



1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	E = Excused	U = Unexcused
-------------	-------------------	-------------	---------------

**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
E	Dalzell	Jacob	TSgt	DOD, JBER
T	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
T	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA DPS, AST, <b>Chair</b>
U	Mitchell	William	Mr.	DOD USAF, Eielson AFB
P	Murphy	Peter	Mr.	Fed Non-DOD, FBI
	<b>VACANT</b>			SOA All Others, DMVA (representing all other SOA Agencies)
U	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
U	Williams	Rick	GS-12	DOD US Army Alaska

**Alternate**

E	Arasz	Paul	Mr.	Fed Non-DOD, FBI
U	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
U	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
U	Fulton	Jeffrey	MAJ	DOD US Army Alaska
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
U	Horton	Tia	Ms.	Municipalities Central, Anchorage Fire Department
U	Keeney	George	Chief	Municipalities Central, Valdez FD
E	Lambert	Andrew	Mr.	DOD, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
E	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
E	Patz	Greg	Mr.	SOA DOT
	<b>VACANT</b>			SOA All Others
U	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
	<b>VACANT</b>			SOA DPS, AST

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Richter	Bruce	Mr.	OEC Region 10 Coordinator
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager



T	Tucker	Jeff	Chief	North Star Volunteer Fire Department
T	White	Sharon	Ms.	SOA ETS

2. Meeting Minutes and Action Items

<b>Agenda Item / Topic</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:34p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum was not achieved.	
<b>Previous Meeting Minutes Approval</b>	Minutes from July meeting were not reviewed.	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
	Item #57 – State of Alaska (SOA) All Others - both the primary and alternate positions are vacant. The SOA DPS alternate position is vacant, as well.	
	Major Leveque stated he had sent an email to the Department of Military and Veteran Affairs (DMVA) requesting an update on the status of appointments but had not received a response yet.	
	<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>	There action items from the July meeting were previously closed.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>Annual Survey</b>	<p>1. Del advised the council members that the Operations Management Office (OMO) was currently working on two versions of the Annual Customer Satisfaction Survey, one in Word and one in Excel. He stated that the OMO normally would distribute the survey on the first work day of August because in the past results were briefed at the Annual User Council Training Conference. Because there was no conference this year due to lack of funds, the survey would be distributed around the middle of August.</p> <p>Del also advised the council that the survey was being shortened and focused more on the radio user this year. He stated the OMO and System Management Office (SMO) staff members were testing the versions to ensure they worked correctly.</p>	
<b>Service Level Agreement (SLA)</b>	2. The OMO had developed and addendum to the SLA pertaining to those paragraphs and tables affected by the	1. The OMO to distribute the copy of the



<p><b>AFEA Funds Transfer</b></p>	<p>contract changes regarding the break/fix sites. The addendum was presented to the council.</p> <p>Del stated that the addendum would be distributed by the OMO after the meeting along with a motion for electronic vote for approval because there were insufficient members present to vote.</p> <p>3. Del briefed the council that to the best of his knowledge, nothing had changed in regard to moving funds from the Alaska Federal Executive Committee (AFEA) Agencies to the Department of Defense (DOD).</p> <p>He advised the council that a couple of the AFEA agencies had contacted the OMO and expressed concern over getting the funds transferred prior to the end of the Federal Fiscal Year.</p> <p>Del stated that he had emailed Colonel Hays regarding the appointment of an agency to accept the funds and was advised by Colonel Hays that he did not have the authority to appoint an agency. Colonel Hays also stated that he was to meet with the new Communications Squadron Commander to discuss this issue.</p> <p>Mr. Pete Murphy stated that he had understood that as far as some of the agencies were concerned, the small dollar amount they owed was not worth the effort of doing the paperwork to collect it.</p> <p>Del stated that it was his understanding that the \$60K in funds that was to come from the AFEA agencies was part of the funding for the OMO and SMO contracts. If those funds were not received then the services they covered would end on December 31, 2011.</p>	<p>addendum to the User Council for electronic vote of approval.</p>
<p><b>Re-branding</b></p>	<p>4. Del advised the council that he had been throwing this idea around for some time. He explained as the System moves forward, and 700MHz and long-term evolution (LTE) become more prevalent, it makes sense to move away from using the ALMR as the title for the System. He stated he felt the term "limited" the scope and mission of the System and that the System seemed to be forever lost in the "Project" phase.</p> <p>Del stated one of his peeps had created a draft logo, which was presented to the council. No actions are being considered or will be taken at this time but this was something that the User Council should consider.</p>	
<p><b>Annual Documents</b></p>	<p>5. Del stated that annual document reviews had fallen well</p>	



