



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

**ALMR User Council
Meeting Minutes**

Date: Aug 7, 2013

1. Attendance Roster.

User Council Members and Alternates

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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Primary

T	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
E	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI, Vice Chair
U	Mitchell	William	Mr.	DOD USAF, JBER
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
E	Williams	Rick	GS-12	DOD US Army Alaska
	VACANT			Fed Non-DOD, US Forest Service

Alternate

N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	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	Rollins	Kermit	TSgt	DOD USAF, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
N/A	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
N/A	Patz	Greg	Mr.	SOA DOT
	VACANT			SOA All Others
	VACANT			DOD US Army
	VACANT			SOA DPS, AST

Other Attendees

P	Borg	Casey	Mr.	System Manager
T	Kindelberger	Ron	Mr.	59th Signal Battalion (Army NETCOM)
P	Kohler	Jim	Mr.	SOA Special Telecommunications Projects
T	Lampshire	Chris	Mr.	USFS LE Region 10
P	Leber	Rich	Mr.	Tech Advisor
T	Kain	Paul	Mr.	USFS LE Region 10
P	Richter	Bruce	Mr.	Region 10 DHS Rep
T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS



2. Meeting Minutes and Action Items.

Agenda Item / Topic	Discussion	Action Items
Called to Order	Mr. Pete Murphy 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.	
Previous Meeting Minutes Approval	<p>The minutes from the July meeting were reviewed. Pete asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p>Motion: Accept the July 3, 2013 meeting minutes, as written.</p> <p>Motion: Mr. Ocie Adams Second: Mr. Alvin Flowers</p> <p>There were no objections. The motion passed.</p>	
Review of I&R Log	Active Issues	
	Item #57 – This item remains open due to the fact the Fed Non-DOD All Others primary, DPS alternate, SOA-All Others alternate, and DOD US Army alternate positions are all vacant.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Review of Action Items from Previous Meeting	There were no Action Items from the July meeting.	
Operations Management Office (OMO) Update	Mr. Del Smith, Operations Manager	Action Items Assigned
7.13 Migration	<p>1. Mr. Del Smith advised the council the cutover had occurred on Aug 6 and it went very smoothly. He stated a random sampling of the dispatch centers had been contacted afterwards and they had very few issues.</p> <p>Del advised the encryption was still to be addressed and that should occur today or tomorrow, as well as the MOSCAD.</p> <p>Del reminded the council this process had begun over a year ago and the next opportunity for software update was at 7.15 in a couple years. He stated he encouraged the funding bodies to engage in the System Upgrade Assistance (SUA) II process, and it was also listed in the Operations Management Office (OMO)/ System Management Office (SMO) budget. Del reminded everyone when the System transitions to the 7.15 platform, the Gold Elite consoles would</p>	



<p>Clear Site</p>	<p>need to be replaced.</p> <p>2. Del advised the council, the Clear equipment still needed to be updated and then it would more than likely be transferred to the State of Alaska (SOA). He stated that still needed to be resolved between SOA and the Department of Defense (DOD).</p>	
<p>Clear Air Station (AFS) Membership Agreement</p>	<p>3. Del advised the council that Clear AFS had not renewed their Membership Agreement and had failed to respond to multiple attempts by the OMO to get them to comply. He stated that continuing to allow their radios on the System was a violation of the Cooperative Agreement, but the council must make a recommendation to the Executive Council (EC) to approval their removal.</p> <p>Motion: Recommend the removal of all subscribers assigned to Clear Air Force Station from the System, with 30 days written notice, due to non-compliance with the ALMR Cooperative Agreement, Article 11, Section 6, "All Users of the System will be required to enter into a written user agreement between the user and the Executive Council, or their designated Executive Agent."</p> <p>Motion: Pete Second: Deputy Chief Brad Johnson</p> <p>There were no objections. The motion passed.</p>	
<p>Document Reviews</p>	<p>4. Del advised the council that the OMO had approved the Spectrum Licensing and Management Policy and Procedure 400- 12 and the High Level Communications Strategy during the month of July with only minor changes.</p>	
<p>July System Metrics</p>	<p>5. Del discussed the July metrics with the council; the voice calls once again exceed one million.</p>	
<p>System/Site Busies</p>	<p>6. Del pointed out the busy rate was up due to several fires; Nenana, Glennallen and Tok were especially hard hit. He explained part of the problem was that responders utilizing the IC Zones were also continuing to monitor their own agency talkgroups. This puts double the load on the System per incident and overwhelmed the three-channel sites.</p> <p>Pete asked if the transportable systems could be utilized, in cases like this, to augment the affected site.</p> <p>Del advised since the transportable were DOD assets, the approval of the Assistant Secretary of Defense for Homeland Defense must approve their use in excess of 72 hours.</p>	



