



**Alaska Land Mobile Radio**

**ALMR User Council  
Meeting Minutes**

**Date: May 1, 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
U	Claar	William	Mr.	Fed Non-DOD, US Forest Service
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
P	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI, <b>Vice Chair</b>
T	Mitchell	William	Mr.	DOD USAF, JBER
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Williams	Rick	GS-12	DOD US Army Alaska

**Alternate**

N/A	Arasz	Paul	Mr.	Fed Non-DOD, FBI
P	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
E	Keeney	George	Chief	Municipalities Central, Valdez FD
N/A	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
<b>VACANT</b>				SOA All Others
<b>VACANT</b>				DOD US Army Alaska
<b>VACANT</b>				SOA DPS, AST

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
T	Kindelberger	Ron	Mr.	USARAK
T	Larsen	Josh	LT	Valdez FD
T	Paulick	Adam	Mr.	Acting Director, ETS
T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD QA/QC
P	Leber	Rich	Mr.	Tech Advisor



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## 2. Meeting Minutes and Action Items.

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque 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.	
Previous Meeting Minutes Approval	<p>The minutes from the April meeting were reviewed. Major Leveque asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p><b>Motion: Accept the April 3, 2013 meeting minutes, as written.</b></p> <p><b>Motion: Mr. Pete Murphy</b> <b>Second: Mr. Alvin Flowers</b></p> <p>There were no objections. <b>The motion passed.</b></p>	
Review of I&R Log	<p><b>Active Issues</b></p> <p>Item #57 – This item remains open due to the fact the SOA-DPS alternate, SOA-All Others alternate, and USARAK alternate positions are still vacant.</p> <p><b>Pending Issues</b></p> <p>There were no pending issues.</p> <p><b>Issues Closed at, or since, last meeting</b></p> <p>There were no issues closed.</p>	
Review of Action Items from Previous Meeting	<p>There was one Action Item from the April 3 meeting and it is closed.</p> <p>The OMO to provide the North Pole System Design Implementation Document for the council to review. <b>(CLOSED, Apr 3)</b></p>	
Operations Management Office (OMO) Update	<p><b>Mr. Del Smith, Operations Manager</b></p>	<b>Action Items Assigned</b>
7.13 Update	<p>1. Mr. Del Smith advised the council that five pallets of equipment were due to be shipped in the next couple of days. He briefed the Operations Management Office (OMO) and System Management Office (SMO) was still meeting weekly with the Motorola™ team and the State of Alaska (SOA) project manager.</p> <p>Del stated Mike Ball was to come to Alaska the next week to meet with dispatchers in the Kenai, MatSu and Fairbanks areas regarding the cutover and to answer any questions they had. He advised the council that things seemed to be moving along well.</p> <p>Del also briefed the council that Mr. Casey Borg, System Manager, had been to Schaumburg, Illinois, to attend 7.13</p>	



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	training the previous week.	
<b>Tait Acceptance Test Procedure</b>	2. Del advised the council that Tait had passed their Acceptance Test Procedure (ATP) for their TM9400 mobile and TP9400 portable radios and those were approved to operate on the System.	
<b>Harris Acceptance Test Procedure</b>	3. Del briefed that Harris had passed the ATP for their P5400 but there were still some tests pending for their Unity multi-band.	
<b>Document Reviews</b>	4. Del advised the council members that the OMO had made minor adjustments to the Employee Termination, Facility Security Penetration, System Change Request Management and Standard Channel Naming Convention policies and procedures and approved them. He also briefed that the Security Manager had requested an out-of-cycle review of the Information Assurance Awareness policy and procedure and had added a new position to the documents. Del stated because this was considered a substantial change the documents had been sent to the council members for review and approval.	
<b>Rabbit Creek GTR3000</b>	5. Del stated he added this item to the agenda because he wanted to ensure the council was aware of the possible change to the Rabbit Creek site being discussed by Enterprise Technology Services (ETS). He advised of the on-going conversation that SOA was considering installation of a GTR 8000 "six-pack" to free up the Quantars currently at Rabbit Creek for use elsewhere.	
<b>April System Metrics</b>	6. Del briefed the council regarding the April System metrics pointing out that busies were up significantly. He stated there were 1,470 busies in one day at the R1 North site during the recent exercise. Del advised that the investigation of busies concluded that a multitude of talkgroups were added specifically for the exercise, resulting in overtaxing the sites capability. He stated this was considered an anomaly and not a site issue.  Casey advised the council he was trying to determine whether talk-overs on the same talkgroup showed up as busies  Mr. William "Mitch" Mitchell, Joint Base Elmendorf-Richardson (JBER) representative asked if there was any more information on how many talkgroups had been added and Casey stated he could pull the report and get it to him. Mitch stated he would work with the PWICs guys because they should not have had to add talkgroups for an exercise. He said they have sufficient talkgroups to operate during the	1. Mr. William "Mitch" Mitchell, JBER, to research large number of talkgroups added for recent exercise, which contributed to excessive busies at the R1 North