<b>Review</b>	behind. There were still documents from June pending review. He asked the council members if their sectors/organizations had not reviewed any of the documents that were overdue, that they please do so, so we could move forward.	
<b>Meeting Participation</b>	6. Del advised the council that the lack of participation at the meeting was reflective of the last change to the User Council Charter. Once the council voted to remove the language stating lack of attendance was cause for removal, member participation had decreased significantly.	
<b>System Management Office Update</b>	<b>Mr. Casey Borg, System Manager</b>	<b>Action Items Assigned</b>
<b>System Performance</b>	1. Mr. Casey Borg advised the council that although the System voice calls were up slightly, System busies had almost doubled. He stated that most of the busies had occurred over the Fourth of July weekend. Three and four channel sites seemed to be the ones primarily affected.	
<b>Ninilchik Interference</b>	2. Casey advised the council that there had been some interference issues with Ninilchik EMS agencies. SOA ETS had worked on the site and believed they had the situation resolved.  Del stated he had only recently heard of the interference issue although the Ninilchik Fire Chief stated this had been going on for two years.  Chief Mark Beals stated that he was aware of the problem and knew that Ninilchik was talking to the ETS technicians because it was a State interference issue, therefore he didn't think to mention it to the ALMR staff.	
<b>DOD Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b> There was no DOD update.	
<b>SOA Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b> There was no SOA update.	
<b>Old Business</b>	There was no old business presented during this meeting.	
<b>Next meeting</b>	The next regularly scheduled meetings are Sep 7, Oct 5, and Nov 2.	
<b>New Business</b>		<b>Action Items Assigned</b>
<b>Mt Sunny Hay</b>	Major Leveque stated there had been several conversations between ETS and him regarding activation of the Mt Sunny Hay site. With regard to those conversations, a draft memorandum had been prepared by the OMO and was distributed to the User Council prior to the meeting. The memorandum would be distributed to the Director of Enterprise Technology Services requesting Mt Sunny Hay	2. The OMO to distribute the copy of the memorandum to the User Council for electronic vote of approval.



<p><b>Alaska Fire Chiefs' Conference</b></p>	<p>be activated.</p> <p>Major Leveque asked Ms. Sharon White if that was sufficient to get the ball rolling on activating the site.</p> <p>Ms White stated that once ETS received the formal request they could proceed with getting approval of the funds and then modifying the contract with Bering Straits Technology Services for site monitoring and maintenance.</p> <p>Major Leveque stated that the memo would be distributed by the OMO after the meeting along with a motion for electronic vote for approval.</p> <p>Mr. Ocie Adams asked Ms. White if the site would be under full operational maintenance support or in a break/fix status.</p> <p>Ms. White stated the site would be monitored 24/7 but would be in break/fix for maintenance.</p> <p>Chief Jeff Tucker stated that the Alaska State Fire Chiefs' Conference was later this month. Chief Tucker asked Del if he had any information to hand out for ALMR out or if he would like him to distribute the survey at the conference.</p> <p>Del stated that would be fine.</p> <p>Chief Tucker stated the conference started the week of August 22.</p>	
<p><b>Adjourn</b></p>		
	<p>The meeting adjourned at 1:59 p.m.</p>	