



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

**Alaska Land Mobile Radio**

***ALMR User Council  
Meeting Minutes***

***Date: April 3, 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
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD
T	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
N/A	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
E	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Goggia	Tammy	Ms.	Municipalities Central, Soldotna AST Dispatch
N/A	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
	VACANT			SOA All Others
	VACANT			DOD US Army Alaska
	VACANT			SOA DPS, AST

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
P	Kohler	Jim	Mr.	SOA ETS Telecom Special Projects
P	Leber	Rich	Mr.	Operations Technical Advisor
T	Paulick	Adam	Mr.	Acting Director, ETS
T	Shafer	Sherry	Ms.	Operations Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	White	Sharon	Ms.	SOA ETS
P	Woodall	Tim	Mr.	DOD QA/QC



2. Meeting Minutes and Action Items.

<b>Agenda Item / Topic</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Called to Order</b>	Mr. Pete Murphy called the meeting to order at 1:32 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
<b>Previous Meeting Minutes Approval</b>	<p>The minutes from the March 6 meeting were reviewed. Pete asked the council if there were any corrections. Hearing none, he requested a motion of approval.</p> <p><b>Motion: Accept the March 6, 2013 meeting minutes, as written.</b></p> <p><b>Motion: Mr. Ocie Adams</b> <b>Second: Mr. Jordan Halden</b></p> <p>There were no objections. <b>The motion passed.</b></p>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
	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.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed.	
<b>Review of Action Items from Previous Meeting</b>	<p>There were two Action Items from the March meeting.</p> <ol style="list-style-type: none"> <li>1. The Operations Management Office (OMO) will develop new template for the Talkgroup Sharing Agreement form and distribute to the User Council for comments and suggestions.</li> <li>2. The OMO will distribute information regarding the Next Generation 911 webinar to the User Council.</li> </ol> <p>Both were completed and closed.</p>	
<b>Operations Management Office (OMO) Update</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>New Talkgroup Sharing Agreement Form</b>	<p>1. Mr. Del Smith reminded the council at the March meeting there had been discussion regarding a new reciprocal Talkgroup Sharing Agreement form versus each agency filling out a separate form. He stated the OMO had created the form and distributed it, along with a one-way agreement, to the council members per the Action Item List. Del asked the council if they wanted to utilize both formats.</p> <p>Pete stated he would prefer to keep it simple and move to the reciprocal form as the new standard. There were no objections and Pete requested a motion to approve the new format.</p>	