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<b>Emergency Button (E-Button) Procedures</b>	<p>recent exercise, as they had in all the past exercises. He advised he would look into the issue and see who added the talkgroups and make sure this doesn't occur in the future.</p> <p>7. Del advised the council there are not specific programming procedures regarding where E-Button alerts go so they can show up in other regions and no one knows who the ID belongs to. He stated they could be programmed into the regional IC Zone but he wasn't sure the dispatchers would like that. Del advised he was looking for some guidance and discussion from the council.</p> <p>Major Leveque stated he had had extensive conversations with Ms. Dianna Darnell, DPS Training Officer, regarding radio personalities, but agencies need to make sure they know where the programming vendors have it pointed at. He advised the council he was unsure how they would mandate where it should go.</p> <p>Deputy Chief Brad Johnson briefed part of what the City of Fairbanks does is develop the procedures collectively with the fire and police departments and then it is centrally managed at the call center.</p> <p>Major Leveque advised he wasn't sure he was interested in mandating changes to how agencies handle their internal processes.</p> <p>Del stated he would like to find out what everyone is doing so the OMO/SMO could make recommendations on what is working and Mr. Woodall stated the OMO could then write an operating instruction (OI) with direction on what to do.</p> <p>Casey advised he could see a problem with programming it to go to the Regional and Statewide IC Zones and Major Leveque agreed that no E-Buttons should be programmed to the IC Zones.</p> <p>Pete stated his agency was shut off because they didn't need to have it the E-button programmed.</p> <p>Casey stated agencies could have it programmed to revert back to their own main talkgroup.</p> <p>Chief Mark Beals stated his agency was having problems with theirs, as well.</p> <p>Ms. Tammy Goggia stated that her dispatch center did not have a regular problem with this but there were some instances with unknown IDs on E-Dispatch talkgroups in the past.</p>	site.
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<b>Next Sites Selection</b>	<p>Del stated he would get Brad's information and share it with the other council members and follow up on what resolution should be implemented.</p> <p>8. Del briefly discussed the previous 2012 sites selected by the council, the joint recommendations from the SMO and ETS, and the list of sites from the 2008 Annual User Council Training Conference. He also went over the sites provided by the council members from the request the OMO had distributed since the April meeting. Del asked the council members to make their suggestions to ETS regarding those sites that would be most beneficial to the System users.</p> <p>Major Leveque stated he had recently met with ETS regarding the previous discussions surrounding North Pole. He advised Chief Jeff Tucker was also at the meeting and it was helpful because ETS' understanding was not what the council needed.</p> <p>Mr. Adam Paulick stated the Motorola™ SDID focused on coverage issues and also in-building coverage. He advised the council at this point ETS needed guidance on how to proceed so they could develop the budget to develop a site there.</p> <p>Major Leveque briefed the council that Chief Tucker had mentioned Chena Hot Springs where there is no ALMR coverage, but only a conventional site where power is problematic. He also advised the council they had discussed how to improve Delta coverage.</p> <p>Pete asked what about splitting the effort between improving areas of poor coverage rather than adding a new site.</p> <p>Del stated he was not familiar with Chena Dome but asked if that would address the coverage issue at Chena Hot Springs.</p> <p>Major Leveque briefed there is a conventional site that AST has access to. He had talked to his troopers and there is virtually no coverage there even on the conventional side. Major Leveque stated with the amount of activity, he was not sure it would be the highest priority.</p> <p>Pete stated the FBI could hit the conventional repeater at Harding Lake from there but not the ALMR repeaters.</p> <p>Jordan advised the council that the Chena Dome site currently houses conventional equipment for EMS and State Parks. He stated if it was chosen as a new site it would provide more coverage over the Chena Hot Springs area.</p>	
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	<p>Adam stated his engineers were looking at how to bring down the cost to implement Chena Dome, but it would still be a significant cost regardless.</p> <p>Del reminded the council of the lack of coverage at Haines and Skagway, as well. He stated although Skagway does not utilize ALMR, there still is conventional coverage, which provides some capability and with regard to Haines coverage, it was exactly what Motorola™ had predicted it would be. Del suggested that maybe ETS could explore the Chena Hot Springs area and over the ridge at Delta to Jack Warren Road.</p> <p>Adam advised there are several sites in the area and there also seems to be a high noise floor at Delta.</p> <p>Casey stated the noise floor from Donnelly Dome has dropped.</p> <p>Major Leveque asked Mr. Ocie Adams what his perspective was and perhaps the council should look at what would benefit the largest number of customers based on the funds available.</p> <p>Ocie stated he did not disagree with Major Leveque. He advised both Skagway and Haines have the capability to talk to each other but he thought the Tok Cutoff would have the greatest impact due to the trucks carrying hazardous materials through the area every day, as well as the summer tourist traffic</p> <p>Adam advised the Tok area was also an option ETS had looked at and a site there that would provide coverage 50 miles out.</p> <p>Ocie stated he could get traffic counts for the area to provide to the council</p> <p>Major Leveque asked the council whether they wanted to look at Chena Dome and Delta first or other areas.</p> <p>Del suggested Delta should be the highest priority as an existing coverage area that is underserved, and Chena should be second as an area that has never been served.</p> <p>Major Leveque stated he did not disagree and he thought that that was where Brad was going with his suggestions during previous meetings.</p> <p>Jordan stated he had met with a large group at Delta and</p>	2. Mr. Ocie Adams stated he could get a traffic count on the roads in question.
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	<p>their mobile coverage was sufficient but they were complaining about the portable coverage. He stated they felt they had much better coverage before the site was removed from Delta and moved to Donnelly Dome.</p> <p>Major Leveque stated his troopers could point out exactly on a map where they can't get coverage in the Delta area and Casey stated there are areas where both mobiles and portables have issues.</p> <p>Del asked if the decision was then to not explore North Pole any further at this time.</p> <p>Major Leveque asked that North Pole be tabled at this time and requested Adam look at Delta first and continue to explore the Chena Hot Springs Road site.</p> <p>Adam explained that ETS has a full set of projects at this time but they would work with Casey and get into Delta and do some coverage testing. He advised the Spring of 2014 might be the soonest they could begin serious explorations of the two areas.</p>	
<b>Operations Management Office Contract</b>	9. Del advised the council members that the Request for Proposal (RFP) for the new OMO contract beginning July 1, 2013, had been posted this week. He stated the response time closes on May 20.	
<b>Legislative Audit</b>	10. Del stated he had had an informal meeting yesterday with the auditors, who had some additional questions.	
<b>System Management Office (SMO) Update</b>	<b>Mr. Casey Borg, System Manager</b>	<b>Action Items Assigned</b>
	Mr. Casey Borg stated he had nothing to add beyond the previous discussions.	
<b>DOD Update</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
<b>Clear Site</b>	<p>Mr. Tim Woodall briefed the council that the status of the Clear site was currently in flux.</p> <p>Tim stated the current plan was still to remove the five-channel site from Clear and offer it up for installation at the Nenana site. He advised the second option may involve moving the equipment onto Clear Air Station (AS). Tim briefed the Air Guard unit who provides security for Clear Air Station had been complaining heavily to the installation commander that the use of conventional resources was causing them severe operational issues.</p> <p>Tim briefed that Colonel Moser had been approached on the cost to move the site onto Clear AS proper and that Casey</p>	