<p>Annual System Recovery Test</p>	<p>7. Del briefed the council members that in accordance with System Recovery Procedure 400-1, the SMO is required to annually perform a test of their System Recovery Plan, document the results and brief the User Council. He explained that if a real-world event happens and the System Recovery Plan is implemented in response, then this suffices in lieu of a testing. Del explained the Municipality of Anchorage, Zone 4, had experienced a hard drive failure on their Gold Elite server, not once but twice. He provided the details of the response and advised the council members they could get a copy of the report from the OMO if they wished to review it.</p>	
<p>Overdue Annual Document Reviews</p>	<p>8. Del reminded the council that the Talkgroup Development Policy and Procedure 400-14 was overdue review by the council and only three members had responded to date. He requested those members who had not reviewed the documents do so and advise the OMO, either during or immediately after the conclusion of the meeting.</p>	
<p>OMO/SMO Budget</p>	<p>9. Del advised the council, the OMO/SMO Budget was on the August 15 EC agenda for approval and submission to the State.</p>	
<p>System Management Office (SMO) Update</p>	<p>Mr. Casey Borg, System Manager</p>	<p>Action Items Assigned</p>
<p>7.13 Migration Status</p>	<p>Mr. Casey Borg briefed the council that System data should be restored by tomorrow and this includes encryption. He also stated the Motorola™ teams were working on the NICE logging recorders today. Casey advised the council members that if there are any issues that come up, the SMO and Motorola™ will work judiciously to get them resolved. He clarified his statement noting if the issues were "root cause" it would take longer to resolve than simply rebooting a router here and there.</p> <p>Del stated he had personally contacted the Eielson Red Flag personnel and requested they do communication checks following the migration to ensure their consoles were working correctly prior to the start of their upcoming exercise.</p> <p>Mr. Chris Martin stated he had signed off on all the consoles today, but the biggest issue for them at this time was lack of the over-the-air rekeying capability.</p> <p>Casey advised the Key Management Facility (KMF) had the wrong candidates in it and Motorola™ was working to correct that.</p> <p>Brad stated he had heard there were some issues with a few of their XTL5000 radios turning off and then coming back on.</p>	



	<p>This had begun since the upgrade.</p> <p>Casey advised the Common Air Interface (CAI) had not changed so the RF equipment should not have been affected. He stated he would have Mr. Andy Strait contact Brad and take a look at the radios.</p> <p>Ms. Tammy Goggia stated there were still some dead spots down on the peninsula.</p> <p>Casey advised they had rebooted all the site routers in question and Lt Gilmore was going to the sites to check them.</p>	
DOD Update	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was not in attendance; therefore no DOD update was provided.	
SOA Update	Mr. Jim Kohler/Mr. Max McGrath, SOA	Action Items Assigned
	Mr. Kohler stated he had received an email from Major Leveque regarding an invitation to a meeting on August 15 reference possible ways to leverage existing land mobile radio systems with FirstNet/LTE. He advised he would forward it to the OMO to distribute to the council.	1. OMO to distribute email regarding Motorola™ meeting on leveraging land mobile radio systems with Firstnet/LTE.
Old Business		
	There were no Old Business items.	
New Business		Action Items Assigned
IC Zone Use	<p>Pete advised he had gotten an email from Mr. Bruce Richter regarding a request from Federal Protective Services (FPS). He stated he would let Bruce explain the content.</p> <p>Bruce advised the council that FPS was looking to get a Federal talkgroup designated in the Statewide Incident Command (IC) Zone to utilize during Federal emergencies.</p> <p>Mr. Jordan Halden stated he did not think the talkgroups in the IC Zones should be designated ahead of time and that they should be assigned by the Regional Dispatcher.</p> <p>Bruce explained they were working an exercise around the anniversary of the 1964 earthquake and they were working on a common operating procedure for the event. He stated it was assumed in the scenario, they would lose the benefit of wide area coverage.</p> <p>The OMO briefed that the UC had previously made a decision regarding this issue and no channels in the IC Zones would be assigned to specific agencies.</p> <p>Casey stated the Regional and Statewide IC Zones hail channels are monitored by the responsible dispatch centers</p>	



	and the dispatch would assign the channels, as needed.	
Next meeting		
	Pete announced the next two regularly scheduled meetings were September 4 and October 2.	
Adjourn		
	<p>Pete asked the council members if there were any other items for discussion. Hearing none, he requested a motion to adjourn the meeting.</p> <p>Motion: Jordan Second: Ocie</p> <p>The meeting adjourned at 2:24 p.m.</p>	