<p><b>System Key Management Procedure</b></p> <p><b>7.13 Migration</b></p>	<p><b>Motion: Accept the new reciprocal Talkgroup Sharing Agreement form, as prepared by the Operations Management Office, as the new standard format.</b></p> <p><b>Motion: Ocie</b> <b>Second: Major Matt Leveque</b></p> <p>There were no objections. <b>The motion passed.</b></p> <p>2. Del advised the council members that Jordan, who was unable to attend the March meeting, had contacted him regarding some concerns about the newly approved System Key Management Procedure. He asked Jordan to speak to those concerns.</p> <p>Jordan advised the council that he re-read the new procedure and had nothing further regarding the document.</p> <p>3. Del advised the council members there was to be a meeting scheduled between the OMO and Motorola® to review the new impact timeline (ITL). He stated this would ensure the OMO was better able to assist the dispatch centers and provide them a better idea when they would be affected by the System upgrade outages.</p> <p>Del briefed he was also still meeting with the State of Alaska (SOA) Project Manager and the cutover was still scheduled to occur August 5 - 20. He advised a Red Flag Exercise at Eielson was brought up at the last meeting and Motorola® would be required to work within the constraints of the exercise. This would mean Motorola® would probably have to do the cutover during the evening hours as to not disrupt it.</p> <p>Mr. Tim Woodall asked Del to raise the issue of the emergency cutover requirements for the dispatch centers.</p> <p>Del stated he had been personally contacting each dispatch center and requesting a copy of their contingency plan on which they would operate during the cutover when access to wide area coverage with ALMR would be limited or unavailable. He advised the council that the Department of Defense (DOD) agencies were the only ones that were unprepared, so far. Del stated he received a response from Mr. William "Mitch" Mitchell at Joint Base Elmendorf-Richardson (JBER) but Fort Wainwright (FWA) had stated they didn't have a plan and they weren't doing one. Fort Greely (FGA) had provided no response one way or the other.</p> <p>Pete asked if their local sites would be sufficient in site trunking mode to provide them adequate coverage.</p>	
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<p><b>Clear Site Status Update</b></p>          <p><b>State Audit</b></p>	<p>Mr. Casey Borg responded stating that the sites and the consoles would transition at the same time and according to the current ITL, each group of sites were separated by approximately 15 minutes.</p> <p>Del advised the backup plans are requested in case the cutover takes longer. He also advised the other reason it is important to have a solid backup plan is in case there is a major earthquake or other natural disaster; agencies need to have the ability to continue operations if ALMR is unavailable for any length of time.</p> <p>Tim asked Mr. Thomas "Rick" Williams if there were any issues with FWA providing those plans to the OMO.</p> <p>Rick stated he would get with Signal Support but that they had plenty of tactical radios so it probably won't be an issue for them during the cutover.</p> <p>Del requested Rick check regarding FWA response and let him know if there was anything the OMO could do to help them.</p> <p>Tim stated there is a MotoBridge™ at all dispatch locations so they could utilize it, but they need to know how to move over to it ahead of time not during the cutover.</p> <p>4. Del advised the council the Clear site was turned off as of April 1, but ALMR is in the position to utilize it over the next few months, if needed. He stated the OMO is also monitoring the Nenana site due to concerns that as a three-channel site, the busies could jump dramatically due to the traffic from Clear Air Station.</p> <p>Del also advised the council the 213th Space Wing had contacted him and they were very concerned about in – building reception because they provide security for the station. Del stated he was advised they were working on a local workaround.</p> <p>5. Del briefed he had met with the SOA auditor this morning regarding busies and provided as much information as he could on the metrics utilized to track System and site busy data.</p> <p>Del advised the auditor once again stated a Legislator was asking about the range of a subscriber unit. He told the auditor he couldn't answer that because on ALMR you can talk from Anchorage to Ketchikan dependent on access to an ALMR site. Del stated he advised the auditor to ask the Legislator what the range of his personal cell phone is</p>	
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<p><b>Harding Lake</b></p> <p><b>System Metrics</b></p> <p><b>Document Reviews</b></p> <p><b>Harris Acceptance Test Procedure (ATP)</b></p>	<p>because it was the same scenario; a cell phone could reach almost anywhere unless a cell tower is down or the connection is disrupted.</p> <p>Del briefed the Kenai demonstration event with Central Emergency Services (CES) came up again and Del told the auditor that CES had their radio off. He advised the auditor to have the Legislator's secretary turn off her phone and then have them try to call her; this is no different.</p> <p>Del advised that the auditor wanted everything by today but he was unsure if that was the end of the audit.</p> <p>Mr. Jim Kohler stated he was scheduled to meet with her at 2:30pm but he didn't know if it was over either.</p> <p>6. Del briefed the council channel 3 at Harding Lake had finally been activated. Since approximately 2007, it had been in conflict with Ester Fire but this was finally negated by the narrowbanding of the Ester frequencies.</p> <p>7. Del briefed busies have dropped significantly. He stated both the Kenai and Kasilof site busies were monitored and they were all zeroes since the capacity upgrades.</p> <p>8. Del stated as agreed upon, the OMO would advise the council of any documents they approved with non-substantive changes. He advised both the Emergency Operations Policy and Procedure 300-5 were approved by the OMO with only minor changes. Del stated, at any time, the council could request to see the changes and they would be provided.</p> <p>9. Del advised the council he had received word that they had received an email from MCM Technologies regarding scheduling demo of their asset and work order mgt product. He requested they ignore it and the OMO would respond.</p> <p>10. Del briefed the council that Harris® had tested a couple years ago and had failed a couple of the requirements. He advised Harris® had returned in March with their new multi-band Unity™ radio to complete an ATP but it could not pass the multi-group (MG) test. Del advised that the Harris® technician stated MG is not a require P25 standard but a proprietary feature of Motorola® who wanted to be paid by other subscriber manufacturers for the software, which would then enable non-Motorola® vendors to complete the MG function. The Harris® technician advised that they didn't want to pay Motorola® for feature which is a non-P25 standard.</p>	
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	<p>Del advised the council Harris® was asking for a waiver to the ATP MG function requirement. Their solution was to put their similar function at the end of the IC Zone channels for responding.</p> <p>Casey explained when you initiate a MG call it goes out to all radios. If the individual responds to the MG within 1.3 seconds on the Harris radio the call is missed by the dispatch center. If the responder waits beyond the 1.3 seconds, the call is heard on the selected talk group, not the MG. He stated for subscribers, it's not a major issue but for consoles not on the talkgroup, they will not hear the talk back.</p> <p>Ocie asked if there was currently an announcement channel programmed.</p> <p>Casey stated MG is programmed but he did not know how much it is utilized.</p> <p>Tim asked if there was any legal liability to ALMR by shutting Harris® out over a non-P25 standard feature.</p> <p>Del stated he had looked at the Missouri test plan and theirs was modeled after the P-25 standards.</p> <p>Ocie stated, from a DOT perspective, if you used it in an emergency and it doesn't work properly that could be critical.</p> <p>Jim advised the council they might discuss the issue of having an ATP and if they allow one vendor to obtain a waiver who does not meet the ATP, is this opening up the door for other vendors to request waivers. He stated the council should focus on the ATP and whether this MG element should be required.</p> <p>Del stated in the past, ALMR has not treated any vendor differently; Harris® is the first to come back and request a waiver.</p> <p>Tim advised that the minutes must show that the council looked at the feature and elected it should remain a solid requirement to operate on ALMR.</p>	
<p><b>System Management Office (SMO) Update</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Kenai Site</b></p>	<p>1. Casey briefed there was not much new going on; the council knew from the OMO discussions, Kenai and Kasilof sites were upgraded and this had alleviated the busies at both sites.</p>	
<p><b>Clear Site</b></p>	<p>2. Tim asked Casey when the Clear site equipment was</p>	