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	<p>would be providing them a rough order of magnitude (ROM). He stated there was currently no existing connectivity on Clear AS, so that would also have to be installed.</p> <p>Tim advised according to his boss, the DOD would stay with the Nenana solution at this point.</p> <p>Del stated the OMO was still monitoring the busies at Nenana and to date there was no significant impact but fire season had not started either.</p> <p>Tim asked the council if moving the five-channel Clear site to Nenana was still a viable approach for them and the three-channel site from Clear could then go to the Taylor Highway area.</p> <p>Del advised that at a minimum, the Nenana site should be made a four-channel site since the council had agreed they should try to get away from three-channel sites in the System to the greatest extent possible.</p> <p>Major Leveque asked if it was technically more difficult to simply swap out sites versus upgrading to four channels at Nenana.</p> <p>Casey advised the SMO would have to go to TX/RX for an analysis in order to swap combiners.</p> <p>Adam briefed the only additional cost involved at Nenana would be to add the additional channel and Casey stated he believed this cost would be relatively low.</p> <p>Major Leveque stated he did not see the need for a five-channel site at Nenana but he asked the rest of the council if they thought it should be.. The other council members responded in agreement with it being a four-channel site. Major Leveque advised the SMO/ETS to explore creating a four-channel at Nenana and consider where the other channels would be best utilized.</p>	
<b>SOA Update</b>	<b>Mr. Jim Kohler, SOA</b>	<b>Action Items Assigned</b>
Taylor Mountain	Mr. Adam Paulick, SOA ETS, briefed the council regarding a meeting last week to discuss adding a site at Taylor Mountain, which would be DOT funded. He advised he had also been in talks with Eielson who was very interested in having the additional coverage, which would benefit Red Flag.  Major Leveque asked if this would be a site in the middle of nowhere or would it be in the general vicinity of Tok along the Taylor Highway, and provide additional coverage for other System users in the Tok area.	



