 Membership Agreements; only some agency agreements in the Kenai Peninsula Borough have gone out at this time due to their internal administrative requirements. He explained the remainder would be sent in the next couple weeks and agencies would be requested to sign and returned them to the OMO by June 15.</p>	
<p>Annual Subscriber Update</p>	<p>4. Del updated the council that there were five agencies remaining who had not returned their inventory confirmation form.</p> <p>Brad asked Del if he needed to send the form to the applicable User Council (UC) representative to intervene with the agencies in question to resolve the issue.</p> <p>Del stated one of the agencies, US Army-Alaska (USARAK), was working through theirs but no point of contact was available for Fort Richardson (FRA). He advised Mr. "Rick" Williams the OMO had been trying to identify a representative for some time.</p> <p>Rick stated part of the issue was that USARAK was only a small portion of the using agencies on FRA.</p> <p>Del advised that Mr. Rich Garrett was looking for someone to handle the task.</p> <p>Rich briefed the other council members he would ensure USARAK coordinated their radios and he would work with the communications squadron to get a list and canvas the property officers to get some help in completing this tasking.</p>	
<p>April Document Reviews</p>	<p>5. Del advised the council regarding documents reviewed and approved by the OMO and those reviewed and approved by the UC. He stated, as always the UC can check on the ones the OMO approves and provide feedback.</p>	
<p>April Metrics</p>	<p>6. Del stated the metrics were on track and advised the Blueberry Hill site might be one of the next sites considered for upgrade. He briefed with the increased presence of the Anchorage Police Department and Alaska State Troopers on the</p>	



<p>Deletion of Subscriber Units</p> <p>E-button Procedures</p> <p>System Management Office Statement of Work</p>	<p>Glenn Highway, the site was getting hammered steadily.</p> <p>7. Del advised the council he was suggesting to agencies they delete subscribers from the System that were not located during the annual their inventory audit. He stated agencies only needed to send a request to the Help Desk to inhibit them. Del also stated radios known to be lost or stolen must have a police report filed.</p> <p>8. Del reminded the council that several months ago the OMO had written a new policy and procedure regarding E-buttons. He stated within the procedure was a requirement for agencies to execute an agreement with the dispatch center who they expect to receive any E-button alerts. Del emphasized agencies cannot expect dispatch centers to recognize radio IDs if there is no agreement in place and not acting to ensure this issue is addressed could put someone's life in danger.</p> <p>9. Del explained the SMO contract has been in place since approximately 2006 and it is due to expire in FY2016. He reminded the group that Mr. Tim Woodall had requested at the April meeting for the council to get an early start and validate the tasks in the statement of work (SOW) since the DOD would be contracting directly with SOA for services under the new contract.</p> <p>Del advised the council members that the OMO had provided both a truncated version of the SOW and a long version. He explained the council should review the SOW for items they think should not be there, as well as those that might need enhancement.</p> <p>Del touched on all current support functions outlined in the SOW with the council members and explained, as necessary. He expressed the importance of the UC providing input to the SOW, as well as the Service Level Agreement and stated he would appreciate their attention to this between now and the June meeting because it is extremely important to have the services performed in a manner that meets the user's needs.</p> <p>Rich asked when the OMO wanted the comments in by.</p> <p>Del explained the council needed to be prepared to reach a final resolution at the June meeting.</p> <p>Brad stated the council needed to take this as an action item.</p>	
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
<p>Gold Elite Console Logons</p>	<p>1. Mr. Casey Borg briefed the council members he was working on getting the Gold Elite consoles onto their own security logons. He stated this was a leftover task from the 7.13 System</p>	



<p>Delta Coverage Report</p> <p>Server Rollover</p>	<p>update and he only had a couple dispatch centers left and should be completed in the next couple weeks.</p> <p>2. Casey advised the council he was finalizing his report on the Delta Junction coverage testing and it would be in by Monday</p> <p>3. Casey stated the SMO was planning on installing some updates for the servers and this would require a rollover of the Zone Controllers.</p> <p>Del asked if they planned to do it in the early hours to minimize impact on the users.</p> <p>Casey advised they would do it at approximately 4a.m. local. This would ensure tech support at Schaumburg was available to assist. He stated it would probably only take 5 minutes but he was allowing 15 - 20 as in the past.</p> <p>Del asked if all the sites would be in site trunking during this rollover and Casey answered yes.</p>	
<p>Department of Defense</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
	<p>Mr. Tim Woodall was not present; therefore, there was no DOD update.</p>	
<p>State of Alaska</p>	<p>Mr. Max McGrath, SOA</p>	<p>Action Items Assigned</p>
<p>SATS Backhaul</p> <p>ALMR Operating Costs</p> <p>Future OMO/SMO Contracts and ALMR funding</p> <p>Rabbit Creek</p>	<p>1. Mr. Max McGrath advised the council ETS would be working on the backhaul for SATS again this year. He explained these improvements would help with ALMR uptime. Max also briefed that ETS is implementing a system with multi-protocol label switching (MPLS) to allow for some reporting and more control of network changes.</p> <p>2. Max stated the ALMR operating costs, including the municipality allowance, made it through the Legislature and should be confirmed when the budget is approved by the Governor.</p> <p>3. Max advised he had been talking with Mr. Woodall with regard to the OMO and SMO support contracts, and also talking with ETS upper levels about the capital funding for FY16 for ALMR to support agency Quantar® console refresh.</p> <p>Del stated for the last two years SOA had funded training and asked Max if he knew if it was in this year's budget.</p> <p>Max briefed there was no line item for training but without the proper training on any system, it greatly hindered its usefulness. He explained the funds for training for FY15 would be taken from the SATS microwave backhaul budget.</p> <p>4. Max advised the council that ETS was looking at replacing</p>	



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<p>Quantar® Replacements</p>	<p>the Quantars® at the Rabbit Creek site with GTR 8000s utilizing some capital funds that were reallocated. He advised the GTR is being purchased so SOA/ETS/ALMR can start to become familiar with the newer technology and this is the next step in the refresh of the ALMR System, as well as the next generation in the lifecycle of Motorola®. Max briefed the GTR base stations will hopefully be installed at all sites at some point in the future. He stated this new technology would free up the Rabbit Creek channels for use elsewhere.</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 the group 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 June 4 and July 2. He stated he would not be available for the July meeting and asked the rest of the group if they had any issues with either of the next meeting dates. There were no responses.</p>	
<p>Adjournment</p>	<p>Discussion</p>	
	<p>Brad asked if there were any other comments or any further business the council wished to discuss and there were no responses.</p> <p>Brad requested a motion to adjourn the meeting.</p> <p>Motion: Adjourn the May User Council meeting.</p> <p>Motion: Mr. Jordan Halden Second: Brad</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:21 p.m.</p>	