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	<p>removed, what would happen to it.</p> <p>Casey advised the council there was consideration of moving the five-channel Clear site to Nenana and utilizing the current three-channel site at Nenana as a spare. He explained Nenana is a higher site and provides coverage in the Fairbanks area.</p> <p>Del advised the council SOA Enterprise Technology Services (ETS) had discussed moving the Clear site equipment to Taylor Mountain, but the council has never weighed in on this option and it is not a priority. He requested the User Council prepare a solid list before SOA moves too far ahead.</p> <p>Mr. Adam Paulick, Acting ETS Director, stated they were currently working on a scope for a project for DOT to add conventional communications along the Taylor Highway, which is only open in the summer time. He advised ETS was still working with DOT to decide what the scope of the project will look like.</p>	
<b>DOD Update</b>	<b>Mr. Tim Woodall, ALMR DOD Representative</b>	<b>Action Items Assigned</b>
<b>OMO Contract</b>	<p>Mr. Tim Woodall stated the SMO contract with Bering Straits Information Technologies (BSIT) is secure and in place until 2017. He advised the DOD is currently trying to determine whether they will extend the OMO contract for another three months or simply piggyback on the State's contract.</p> <p>Jim advised the State is looking at both options but will proceed with a request for proposal (RFP) for a new contract beginning on July 1.</p>	
<b>SOA Update</b>	<b>Mr. Jim Kohler, SOA</b>	<b>Action Items Assigned</b>
<b>Budget Update</b>	<p>1. Mr. Jim Kohler stated the Budget committees are still in session. He advised the ALMR budget came out of the whole except for the \$600K increment in General Funds that ETS asked for. Jim advised the Senate version included it and he was betting on the Senate side to keep it in and was reasonably confident that would happen. He stated the worst thing that could happen would be for the Senate to defer to the House or agree to split it. Jim stated he should know in the next ten days what the outcome is.</p>	
<b>Peger Road</b>	<p>2. Mr. Adam Paulick advised that ETS is still in the process of identifying the equipment for the Peger Road site upgrade and they expect to know by the next UC meeting.</p>	
<b>North Pole</b>	<p>3. Adam stated that a new North Pole (NP) site had been discussed at the February meeting but there is a lot of maintenance for ETS to handle with the on-going major upgrades to SATS this year. He advised the council ETS would like to have the next set of target sites to get in ETS</p>	<p>1. The OMO to provide the NP SDID for the council to review.</p>