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	Adam stated it would provide some overlapping coverage in the Tok area.	
<b>Old Business</b>		
	There were no items.	
<b>New Business</b>		<b>Action Items Assigned</b>
<b>Webinar</b>	1. Major Leveque advised the council he had participated in a webinar for the National Council of Statewide Interoperability Coordinators and SAFECOM. He briefed it was a broad-ranging briefing but it did specifically touch on the National Emergency Communications Plan (NECP) that had been updated four or five years ago. Major Leveque stated they were adjusting that plan to now include FIRSTNET.	
<b>State Implementation Grant</b>	2. Major Leveque briefed the council on the State and Local Implementation Grant Regional Workshop to take place May 29 - 30 in San Francisco for National Public Safety Broadband LTE. He advised Ms Tammy Googia he would let her know more once he got the information but that only 10 people from each state could attend and that the Governor would select five from State agencies and five others.  Major Leveque stated DPS was notified the Alaska application was a qualifying application; however, there were problems. He was told to expect a letter identifying those problems and would have five days to respond once received.	
<b>System Upgrade Assistance (SUA)</b>	3. Tim requested the council be prepared to discuss the SUA at the June meeting. He advised the next upgrade to 7.15 was scheduled in two years and would require a lifecycle replacement of the Quantars with GTR8000 radios. Tim briefed the council would need to decide whether to freeze the system in two years and do the SUA at a later date.  Major Leveque stated with those new cost implications, he would hope the State would ask for Capital funds. He advised he was unaware of the radios but would hate to take a step back and not do the SUA when we've made such progress with the Legislature in getting them to conceptually agree to the program.  Tim advised he would like Motorola™ to give the council a briefing on the life cycle changes and ROM, and then give them a month to hash it over	
<b>Next meeting</b>		
	Major Leveque announced the next two regularly scheduled meetings were June 5 and July 3.	
<b>Adjourn</b>		



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	<p>Major Leveque asked the council members if there were any other items for discussion. Hearing none, he requested a motion to adjourn the meeting.</p>	
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**Motion: Pete**  
**Second: Alvin**

The meeting adjourned at 2:53 p.m.