plans for next year. Adam advised as far as NP was concerned, they had looked at a number of locations but that UC feedback was still needed on the requirement and site selection. He stated Motorola® had done the System Design Implementation Document (SDID) and the Transportable had been deployed to the NP Fire Station during an exercise in the past but ETS need confirmation on the requirements. He asked was the requirement better coverage in the NP area or was it better in-building coverage. Adam pointed out the SDID showed there was a lack of in-building coverage at the high school and the refinery.

Tim asked Casey if the Transportable provided sufficient in-building coverage when it was deployed.

Casey stated he did not recall whether it did at the high school but it did improve the refinery.

Tim advised the council VHF does not provide great in-building coverage and bi-directional antennas (BDAs) are the best way to improve it. He stated if coverage was also an issue, then the council had two outstanding issues.

Casey stated there were a couple of traditionally problem areas, primarily for portables; those were the high school and northeast of town by the subdivision at Badger Road. He stated at the first ETS-proposed commercial site there was 20db attenuation and in town only a slight improvement was noticed. Casey stated the other commercial site provided better coverage and four frequencies would be required for this additional site.

Ocie asked if a mobile repeater would assist with in-building coverage at the high school and Casey stated he didn't recall if it had ever been done.

Tim asked if the five-channel site from Clear could be put there and Casey responded it could.

Mr. Mark Beals asked if ETS was able to get the cost factors for the commercial site versus a green site that they had promised to provide at the February meeting. The OMO stated there was some information in the SDID but ETS had not provided the documentation.

Tim advised Adam from today's discussion, as well as past discussions, the priority is coverage and in-building is a secondary issue.

Ocie stated if the council is looking at filling the gaps in coverage in NP, the NP Police Department (PD) already has





	<p>a tower and some infrastructure.</p> <p>Adam stated Moose Creek Bluff is five miles southeast of Birch Hill and has a commercial site located there. He advised NPPD is lower than the commercial site and would not cover as much area. The commercial site would provide a wider coverage area but would still not address the spotty and in-building coverage in NP.</p> <p>Matt stated Chief Jeff Tucker was acutely aware of the other issues in the area aside from the NP centric ones but unfortunately he wasn't in attendance to provide insight and explore other solutions.</p> <p>Adam stated ETS wants the best answer, so they would have to wait until the UC made a decision.</p>	
<b>Old Business</b>		
	There were no items.	
<b>New Business</b>		<b>Action Items Assigned</b>
<b>Other Areas of Coverage Concern</b>	<p>Jordan advised the other council members while they were considering areas for additional coverage; he had some he wanted to bring to their attention. He stated the Delta Junction has experience, and continues to experience, very poor coverage in some areas. Jordan stated he has spoken with many of the users in the area outside his own organization, and they are extremely unhappy. He stated many agencies in the area felt the problems began when the original site was removed from Delta and moved to Donnelly Dome/Fort Greely and he wanted to know if there is a solution or if anyone knew what the actual problem was.</p> <p>Jordan stated another area that needed to be addressed was the Tok Cutoff.</p> <p>Ocie stated he concurred with this; there were trucks continually moving hazardous materials through this area. Tok Cutoff only had one conventional repeater and this could present a huge problem if any disaster ever happened in the area.</p> <p>Jordan stated the last area he felt needed to be addressed was the Chena Dome area. He advised there was currently a conventional site there, but Forestry, AST and emergency medical services (EMS) all traveled up and down the road here. He asked if the UC was willing to see what the cost would be to put an ALMR site there.</p>	
<b>Next meeting</b>		
	Pete announced the next two regularly scheduled meetings were May 1 and June 5.	
<b>Adjourn</b>		



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	<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><b>Motion: Jordan</b> <b>Second: Ocie</b></p> <p>The meeting adjourned at 2:50 p.m.</p>	
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